MURRAY STATE UNIVERSITY

Staff Congress
Bylaws

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BYLAWS

Murray State University Staff Congress

Article I – Representatives

Section 1. Responsibility

A. Staff Congress representatives are expected to keep themselves informed and to represent the majority interests of their constituency.

B. Representatives are expected to attend all meetings and major Staff Congress events. Members are expected to serve on committees as needed.

Section 2. Election Process

A. Staff Congress elections shall be the responsibility of the Credentials and Elections committee.

B. Staff Congress elections shall be conducted each year during the month of April.

C. Staff-wide memos shall be circulated prior to the month of April each year to explain and announce the election process.

D. Nominations will be accepted for a period of two full weeks. Nominations must be received by the Credentials and Elections committee by 4:30 p.m. of the final day.

E. The chairman of the Credentials and Elections Committee will be responsible for receiving all nominations in his or her office. The nomination must include the nominee's full name and category.

F. At the close of nominations a sample ballot listing all nominees and their category shall be sent to each staff member.

G. Write-in candidates will be accepted when there is an insufficient number of nominees for the vacancies in a membership category.

H. Elections shall be conducted two full weeks after the close of nominations.

I. Central polling locations will be designated by the Credentials and Elections Committee. Voting provisions shall be made for afternoon and night shift employees as well as employees not located on the main campus.

J. Eligible staff members who cannot vote during the designated times shall be allowed to vote by absentee ballot. Absentee voting procedures will be determined and announced by the Credentials and Elections Committee.

K. All eligible voters, except BVC staff, will have a maximum of six votes, two from their employment category and four at-large, except in a year when a Breathitt Veterinary Center representative is chosen. At that time eligible voters will have three at-large votes as well as the two votes in their employment category.

L. Eligible voters at the Breathitt Veterinary Center will have a maximum of four votes from the at-large category, except in the year their representative is chosen. At that time each eligible voter will have three at-large votes and one BVC vote.

M. The Credentials and Elections Committee shall establish campaign guidelines. The written guidelines shall be given to each candidate.

Section 3. Representation

A. All regular staff employees, who have at least one year continuous employment, as of the date of the election, shall be eligible to run for election to the Staff Congress. A regular employee is defined in Article II of the Constitution.

B. Any regular staff person may be a candidate for election to the Congress by making his/her wishes known in writing to the Credentials and Elections Committee by the established date. An employee may run for election in one category only.

C. Two staff representatives will be elected from each of the following three employment categories, as defined by Human Resources:

Group A	Secretarial/Clerical
Group B	General/Facilities Management
Group C	Executive/Managerial/Professional

D. Four at-large Staff Congress representatives will also be elected, except in a year when a Breathitt Veterinary Center representative is elected. At that time three at¬large representatives will be elected.
E. One representative will be elected from the Breathitt Veterinary Center staff every third year. BVC staff are limited to this position.
F. The total number of elected Staff Congress representatives will be a maximum of thirty.
G. Open positions in the current General and Facilities Management (Physical Plant) categories at the time this amendment is ratified shall be moved into the at–large category. The combined General/Facilities Management category shall transition to six members total over the next three years. Two members shall be elected each year. Additional positions in this category shall move to at–large as the current terms expire.

Section 4. Term of office

Each Staff Congress representative shall serve a three-year term. Terms of office are staggered so that one third are elected each year. Terms of office begin July 1.

Section 5. Vacancies

A. A vacancy occurs when an elected Staff Congress representative terminates employment at Murray State University.
B. The membership status of any representative missing three consecutive meetings shall be reviewed by the executive council. The council may recommend that a position be declared vacant after contacting the absent member.
C. When a vacancy occurs, the person receiving the next highest number of votes in the last election in the category in which the vacancy has occurred shall be given the opportunity to fill the vacancy. In the event that no candidates are available from the last election, the Credentials and Elections committee shall suggest possible replacements to the executive council. The executive council shall recommend a candidate to the Congress for its approval.
D. In the event of a vacancy, the replacement shall serve for the duration of the unexpired term.
E. Representatives who are transferred out of their category will serve until the next Staff Congress general election.

Article II – Staff Regent

Section 1. Responsibility

The Staff Regent is bound to keep himself or herself informed and to represent the majority interests of non-teaching personnel.

