**Bylaws of the Staff Assembly of Butler University**Amended and approved by the Staff Assembly on (date)

**DRAFT**

**Article I. Mission and Purpose**

***Section 1.* Mission**

The mission of the Butler University Staff Assembly is to support, inform, and promote engagement of all staff in order to sustain a positive culture and community.

***Section 2.* Purpose**

In accordance with the Assembly’s mission statement, the purpose of the Butler University Staff Assembly shall be to:

1. Provide a platform for communication and feedback relative to issues affecting the campus community.   
2. Work to seek answers and solutions to staff questions, concerns, and suggestions.   
3. Continuously support, engage, and enhance the work environment culture through social, developmental,

and collaborative opportunities.   
4. Represent staff through participation and discussions with constituents across the University.   
5. Advocate for efficient processes and policies to aid in the retention, inclusion, and productivity of staff.

**Article II. Definition of Staff**

**Butler University staff includes all Butler personnel (this does not include faculty or student employees.) This includes staff of all Butler classifications.** Staff personnel may be employed on a 9, 10, 11 or 12-month schedule, or on a temporary or occasional basis.

**Article III. Staff Assembly Executive Committee**

***Section 1.* Composition of Executive Committee**

The Executive Committee shall be composed of twelve (12) elected members: three officers, including the Chair, the Vice Chair, and the Secretary-Treasurer, and nine (9) at-large members. Vacancies to the Executive Committee shall be filled as described in Article V, Section 4.

***Section* *2*. Executive Committee Member Responsibilities and Duties**

Each executive committee member shall:

1. Shall attend and actively participate in regularly scheduled executive committee meetings.
2. Convene or serve on executive sub-committees/workgroups
3. Serve on University committees or workgroups when requested
4. Schedule and conduct Staff Assembly General and Executive Committee meetings.
5. Interpret and revise the bylaws in accordance with Article X.

**Article IV. Staff Assembly Officers**

***Section 1.* Officer Positions**The Assembly Officers shall include the Chair, the Vice Chair, and the Secretary-Treasurer.

***Section 2*. Succession of Officer Positions**   
The succession of officer positions is as follows:

1. If the Chair position becomes vacant, it will be the responsibility of the Vice Chair to assume the duties of the Chair unless extenuating circumstances prohibit.
2. If it is agreed that the Vice Chair is unable to assume the Chair position, the Secretary-Treasurer will assume the Chair position through next-in-line succession unless extenuating circumstances prohibit. These circumstances will be reviewed by Executive Committee and agreed upon by a majority vote.
3. If the secretary-treasurer is unable to assume the chair position, then the executive committee shall conduct a new officer election with its remaining members.

***Section 3*. Chair Responsibilities and Duties**The Chair of the Staff Assembly shall be expected to fulfill the following responsibilities and duties:

1. Shall serve as presiding officer for all Staff Assembly General and Executive Committee meetings.
2. Shall represent Staff Assembly at scheduled University level meetings and events as requested.
3. Shall refer all matters submitted for the Assembly’s attention to the appropriate committee(s) or person(s).
4. Shall oversee Executive Committee representation on Standing and Ad-Hoc committees.
5. Shall oversee the creation and distribution of the General and Executive Committee meeting agendas
6. Shall be responsible for the disposition of all recommendations of the Assembly.   
   7. Provides support to Staff Assembly work groups and committees as needed.
7. Shall address any issues raised by executive committee members.

***Section 4*. Vice Chair Responsibilities and Duties**  
The Vice Chair of the Staff Assembly shall be expected to fulfill the following responsibilities and duties:

1. Shall preside over all Assembly and Executive Committee meetings when the Chair is not present.
2. Shall act on behalf of the Chair upon his/her request or in his/her absence.
3. Provides support to Staff Assembly work groups and committees as needed.

***Section 5*. Secretary-Treasurer Responsibilities and Duties**

The Secretary-Treasurer of the Staff Assembly shall be expected to fulfill the following responsibilities and duties:   
1. Shall create and distribute the minutes of the proceedings and actions of the General and Executive Committee meetings.

2. Shall maintain and provide updates of Staff Assembly budget to Executive Committee.

3. Shall maintain the Staff Assembly website.

4. Shall maintain the online suggestion site  
5. Shall reserve meeting space for executive and general meetings.

6. Provides support to Staff Assembly work groups and committees as needed.

***Section 6.* Officer Elections**The Officers shall be elected by current members of the Executive Committee no later than March 31st. Election of Officers shall be by secret ballot that is set up by the Nominations and Elections Appointee. A minimum of (5) five

yes votes shall be required to elect an officer. If a single candidate fails to receive a majority of the vote, there will be a run-off election of the candidates with the highest number of votes.

***Section 7*. Officer Terms**

1. Officers: Each Officer position is a two-year term, limited to two consecutive terms per position.

Terms of officers will commence on June 1st and end on May 31st. An Officer can serve up to two consecutive two-year terms and can serve a maximum of two officer positions consecutively.

Under special circumstances the Executive Committee members can vote by simple majority to temporarily extend an officer’s term for up to two years.

An Officer of the Executive Committee shall lose his/her position immediately upon separation of employment with Butler University.

***Section 8.* Filling Officer Vacancies**See Section 2 for procedures for filling a Chair vacancy.

To fill vacancies for the Vice Chair and Secretary-Treasurer, the Executive Committee will replace the positions with members already serving on the Executive Committee to finish the remainder of the Officer’s term. If no one on the Executive Committee is able to serve an unexpired term for an Officer, a special election will be called at Staff Assembly to elect a replacement Officer. Replacement officers shall serve the duration of the original term. After replacing vacant Officer positions, any vacancies to Executive Committee Member positions will follow procedures outlined in Article VI, Section 4. The Executive Committee may seek counsel from former Chairs of the Staff Assembly.

