

CONSTITUTION

&

BYLAWS

Amended 3/3/2017 and approved 3/21/2017

For:

**THE CIVIL SERVICE EMPLOYEES
COUNCIL
(CSEC)**

at

The University of Illinois at Peoria

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Article 1
NAME

- Section 1: The name of this organization shall be the Civil Service Employees Council (CSEC), University of Illinois at Peoria.
- Section 2: This organization is charged to act as the CSEC for U of I at Peoria, carrying out the responsibilities of said Council, enjoying the privileges granted its members under *Policies and Rules – for Civil Service Staff* (Link:https://nessie.uihr.uillinois.edu/cf/policies/index.cfm?Item_id=390) and other University and Campus rules, policies and procedures.

Article 2
PURPOSE

- Section 1: The purpose of this organization shall be:
- a. To represent the civil service employees to campus administration and to advise the Regional Dean at U of I at Peoria in the formation and implementation of policies and procedures relating to civil service employees;
 - b. To serve as the liaison between campus administration and the staff by providing a channel of communication between the Regional Dean at U of I at Peoria and civil service employees of the campus;
 - c. To study and make recommendations regarding: campus conditions of employment, problems and or needs either at the request of civil service employees, campus officers or upon its own initiative;
 - d. To study and make recommendations regarding pertinent topics, upon request or upon its own initiative, to the campus Office of Human Resources;
 - e. To enhance campus life by sponsoring and organizing welfare and social activities, by promoting increased cooperation and communication between the members of the University community, and by encouraging staff to participate in the unique benefits of employment at U of I at Peoria.
 - f. To receive, preserve and disperse funds under its jurisdiction as it relates to welfare and social activities.

Article 3
MEMBERSHIP AND QUALIFICATIONS

- Section 1: Membership of the full CSEC shall be composed of at least 15 members (representatives), with one representative assigned to each employee group. Ideally this will consist of 8 offsite and 7 onsite members.
- (CSEC SharePoint\Misc. Library\CSEC Rep Employee Groups Folder\ “FY?? Employee Groups CSEC Article 5 Reference Sheet”).

- Section 2: Any permanent full-time or part time 80% appointment status employee at U of I at Peoria, following the initial probationary hiring period, shall be eligible for election to represent his/her assigned group on CSEC. Exceptions to the rule may be made as long as there is a majority vote by the council.
- Section 3: Council members shall be elected for two-year terms with eight representatives elected in even years, and seven representatives elected in odd years. Council members are eligible for re-election without limit, as long as the member is willing to be nominated for yet another term. Any member elected at mid-term to replace a vacancy caused by resignation, termination, removal, or inability to serve shall be elected only for the remaining term of that vacant position. Elections will be held annually in June.
- Section 4: A member shall be required to immediately vacate his/her position upon discharge, resignation, termination, retirement, disability beyond 180 days, upon unexcused absence from three regular meetings of the Council, or violation of the Council constitution.
- Section 5: The President of CSEC, with concurrence of two-thirds of the members at a regular meeting of the Council, upon determining a violation of Section 4 of this article, shall be empowered to vacate the position. The Council President, with concurrence of two-thirds of the members may either elect to allow the position to remain vacant or may appoint an individual from the group to fill the post.
- Section 6: A newly elected member becomes a voting member at the July meeting following the election. All members attending the July meeting shall have voting privileges. Five times annually, a voting member may designate an alternate to attend a council meeting in the event of his/her absence. The alternate shall have voting privileges. A quorum shall be a simple majority of the total Council members.
- Section 7: Any member who has been duly elected to represent a group may continue to do so, even if he/she transfers or is transferred out of that group, to the end of the term to which he/she was elected.

Article 4
ELECTION OF MEMBERS

- Section 1: A listing of all civil service employees eligible for election to the Council shall be prepared by Human Resources and distributed by the Council Election Committee to each civil service employee not later than the third Monday of May.
- Section 2: All eligible employees shall be named on the ballots. Any civil service employee may contact a Council member and have his/her name removed from the ballot up to two weeks prior to the Election Day.
- Section 3: Election of members to CSEC shall be held by the third Monday of June. Term of office will begin at the end of the regularly scheduled July meeting. The election shall be held in accordance with written procedures previously approved by the Council.