Section 2. Election Process

A. Staff Regent elections shall be the responsibility of the Credentials and Elections Committee.
B Staff Regent elections shall be conducted every three years during the month of March commencing in 2003. The election will be concluded prior to the Staff Congress general election filing deadline.
C. Staff-wide memos of information shall be circulated prior to the month of March in the year in which there will be an election to explain and announce the election process.
D. Nominations will be accepted for a period of two full weeks. Nominations must be in by 4:30 p.m. on the final day of the two-week filing period.
E. The chairman of the Credentials and Elections Committee will be responsible for receiving all nominations in his or her office. The nomination must include the nominee's full name and a statement as to why he or she should be elected as Staff Regent.
F. At the close of nominations a sample ballot listing all nominees shall be sent to each department for posting.

G. The Credentials and Elections Committee may choose to hold a primary election if more than five nominations are received.
H. Two open forums will be held for staff members to meet the candidates. The forums will be held on the main campus, one in the morning and one in the afternoon and both will use available technology to allow extended campuses to participate. The Credentials and Elections Committee may cancel the forums if there is only one Staff Regent candidate.
I. The Credentials and Elections Committee shall submit campaign guidelines and an election schedule for, approval by Staff Congress at the October meeting prior to the election. The Credentials and Elections Committee will give the written guidelines to each candidate.
J. Elections shall be conducted two full weeks after the close of nominations. The primary election, if held, will be conducted two full weeks after the close of nominations with the general election following one full week later.
K. If the top vote-getter receives less than 40% of the total vote a run-off election will be held between the two candidates with the highest vote totals. No rounding will be allowed in meeting the 40% threshold. A run-off election, if needed, shall be held one full week after the general election.
L. Central polling locations will be designated by the Credentials and Elections Committee and voting provisions will be made for afternoon and night shift employees, as well as employees not located on the main campus.
M. Eligible staff members who cannot vote during the designated times shall be allowed to vote by absentee ballot. Absentee ballot procedures will be determined and announced by the Credentials and Elections Committee.
N. Results, including vote totals, of the election will be released in accordance with open records law.
O. Elections to fill vacancies, as defined in Article II, Section 4 of this document, shall be for the unexpired term in the same manner as provided for the regular election. In the event of a vacancy nominations to fill the remainder of the term will be accepted for two full weeks beginning with the date nomination forms become available. Election procedures as outlined in Section 2 paragraphs e through n will be followed for this election.
P. The Credentials and Elections Committee shall be allowed to extend the election schedule for a second or third election, if needed, to conform to the University calendar.

Section 3. Representation

A. All full-time staff employees as classified by Human Resources, excluding the president, vice presidents, academic deans, and academic department chairpersons, who have been employed three consecutive years at Murray State University are eligible to run for Staff Regent.
B. Any staff member meeting the above qualifications may be a candidate for election to Staff Regent by making his/her wishes known in writing to the Credentials and Elections Committee by the established date.

Section 4. Term of office

The Staff Regent will serve a term of three years and until his/her successor is elected and qualified. The staff member shall be eligible for reelection, but shall not be eligible to continue to serve as a member of the Board if he/she ceases being an employee of this University. If a vacancy occurs during regent's term the replacement will serve the remainder of the term.

Section 5. Duties

A. The Staff Regent shall be an ex-officio, non-voting member of the Staff Congress
B. The Staff Regent is expected to attend all Staff Congress meetings and to be familiar with the minutes of the previous Staff Congress meeting.
C. The Staff Regent is expected to work with and to keep the staff informed of all issues involving the staff.

D. The Staff Regent is expected to keep the lines of communication open with the staff and Staff Congress.
E. The Staff Regent shall meet with the executive council of Staff Congress on a regular basis.

Article III – Officers

Section 1. Officers

The Staff Congress shall annually elect three officers from its own membership to serve for one year or until their respective successors have been elected and seated. These officers are the president, vice president, and treasurer of the Staff Congress. These officers shall also comprise the executive council. The immediate past president of Staff Congress shall serve as an ex-officio member of the executive council.

Section 2. Eligibility for office

Any member of the Staff Congress, who has served a minimum of one year immediately prior to the official beginning date of the office, is eligible for election to the office of president, vice president or treasurer. Ex-officio members are not eligible to serve as an officer.