**Article V. At-Large Executive Committee Members**

***Section 1.* At-large Executive Committee Member Positions**There shall be nine (9) elected at-large members, not including Officers, to the Executive Committee.

***Section 2.* At-Large Member Elections**

Nominations and elections for the Executive Committee Member positions shall be held each year during the month of April. The following protocol shall be followed for all elections:

1. Nomination of candidates for election to the Executive Committee Representative positions shall result from secret ballot during the month of April. Each staff member may nominate up to one name for each open position.
2. The Nominations and Elections Committee shall collect all nominations.
3. Eligibility:
   1. A person must be employed by Butler a minimum of nine (9) months before accepting a nomination to a position on the Executive Committee.
   2. A nominee must be in good standing with the University, per University workplace standards of conduct.
   3. Nominees will be notified of their nomination, and be given up to five working days to accept or decline.
   4. Election ballots shall be prepared by the Nomination and Elections Committee and shall be

distributed on a designated day in April, with a ballot being provided for each staff member eligible to

vote.

* 1. The Nominations and Elections Committee will confirm results.
  2. A plurality of the votes shall elect the open At-large Executive Committee Members.
  3. The Staff Assembly Chair will notify the newly elected Representatives.

***Section 3.* At-large Member Terms**

At-large Executive Committee members shall be elected to staggered three (3) year terms and shall be eligible to serve no more than two (2) consecutive full terms. All terms shall begin on June 1st and shall end on May 31st.

Any member of the Executive Committee shall lose his/her position immediately upon separation of employment with Butler University.

***Section 4*. Filling At-Large Member Vacancies**

Vacancies to the Executive Committee At-large positions will be filled by consulting the results of the most recent election. The individual with the next highest votes will be offered to serve the remainder of the term, and the partial term shall not count against the term limits. If the individual declines, the Executive Committee would proceed to the next highest vote. Individuals would be vetted by HR and still in good standing with the university.

If all individuals from the election list decline, normal nomination and election procedures will be followed at the next regular meeting of the Staff Assembly as outlined in Article VI, Section 2. The elected member will serve the remainder of the term, and the partial term shall not count against the term limits.

If a member vacates three (3) months before the end of the term, the position may remain open until the next election.

**Article VI. Staff Assembly Meetings**

***Section 1*. Executive Committee Meetings**The Executive Committee shall convene at least monthly during the academic year. The Chair may cancel an Executive Committee meeting when necessary or appropriate.   
  
***Section 2.* General Meetings**General Meetings: The Assembly shall have regularly scheduled meetings as set by the Executive Committee. These shall be held during daytime working hours once per month during the academic year (August-May). Optional meetings can be held in June and July if deemed necessary. A quorum at any regular or special meeting shall require a minimum number of 40 members.

***Section 3.* Special Meetings**: Special meetings may be called by the Executive Committee, or upon petition to the Executive Committee from 25 percent of the Assembly membership. Notice of all meetings must have 24 hours lead-time.

**Article VII. Functional Priorities**

***Section 1.* Functional Priorities** to fulfill the mission and purpose of Staff Assembly, four key functional priorities have been identified to enable us to advocate for staff. These functional areas will be led or co-led by members of the Executive Committee. Staff volunteers outside of the Executive Committee may be utilized to carry out the work.

OPERATIONS: Includes internal operating structure as well as general meeting operations. Work groups, committees, and/or activities may include but are not limited to:

● General Meeting Operations

● Nominations and Elections

● Bylaws Revision

COMMUNICATIONS: Includes internal and external communications to promote Staff Assembly to staff on campus. Work groups, committees, and/or activities may include but are not limited to:

● Posting content to online outlets including blog and social media and email communications

● Manage online suggestion form

● Manage Staff Assembly bulletin board

ENGAGEMENT: Includes social, developmental, and collaborative opportunities. Work groups, committees, and/or activities may include but are not limited to:

● Activities and Socials

● Networking and Resources

● Personal and Professional Development

RECOGNITION: Includes opportunities to recognize staff and increase employee morale. Work groups, committees, and/or activities may include but are not limited to:

● Difference Makers Staff Recognition Program

● Thank You Card Program

***Section 2.* Functional Area Committee Chairs**

With the exception of the Staff Assembly Officers, a member of the Executive Committee will volunteer to serve as the chair of committees for at least a one year term. The Chair of each committee is responsible for securing staff volunteers to serve as committee members.

**Article VIII. Ad-Hoc Work Groups**

As special issues arise, ad-hoc work groups may be established by the Executive Committee or at the recommendation of the Staff Assembly to research and recommend action.

**Article IX. Amendment of Bylaws**

These bylaws may be amended by a two-thirds majority vote of the Staff Assembly at a regularly scheduled General Meeting or by electronic vote.

Notice of bylaw amendments will be provided to staff members at least two weeks in advance of voting.

A staff member may submit a motion to amend the bylaws to the Staff Assembly Executive Committee at any time.

**Article X. Bylaws/Effect**

The Bylaws shall go into effect when approved by the Staff Assembly by a 2/3 vote of the members present and voting, and upon approval of the Board of Trustees of Butler University or its designate.

*Endorsed on this xth day of month, year*

*James M. Danko President, Butler University*