

# Clark University Staff Assembly

(Bylaws created September 15, 2017, revised December 5, 2017, revised January 12, 2018, revised February 8, 2018)

## **ARTICLE I: Authority, Membership and Purpose**

### **Section I: Authority**

The Staff Assembly and its coordinating committee was initiated out of the President's Office and partnered with Human Resources in November of 2016.

### **Section II: Name**

The name of this organization shall be the Clark University Staff Assembly.

### **Section III: Membership**

All staff<sup>1</sup> are members of the Clark University Staff Assembly. All activities and services are available to every staff member, exclusively represented or non-represented.

### **Section IV: Mission and Purpose**

The Clark University Staff Assembly is dedicated to recognizing the interests of staff and providing a forum that represents all staff members. The Staff Assembly also acknowledges and respects the diversity and professionalism each staff member contributes to the University. It is the Staff Assembly's objective to strengthen the common values as outlined in [The Administrative and Staff Compact](#), convey information to the University leadership with the goal of maintaining a stronger interdependent work environment, and enhance our dynamic learning community.

## **ARTICLE II: Organization**

### **Section I: Structure**

The Staff Assembly shall consist of the Staff Steering Committee, the standing committees chaired by members of the Steering Committee, and the general membership. The Steering Committee has twelve (12) members: Eleven (11) members are nominated by staff and appointed by the Steering Committee on an annual basis (see article III for nomination process) while the Director of Human Resources or designee occupies the 12th member in an ex-officio capacity.

### **Section II: Steering Committee and Responsibilities**

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<sup>1</sup> Within this document and all matters related to Staff Assembly, the word "staff" will refer to "all non-faculty Clark employees".

The Steering Committee shall consist of the following:

1. Chair
2. Chair-Elect (also Treasurer)
3. Immediate Past Chair
4. Secretary & Archivist
5. At Large/ Special Projects

*Standing Committees*

6. Communications (2-3)
7. Programs & Events (2)
8. Staff Innovation & Research (2)

*Ex-Officio*

9. Director of Human Resources or designee

Responsibilities:

Chair

The responsibilities of the Chair include scheduling meetings, establishing agendas, presiding at all Staff Assembly meetings, reporting to the President of Clark on a regular basis, and representing the Staff Assembly to other committees or boards on campus at the request of the President. Chair will also be responsible for overseeing the nomination process. After serving as Chair for one year, will assume the role of Immediate Past Chair the following year.

Chair-Elect

The responsibilities of the Chair-Elect include performing duties of the Chair, as required or in absence of the Chair, succeed the Chair at the end of their term and assume the chair if a vacancy occurs in the office of the Chair (fulfill the remainder of the term plus one year). The Chair-Elect also (as directed by the Chair) assumes any responsibilities of a Treasurer.

Immediate Past Chair

The responsibilities of the Immediate Past Chair include; mentor new executive board members and offer council to current Chair as appropriate, assist Secretary with archiving responsibilities as needed, and assist other members as assigned by the Chair.

Secretary/ Archivist

The responsibilities of the Secretary include; taking the minutes of all SACC meetings and archiving them in the shared drive or otherwise designated repository, maintain SACC repository and member's access to it, review and maintain by-laws annually and ensure they

are followed by Staff Assembly, and solicit SA ephemera from standing committee chairs and members of the generally assembly. Immediate Past Chairs can assist in the latter.

### At-Large

The responsibilities of the At-Large member include; representing members of the general assembly at all SACC meetings, chairing ad-hoc committees created by the Steering Committee, and leading special projects assigned by the Chair.

### Communications Co-Chairs

The Communications Standing Committee will be co-chaired by 2-3 members of the Steering Committee. Primary responsibilities include maintaining SA webpage, answering emails to the Staff Assembly email account, maintaining any social media accounts, events & programs on website, and conduct SA visibility & transparency initiatives.

This standing committee has the authority to recruit Staff Assembly members to serve on the committee.

### Programming and Events Co-Chairs

The Programming and Events Standing Committee will be co-chaired by two members of the Steering Committee. Primary responsibilities include carrying out logistical planning for General Staff Assembly meetings (room booking, finalizing agenda, create appropriate advertising and give to communications committee in a timely manner, etc.) and carrying out logistical planning for end of semester SA social events. This committee will also assist in materializing the ideas out of the Staff Innovation and Research committee (e.g. launch programming) and fulfill any tasks assigned by the Chair.

This standing committee has the authority to recruit Staff Assembly members to serve on the committee.

### Staff Innovation and Research Co-Chairs

The Staff Innovation and Research Standing Committee will be co-chaired by two members of the Steering Committee. Primary responsibility is overseeing the creation/ editing of annual staff surveys and any other data gathering instruments utilized to better understand and serve the needs of the General Staff Assembly (all editing and introduction of new instruments must be approved by the executive board. See article II, section IV for quorum). Further responsibilities include coordinating analysis of survey results and other gathered data for generating ideas that can be materialized into deliverables. Must also fulfill tasks assigned by the Chair.

This standing committee has the authority to recruit Staff Assembly members to serve on the committee.

### Shared Responsibilities for all members

All members of the Steering Committee agree to be visible representatives of Staff Assembly.