Section 3. Elections of officers

A. Elections to the offices stated in Section 1 of this Article shall be conducted by secret ballot at the June meeting of the Staff Congress. Newly elected officers will begin official responsibilities in July.
B. The parliamentarian of Staff Congress shall be the presiding officer for that portion of the June meeting devoted to officer elections. The parliamentarian shall appoint two members of Staff Congress to serve as tellers in the counting of the votes cast in the elections. Any Staff Congress member nominated for any office shall be ineligible to serve as a teller.
C. Only current members of Staff Congress may nominate or cast ballots in the election of any officer of Staff Congress.

Section 4. Vacancies in office

An election to fill a vacancy in the office of either vice president or treasurer of Staff Congress shall be conducted at the next regular meeting after such vacancy occurs.Such election shall be conducted by the president. Voting shall be by secret ballot. The president shall appoint two members to count the ballots. The votes shall be tabulated and the newly elected officer shall assume their duties immediately.

Section 5. Duties of the president

The duties and functions of the president of Staff Congress shall be:

A. Preside at all meetings of Staff Congress.
B. Determine the agenda for all meetings of the Staff Congress.
C. Issue calls for both regular and special meetings of the Staff Congress through the secretary and in accordance with Sections 3 and 5 of Article IV of the Bylaws.
D. Receive all matters directed to Staff Congress and refer these to Staff Congress or to one of its committees, as appropriate.
E. Represent Staff Congress in the university community and in the community at large.
F. Create all ad hoc committees of Staff Congress as set forth in Article VII of the Bylaws.
G. Appoint the Staff Congress parliamentarian as set forth in Article X, Section 3 of the Constitution.
H. Nominate representatives from Staff Congress to all university-wide committees as set forth in Article VIII of the Bylaws.
I. Enforce the Constitution and Bylaws of the Staff Congress.
J. Exercise other duties and functions of a presiding officer as may be additionally specified by Staff Congress.

Section 6. Duties of the vice president

The duties of the vice president of Staff Congress shall be:

A. Preside at meetings of Staff Congress in the absence of the president.
B. Assume the office of president of Staff Congress in the event a vacancy occurs The new president shall notify members of Staff Congress that he/she has become president.
C. Represent the Staff Congress when asked to do so by the president.
D. Perform other duties as may be deemed necessary by the president of Staff Congress.

Section 7. Duties of the treasurer

The duties and functions of the treasurer of the Staff Congress shall be:

A. Keep accurate budgetary records.
B. Prepare monthly treasurer's report and present a report at each regularly scheduled meeting.
C. Preside at meetings of Staff Congress in the absence of the president and vice president.
D. Perform other duties as may be deemed necessary by the president of Staff Congress.

Section 8. Appointment and duties of the parliamentarian

Within one week following the election of officers, the president of Staff Congress shall appoint one member of Staff Congress to serve as parliamentarian. The duties of the parliamentarian shall be:

A. Assist the president in maintaining order and decorum at meetings of the Staff Congress.
B. Interpret and apply Robert's Rules of Order (latest revision) when so requested by either the president of Staff Congress or by motion duly adopted by the Staff Congress.
C. Serve as presiding officer of Staff Congress only for that portion of the June meeting during which officers of Staff Congress are to be elected in accordance with Section 3 of this Article.
D. Keep and maintain an accurate and up-to-date copy of the Constitution and Bylaws and all amendments made thereto and to transmit the same to his successor.
E. Serve as parliamentarian for a term of one year concurrent with the term of president of Staff Congress.
F. Preside at meetings of the Staff Congress in the absence of the president, vice president and treasurer.
G. Perform other duties as may be deemed necessary by the president of Staff Congress.

Article IV – Meetings

Section 1. Time

The Staff Congress shall meet on the second Wednesday of each month, unless the members vote at least one month prior to change the meeting date.

Section 2. Place

The Staff Congress shall hold its regular meetings in a location determined by the executive council.

Section 3. Notice of meetings

Written notice, stating the place, date, and time of each meeting, shall be delivered to members of the Staff Congress not less than five working days before a regular meeting and not less than three working days before a special meeting.

Section 4. Agenda

The president of the Staff Congressshall determine the agenda for each meeting.

A. All committees of the Staff Congress and individual members of Staff Congress may submit agenda items to the president not less than seven working days before a regular meeting.
B. The secretary of the Staff Congress shall deliver a copy of the agenda to each member not less than five working days before a regular meeting and no less than three working days before a special meeting.
C. The order of the agenda shall be in accordance with Robert's Rules of Order (latest revision). Any conflict between this source and the Constitution and Bylaws of the Staff Congress shall be resolved in favor of the Constitution and Bylaws of the Staff Congress.