Section 4: All civil service employees, with the exception of those classified as “extra help” shall be eligible to vote. Vote shall be by secret ballot. The ballots and instructions shall be prepared by the Election Committee.

Section 5: Within five working days of the election:

- a. Ballots will be opened and counted by the Chair and appointed members of the Election Committee;
- b. The Council President shall notify newly elected Council members;
- c. The Election Committee shall post the names of the elected members on the CSEC website and bulletin board onsite at UICOMP. A similar notice shall be sent to each member on the Council;
- d. The tallied results will be kept on the CSEC SharePoint site for a minimum of 4 years.

Article 5

REPRESENTATION OF EMPLOYEES

Section 1: All employee groups, defined in separate document titled “FY?? Employee Groups CSEC Article 5 Reference Sheet” found on CSEC SharePoint\Misc. Library\CSEC Rep Employee Groups Folder, shall be represented on the CSEC by at least one Council member per group based upon physical location. This document will be modified as needed to include all current civil service employee locations.

Section 2: It may be necessary to reconfigure preceding groups to maintain adequate distribution efforts. Employee groups shall be reviewed at the discretion of the Council President who will present recommended revisions to the Council members for approval.

Section 3: Members within each group shall be elected through an election process open to all civil service employees.

Article 6

MEETING OF THE COUNCIL AND COMMITTEES

Section 1: The CSEC fiscal year will extend from July first through June thirtieth. The Council shall determine at the start of each fiscal year which day/week of the month the regular Council meeting will be held. The Council will meet each month during the fiscal year, unless otherwise determined by the Council.

Section 2: Special meetings may be called at any time by the President or at the request of at least one-fourth of the Council membership. No special Council meetings shall be called without notification and approval of the President.

Section 3: All committees, whether standing or working, shall be subject to the call of their respective chair or the President.

Section 4: All current Council members, including officers, shall have one vote. A quorum shall consist of a majority of the elected Council members. A newly elected member becomes a voting member at the July meeting following the election. All members, new and retiring, attending the July meeting shall have voting privileges.

Section 5: Communication efforts between the Council members shall include, but not be limited to, the CSEC SharePoint website and email. All Council members shall utilize the SharePoint website to conduct Council business throughout the fiscal year. This will enable future councils to look back on previous years for helpful information to assist with council operations.

Section 6: Communication efforts between the Council and the employees shall include, but not be limited to, the UICOMP CSEC website, email and use of the suggestion box. All suggestion box submissions shall be reviewed by the Council President.

Article 7 OFFICERS

Section 1: Officers of CSEC shall consist of a President, Vice President, Secretary and Treasurer.

Section 2: New officers shall be elected at the end of the July meeting by the incoming CSEC members. Retiring officers and members shall continue to hold office until the new officers and members of the Council are elected. In case of a vacancy of office, the members of the Council shall elect, by simple majority, a replacement from their own membership to complete the remaining term of office.

Section 3: The term of office for CSEC officers shall be one year, beginning at the meeting immediately following their election and ending with the meeting at which their successors are elected. Officers shall not serve more than two consecutive terms, unless there are no other candidates nominated and the officer is willing to be nominated for yet another term. Officers may be nominated, elected or volunteer to serve in other officer positions besides the current or previous positions held.

Section 4: During their term of office, officers shall meet all qualifications for membership on the Council. In the event of disqualification, the position shall be vacated and the Council shall elect a replacement from its own membership to complete the remaining term of office.

Section 5: Candidates for office shall serve on CSEC for one year as a member, unless waived by majority of the Council.