### **Section III: Meetings**

#### General Staff Assembly

The General Staff Assembly is required to meet at least twice a semester. The fall semester meeting will launch the nomination process for filling vacant seats forthcoming on January 1<sup>st</sup>. The Steering Committee is required to announce the date of the meeting and number of forthcoming vacant offices two weeks prior to the General Staff Assembly meeting.

#### Steering Committee

The Executive Board shall meet at least once a month during the academic year, and once during the summer. Minutes of each meeting shall be recorded and archived by the Secretary.

#### Standing Committees

Standing Committees should meet at least once a month during the academic year outside of Executive Board meetings. Minutes of these meetings must be submitted to the Secretary of the Staff Assembly in a timely manner.

### **Section IV: Quorum**

Six members of the executive board shall constitute a quorum for the transaction of business. All issues voted on must have a two-thirds majority to pass.

## **ARTICLE III: Nominations for the Steering Committee**

### **Section I: Eligibility**

All members of the Staff Assembly are eligible for nomination by peer Staff Assembly members.

Based on the original guidelines used in October of 2016, when nominating a member, consider that *“The group should be broadly representative of all members of the staff community, for example: new and long term employees, staff, administrators, custodial and trades staff, as well as demographically diverse.”*<sup>2</sup> In addition, attention must also be given to the representation of units across campus. This is provided on the Staff Assembly web page.

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<sup>2</sup> While other Clark documentation may separate “staff” and “administrators,” for the purpose and transparency of Staff Assembly, “all staff” will refer to “all non-faculty Clark employees”.

## **Section II: Nomination Process** *(the process is currently under review for the 2019 cycle)*

Each year, the nomination process to fill empty positions on the Steering Committee will begin at the 2<sup>nd</sup> General Staff Assembly meeting of the Fall Semester. Immediately after the conclusion of the meeting digital nominations can be submitted through whatever medium the Steering Committee provides. The Steering committee requests that all nominations be initially discussed with the nominee before submitting the nomination. This is to be done in good faith. All nominations will be accepted within a two-week period, the first day being the day of the General Staff Assembly meeting.

After the two-week period, all nominations will be considered and voted on by the Steering Committee to achieve the most diverse committee as possible. These appointments will then be announced before the end of Fall Semester.

## **Section III: Terms of Office** *(to be revised before term cycle A in 2021)*

The appointment period for each member of the Steering Committee (excluding the ex-officio) is January 1st to May 31<sup>st</sup>, serving 2.5 years. (Please see article III, section IV for filling vacant terms). After serving the required 2.5 year term, that staff member will return to general membership and will be eligible again in two years.

Once a member of the General Assembly is appointed to the by the Steering Committee, that person either will self-nominate, or be nominated for an open position on the Steering Committee. That person then must be voted in by a 2/3 majority.

After serving one complete year on the committee, a member will have an opportunity to self-nominate or be nominated for another office on the committee. This will allow opportunity for current officers interested in Chair-Elect to pursue it, as well as those that might discover they were not a good fit for their initial office. However, whatever office each member holds during their second year they must also complete their third year in that position. Any exceptions that occur which deviate from this section should be addressed accordingly.

## **Section IV: Filling Vacant Terms**

In the event a member of the Steering Committee does not complete his/ her term of office, the committee will appoint a new member to the board based on the previous year's nominations. The newly nominated officer shall finish the cycle in which the vacant seat was part. This will be completed within a 4-week period from the time the seat becomes vacant.

## **ARTICLE IV: Committees**

### **Section I: Standing Committees**

Creation of all standing committees shall be the responsibility of the Steering Committee. With the exception of the officers, the initial standing committee structure and associated duties and responsibilities shall be reviewed at the beginning of each calendar year. If a standing committee is no longer serving the Staff Assembly mission and goals, proposal for a replacement standing committee can be drafted, published to the Staff Assembly website for review by general membership, and then voted on during a General Staff Assembly meeting. A 2/3 majority vote by attending members present at the meeting and virtual ballots submitted by the end of that business day will create the new standing committee.

Standing committees shall have an ongoing direction and purpose directly tied to the Staff Assembly mission and goals. The Steering Committee will determine the appropriate number and representation of members on standing committees. Standing committees shall be co-chaired by representatives of the Steering Committee. The co-chairs must publicly advertise the open positions, and can also recruit members for their committee.

### **Section II: Ad Hoc Committees**

Ad Hoc committees may be formed at the discretion of the committee as appropriate. These committees shall serve until their purpose expires. A formed Ad Hoc committee will be chaired by the At-Large executive member. Additional members of the committee will render their appointments when the purpose of the committee expires; not to exceed two years.

## **ARTICLE V: Bylaw Amendments**

These bylaws may be officially amended by a two-thirds majority vote cast by the general membership after the first General Staff Assembly of that year's cycle. Any member of the general membership may submit proposed rule changes throughout the year to the chair of the Steering Committee. Submissions must be in writing and include contact information of the submitter. The chair then presents the submission to the Steering Committee for discussion and evaluation. Updates on any proposed amendments will be given at the next General Staff Assembly meeting.