Section 5. Special meetings

A special meeting of the Staff Congress may be called a.) at the discretion of the president, b.) by a written petition submitted to the president by seven members of Staff Congress or c.) by a majority vote of those present during a meeting of the Staff Congress.

A minimum of three working days notice must be given prior to the meeting. The special meeting shall be limited to the agenda items for which it was called.

Section 6. Open meetings

Meetings of the Staff Congress shall be open to non-members. Visitors shall be seated separately from representatives and will be recognized by the president only when prior arrangements have been made with the president.

Section 7. Executive session

The Staff Congress reserves the right to move into executive session upon majority vote of the members present as allowed by KRS 61.800 to 61.850. The general reason for going into executive session must be presented in open meeting, and a motion must be made and passed to go into executive session. Any motion related to the executive session's issue must be made after the Congress returns to open session.

Section 8. Absence of elected officers

The president shall preside at all meetings. In the absence of the president the following offcers shall be in line to conduct the meeting: vice president, treasurer, and parliamentarian. If none of the preceding positions are present a chairman pro-tem shall be elected from the body of members present at the meeting. The chairman pro-tem shall conduct the meeting.

Section 9. Offsite attendance

Whenever possible Staff Congress can use available technology to allow Staff Congress members to attend meetings from remote locations. Members attending via technology shall have the same rights as those attending the meeting in person.

Article V – Voting

Section 1. Voting

Voting during each meeting of the Staff Congress shall be by a method determined by the president at the time of the vote. The total vote shall be determined by the president, who may appoint two representatives to assist in totaling the number of votes.

Section 2. Roll call votes

A roll call vote may be called at the discretion of the president and shall be called upon request of a representative with concurrence of one-third of voting members present. A roll call vote shall be called automatically in case of a contested vote.

Section 3. Quorum

Article IX of the Constitution provides that a quorum shall be fifty-one percent of the current elected membership.

Section 4. Debate

Debate or discussion shall be limited to twenty minutes per motion after said motion unless an extension of time is voted by two-thirds of voting members present. The time shall be kept by the vice president or an individual appointed by the presiding officer. An individual may speak for a maximum of two minutes on the issue at a time.

Section 5. Tie votes

The president or presiding officer shall vote only in case of a tie vote.

Article VI – Standing committees

Section 1. Function

The standing committees of Staff Congress shall perform assigned duties as outlined in Article VI Section 3.

Section 2. Appointments

A. Each year at the July meeting, or when a permanent vacancy occurs, the executive council shall report to the Staff Congress existing vacancies in standing committee memberships and shall submit to the Staff Congress the name of a representative for each vacancy existing or known to have occurred.
B. After the nominations of the executive council have been reported to Staff Congress, the president of Staff Congress shall then call for nominations from the floor. A majority vote shall be required to elect.
C. A representative may serve on two standing committees at a time. Assignments shall be for the current fiscal year.
D. Standing committees shall be composed of a minimum of five members including a chairperson.

Section 3. Standing Committees

Current standing committees are:

A. Personnel Policies/Benefits Committee
This committee shall make recommendations for adjustments, improvements, and refinements in personnel matters. Seven members of this committee will be appointed to the university-wide insurance and benefits committee.
B Credentials and Elections Committee
This committee shall be charged with the certifying of candidates for election, the conduct of elections of representatives to the Staff Congress as set forth in Article I of these Bylaws, and the election of Staff Regent.
C. Grievance Committee
This committee shall receive complaints and grievances from staff personnel appealing decisions of the director of Human Resources, and recommend appropriate action to the vice president for finance and administrative services. Committee members shall be selected by the president as needed. Participation on this committee does not count toward the two committee maximum.
D. Staff Recognition Committee
This committee shall coordinate any staff recognition activities determined by Staff Congress including, but not limited to, the staff appreciation luncheon, Staff Excellence Awards and staff recognition ceremony.
E. Staff Special Events Committee
This committee shall coordinate any special event activities determined by Staff Congress including, but not limited to, the children's Christmas party and the staff Christmas reception.
F. Communications Committee

This committee shall assist the secretary with the Staff Congress newsletter and publicity. This committee shall be available to assist the Staff Regent with communications as requested.

