

NATIONAL LOUIS UNIVERSITY - STAFF COUNCIL BY-LAWS

Article I: Name

Section I. The name of the organization is Staff Council of National Louis University, referred to as the Staff Council.

Article II: Mission The mission of the Staff council is to represent and promote the interests of the staff and serve as an active advisory group to the University Administration in areas that pertain to the welfare of the staff and matters that may benefit the University as a whole.

Article III Purpose

The purpose of Staff Council is to:

1. Work collaboratively with University Administration and Faculty to enhance the student and employee environment of NLU.
2. Encourage a spirit of staff unity, interaction and awareness of University issues across the campuses.
3. Provide input within the parameters of University guidelines and advise administration on policy matters that affect the staff and the University Community as a whole. Input will be gathered through the staff council bi-monthly meetings and collectively recommendations may be made to University administration.
4. Participate in standing University committees and other committees as needed that address the concerns of the staff such as training, development, and employee benefits and student retention.

Article IV Membership

Section 1. Any full or part-time employee classified in a position below the department director is considered a member of the Staff Council. Any question regarding membership eligibility is subject to review by the Staff Council Leadership board. Individuals will not be denied membership or full participation in the Staff Council for reasons of age, race, gender, nationality, political affiliation, religion, sexual orientation, or disability. Staff members are not required to participate in the Staff Council and the opinions of the Staff Council chair do not reflect the opinions of the entire staff.

Section 2 Duties

1. The Chair will schedule and preside over Staff Council meetings, prepare an agenda for each meeting, call special meetings of the Leadership Board, represent the staff in meetings of shared governance, recommend staff members to serve on University Search Committees, initiate the formation of new staff committees, and maintain consistent communication with the staff, President and other administrative officials on matters pertaining to the staff and the University community.
2. The Vice-Chair will represent the staff in meetings of shared governance, assume the duties of the Chair in her/his absence or departure of office, and propose the formation of new staff committees.
3. The Secretary will be responsible for the accurate and thorough documentation of all Staff Council meeting minutes distribution of minutes to appropriate individuals to ensure all staff will have access to minutes and attend meetings of shared governance at the request of the Chair.
4. Campus reps will participate in bi-monthly Staff Council meetings and present the comments, concerns and suggestions relative to their particular campuses or those regarding the University as a whole. Meetings will take place the 3rd Wednesday of even numbered months; times will vary to accommodate all staff members. Campus reps will be asked to attend meetings of shared governance at the request of the Chair and will confer with the Chair and Vice-Chair on the creation of Staff Council committees.

Section 3 - Elections and Terms of Office

1. All Staff Council members are defined in Article IV, Section 1 are eligible for election to the Staff council Leadership Committee and may nominate themselves for office or received nominations from fellow Staff council members. Faculty and administrators are not eligible to nominate staff for the Council Leadership Board. Elections will be conducted through an electronic format when there is more than one nomination per position, with the winner being determined by the highest number of votes received. Assistance will be provided for any Staff council member who may not have access to the electronic voting format to ensure that every individual has been given an opportunity.
2. Staff Council elections will take place in July every two years (odd-numbered years), and elected individuals will assume office in August of that year. All Staff council Leadership Board members will serve a two-year term and are eligible for re-election for on additional two-year term. A special election will be held to fill an open vacancy.

Article VI Scheduled Meetings and guidelines

Section 1. Staff Council meetings

The Staff Council Board will meet with all Staff on the third Wednesday, every other month (even numbered months). Time for meetings will vary to accommodate all staff members. The Staff council Chair will provide a schedule in September for the meetings to be held at a different NLU campus every other month. Additional meetings will be held as deemed necessary by the Staff council or Staff Council Leadership Board.

Section 2 Non-Staff Council member participation

Individuals who are not members of Staff Council may attend or be asked to attend a meeting at the discretion or request of the Staff Council or Leadership board.

Section 3 Professional Decorum

The Staff Council Leadership Board and Staff Council members will respect the opinions expressed by fellow staff and are expected to act in a professional and courteous manner in meetings.

Article VII Committees

Section 1 – Staff Council Communication Committee

The Staff Council communication committee will develop and maintain an information site on the NLU homepage. The Chair and other members of the committee will be determined through consultation of the Staff Council Leadership committee.

Article VIII Amendments

Section 1 Amendments

The Staff Council Leadership Committee will review amendments to the Constitution and an addendum to the constitution will be made after a majority vote of the staff council.