Article 8 DUTIES OF OFFICERS

Section 1: The President shall:

- a. Immediately enact all duties defined in separate document titled CSEC President Job Description found on CSEC SharePoint website under the President's Library;
- b. Be responsible for and shall pre-approve all forms of outgoing Council communications to U of I at Peoria employees prior to chairs or committees sending;

- c. Preside at all regular and special meetings and enforce all rules, regulations and polices related to the administration of the Council;
- d. Call special meetings of the Council when deemed necessary or when requested to do so by at least one-fourth of the membership;
- e. Appoint committee chairpersons; assist committee chairs as needed and ensure all chairs are upholding their committee responsibilities;
- f. Transmit all formal recommendations on behalf of the Council to the intended recipient(s) and shall conduct all correspondence of the Council in collaboration with the Secretary;
- g. Vote in all regular Council meetings;
- h. Shall be responsible to request volunteers to serve on special committees;
- i. Represent CSEC in the monthly meetings with the Director of Human Resources and the Regional Dean at U of I at Peoria;
- j. Contact the Staff Advisory Council (SAC) President for any Council operating questions, as U of I at Peoria is considered a district of the University of Illinois at Chicago campus.
- k. Provide SharePoint oversight, maintenance and direction when needed.

Section 2: The Vice President shall:

- a. Assume the duties of the President in the event of the President's absence, inability, disability, disqualification or resignation until his/her return or the election of a replacement;
- b. Perform tasks and responsibilities as assigned by the President;
- c. In the event of the absence of the President and Vice President from any Council meetings, the officer next in line shall preside.

Section 3: The Secretary shall:

- a. Record and distribute minutes of all Council transactions at regular and special meetings;
- b. Maintain the attendance record of the Council members present at each meeting;
- c. Perform tasks and responsibilities as assigned by the President;
- d. Perform all other duties related to the office of Secretary;
- e. In the absence of the President and the Vice president, oversee Council meetings.

Section 4: The Treasurer shall:

- a. Perform duties associated with fiscal responsibility;
- b. Handle all monies and purchases of the Council in accordance with University Policies, Procedures, and Regulations, subject to the Council's decisions;
- c. Keep a record of all Council financial transactions and report the transactions of the Council treasury at each regular meeting;
- d. Annually in May submit financial records of the Council for review to a committee consisting of a financial consultant from the Dean's office and two Council members.
- e. Prepare and submit to the President a proposed Council budget request each August for the next fiscal year for review by the Council.

Article 9
COMMITTEE STRUCTURE

- Section 1: Working Committees shall be the vehicles for studying issues, problems, concerns and requests brought to CSEC. It is appropriate that new items be first brought to the committee(s) concern before being presented to the Council, or that business brought before the Council be referred to the committee(s) for further study and recommendation.
- Section 2: Working Committees are encouraged to invite experts from outside the Council to work with them on specific issues where such experts would be valuable.
- Section 3: The newly elected Council President shall appoint the Chairpersons for the Working and Standing Committees.
- Section 4: The Chairperson(s) or Lead(s) for the Working and Standing Committees shall be responsible for recruitment of members for their committees. The membership of each committee is subject to approval of the full Council by simple majority vote. All civil service employees shall be encouraged to participate in all Council committees. There shall be subcommittees of all Standing Committees as deemed necessary by each Standing Committee. Other Standing Committees shall be appointed as needed.
- Section 5: The Standing Committees of the Council shall include:
- a. Community Outreach
 - b. Constitution
 - c. Election
 - d. Personal Enrichment
 - e. Social
- Section 6: Managerial positions within the Council shall include:
- a. Focus Newsletter Manager
 - b. Webpage Manager
 - c. Graphics Design Manager
 - d. Pegboard Manager
 - e. Welcome Manager
 - f. Photo Manager
- Section 7: All Council members must serve on at least one Standing Committee and/or serve as an officer or in a managerial position.

Article 10
RULES OF PROCEDURE

- Section 1: This Constitution and its Bylaws may be amended at any Council meeting, which occurs two or more weeks after the full text of the proposed amendment has been submitted to the Council members in writing.
- Section 2: The Chairman of the Constitution Committee shall be responsible for creating an amendment any time there are proposed Constitution recommendations or changes.

- Section 3: A motion to amend requires one more than half of the Council membership to pass; regardless of the number of members actually present at the meeting at which the vote is taken.
- Section 4: The rules of procedure contained in the current edition of Robert's Rules of Order shall govern the Council in all applicable instances, except where specifically at variance with the Bylaws, Constitution, or special rules of order of the Council.
- Section 5: The rules of procedure may be suspended during any meeting by a two-thirds vote of all members present.