G. Working Conditions Committee
This committee shall make recommendations for adjustments, improvements, and refinements in working conditions of the university staff.

H. Staff Congress retains the right to add or delete standing committees as needed.

Section 4. Chairpersons of standing committees

A. The executive council shall recommend to Staff Congress the name of a representative for each standing committee's chairperson and vice chairperson.
B. Appointment is by majority vote of the Staff Congress.
C. Duties of standing committee chairpersons shall be:
    1. Call for and preside at all meetings of the respective committee.
    2. Determine the agenda for each committee meeting.
    3. Insure that all matters, as may be referred to the committee by Staff Congress, are followed through to conclusion.
    4. Insure that committee conduct is governed by procedures contained in Robert's Rules of Order (latest revision).

Article VII – Ad Hoc committees

Section 1. Authority

The president of the Staff Congress, in consultation with the executive council, may create such ad hoc committees as may be necessary for accomplishment of certain specific projects and for special purposes.

Section 2. Appointments

Appointments shall be made by the executive council and be approved by a majority vote of the Staff Congress.

Section 3. Limitation

An ad hoc committee that has responded and completed its assigned task or project is automatically discharged.

Article VIII – Appointments to university-wide committees

Section 1. Selection of Appointments

The president of the Staff Congress, in consultation with the executive council, may nominate staff members to serve on committees or other groups with designated staff representation, or submit a list of names to requesting committees or groups for their selection.

Section 2. Approval of Appointments

A majority vote of those present at a regular Staff Congress meeting is required to approve the nominee(s) as described in Section 1 of this article.

Section 3. Responsibilities of Appointees

Staff members appointed by the Staff Congress shall regularly attend all meetings of that body to which they have been appointed and provide that body with input. The appointed staff members are expected to keep the Staff Congress informed of the group's actions and recommendations by periodic reports. Failure to keep the Congress appropriately informed may be grounds for declaring the appointment vacant.

Section 4. Vacancies in Appointment

A vacancy shall exist in such appointment whenever any of the following events occur:

A. The person ceases to be employed by Murray State University, or
B. The person ceases to be classified as staff, or

C. The person notifies the president of the Staff Congress that he/she no longer wishes to continue in such capacity, or
D. The person fails to fulfill the responsibilities for which they were appointed.

Article IX – Other Appointments

Section 1. Secretary

A. The president of Staff Congress shall appoint a committee of no more than five Staff Congress members for the purpose of selecting a nominee for the position of secretary. The nominee can not be a member of Staff Congress.
B. Staff Congress members shall vote on this recommendation of the secretary nomination. A majority vote is needed to hire the secretary.
C. The secretary shall receive compensation as specified by a personnel action form.
D. The secretary shall receive a performance evaluation at least annually performed by the executive council of Staff Congress.
E. Employment of the secretary may be terminated by vote of Staff Congress.
F. The secretary shall give at least 30 days written notice to the president prior to vacating the position.

Section 2. Duties of the secretary

The duties and functions of the secretary of the Staff Congress shall be:

A. Keep accurate minutes of regular and special meetings of Staff Congress and distribute copies of same to the membership of Staff Congress at least five working days prior to the next meeting of Staff Congress.
B. Keep a roll of the membership of the Staff Congress and an accurate record of each representative's attendance at meetings of Staff Congress.
C. Assist the president in distributing the agenda for meetings of Staff Congress as set forth in Article IV Section 4 Paragraph B of these Bylaws.
D. Issue notices for all meetings of Staff Congress as set forth in Article IV Section 3 of these Bylaws.
E. Prepare and distribute, with approval from the president, the Staff Congress newsletter to all University staff.
F. Be responsible for any publicity needed in relation to Staff Congress.
G. Perform other duties as may be deemed necessary by the president of Staff Congress.

Article X – Amendments to the Bylaws

Section 1. Petition

Any proposal to amend these Bylaws shall be submitted by a written petition signed by five representatives of the Staff Congress at any regular meeting of the Staff Congress.

Section 2. Process

A proposal to amend the Bylaws shall be presented and discussed at a regular meeting of Staff Congress. The proposed amendment shall be placed on the agenda of the next regular meeting of Staff Congress for final consideration. The said meeting shall be held within thirty business days of the first reading. Amendments to the Bylaws shall be adopted upon an affirmative vote of two-thirds of the members in attendance at the meeting.