

University of Wisconsin Oshkosh

Classified Staff Advisory Council Bylaws

(revised 5-2012)

Historical Notes: These annotations are provided here to provide the developmental history and context of the Classified Staff Advisory Council as a governance group at UW Oshkosh.

The original bylaws for the Classified Staff Advisory Council were adopted on May, 8, 2001.

Subsequent revisions to those bylaws were approved on the following dates: March 18, 2003, Dec. 12, 2007, June 2010 and Nov. 2010.

Substantive revisions to the bylaws to position the Classified Staff Advisory Council as a formally-recognized governance group were approved by Classified Staff Advisory Council May 9, 2012 and referred to Chancellor Wells May 10, 2012. Further review of these changes by U-PLAN (University Planning Committee) was done on _____ (TBD) _____. Final language approved on _____ (TBD) _____.

ARTICLE I. PREAMBLE

Explanatory Note (2012 Changes): Additional language describes and explains changes in the role/function of the CSAC.

In 2001, the framework was developed for the classified staff to share their voice on our campus. The Classified Staff Advisory Council (CSAC) was established for this purpose. Due to pending imminent changes to the UW System policies and procedures, it became necessary, desirable and appropriate for a substantive discussion with classified staff to determine whether there was strong support for CSAC to formally serve as the official governance body having voting power for all classified staff and to solely act on their behalf. This change in the governance role was approved by a majority of the classified staff at UW Oshkosh. With the dissolution of the contractual agreements and bargaining rights and implementation of the newly presented University Personnel Structure, CSAC will officially be incorporated into the shared governance structure within University of Wisconsin Oshkosh.

All truly successful organizations recognize the value and the importance of the contributions and suggestions that are made by its employees. The University of Wisconsin Oshkosh, with an established tradition of shared governance, recognizes the tremendous value of suggestions received from all segments of the University's community, including those from the members of the classified staff. The Classified Staff Advisory Council was created and established to ensure that all members of the classified staff have the opportunity to be actively involved in setting the priorities and future direction for the University of Wisconsin Oshkosh.

In 2012, as this new role was established, the Classified Staff at UW Oshkosh expressed support for the principles, the processes and the practice of effective, engaged, and transparent shared governance at the University of Wisconsin Oshkosh.

ARTICLE II. VISION

All classified staff who work at the University of Wisconsin Oshkosh will have opportunities to help shape and advance the University through active and involved patterns of collegial communication and interaction with the University's administration and groups and organizations participating in the process of shared institutional governance as provided under Chapter 36 of the Wisconsin Statutes.

ARTICLE III. NAME

The name of the organization is the Classified Staff Advisory Council (Council or CSAC).

ARTICLE IV. CHARACTER AND CHARGE

CSAC is created as an unincorporated organization that operates within the administrative and shared governance structure of the University of Wisconsin Oshkosh. CSAC is charged with the following responsibilities: (1) To participate in the development of future plans for the University while also promoting and sustaining a positive professional environment for all classified staff employees (whether represented, non-represented, limited term and project appointment); (2) To promote programs and services that support professional development activities; (3) To encourage informed communication among classified staff and with the broader University community, including the recognized governance groups; (4) To serve as advisors to the Chancellor and other University administrators; and (5) To perform such other duties and functions as befits a voluntary organization committed to creating and sustaining an affirming and supportive operational environment that supports, promotes and encourages excellence in teaching, working, leading, and serving the community that is the University of Wisconsin Oshkosh.

ARTICLE V. MEMBERSHIP

All members holding regular, fulltime classified staff positions are eligible, and encouraged, to be a member of CSAC. CSAC has 15 members, each serving a three-year term with a maximum of two consecutive terms. The CSAC is elected by vote of all participating and interested members of the classified staff at the University of Wisconsin Oshkosh. CSAC's structure also includes a role for both a historian and webmaster, of which may or may not be current members, in the effect they are current members, then they would hold voting power.

ARTICLE VI. ADMINISTRATIVE LIAISON

The Chancellor shall be invited to appoint an individual to serve as the Administrative Liaison to CSAC. In making this selection or designation, the Chancellor shall identify an individual with the background training, experience, commitment and current work responsibilities that provide orientation and perspective to the broad array of issues impacting the University. The Liaison shall be chosen from among the ranks of the faculty, academic staff or administrative staff. The Liaison is expected to have regular and recurring access to the Chancellor and to the

University's administrative leadership. The Liaison is expected to be familiar with the University's system of shared governance and have understandings and sensitivities that will ensure that the work of CSAC operates in an orderly, efficient and harmonious manner with these other formally-recognized governance structures and processes.

ARTICLE VII. TERMS OF SERVICE

Terms of service on CSAC are staggered so that five seats are open each year. Individuals can nominate themselves or other members of the classified staff for appointment to serve on CSAC. Nominations to fill vacant seat(s), and the subsequent voting for all members is done in May, with those chosen beginning their term in June. If an elected member leaves before the term is completed, the Chair will appoint a new member to complete the remainder of the term. The composition of CSAC is shown on Addendum 1, the Classified Staff Advisory Council Representation and Terms of Office Table.

ARTICLE VIII. OFFICERS

CSAC shall have the following four officers who serve single-year terms: (1) Chair; (2) Vice-Chair (who serves as Chair-Elect); (3) Treasurer; and (4) Secretary. The Executive Committee is comprised of the four CSAC officers, with the addition of one elected CSAC member at large (elected for a single-year term), and an Administrative Liaison (as appointed by the Chancellor).

ARTICLE IX. ELECTION OF OFFICERS

Explanatory Note (2012 Changes): Changes to reflect current practice and understanding.

The 15 CSAC members who have been elected or appointed to serve shall elect a Vice-Chair at the June meeting from among the 15 CSAC members who have been elected or appointed to serve. Outgoing members cannot nominate and do not vote. A newly elected member must be present to be nominated for an office. In order to be elected to serve as Vice-Chair, the individual must have been a member for at least one year prior to that election. In the event that the Vice-Chair cannot serve as the Chair, CSAC will elect a new Chair from among the 15 CSAC members. CSAC Secretary and Treasurer are elected for one-year terms. The duties and responsibilities of each officer is set forth below:

Chair: Calls meetings of CSAC and presides over the meetings, coordinates activities, attends U-Plan meetings, and monthly meetings with the Chancellor. The Chair makes all appointments to Search and Screen committees and other committees requested by the Chancellor and assists Committee on Committees with other appointments. The Chair distributes the agenda and minutes for approval prior to each meeting to the current council members.

Vice-Chair: Serves as Acting Chair (and performs all of those duties) when the Chair is absent or unable to perform those duties. Attends U-Plan meetings and monthly meetings with the Chancellor. Becomes Chair after completing one-year service as Vice-Chair.

Treasurer: Manages, reconciles and reports on the budget to CSAC at all monthly meetings. The Treasurer oversees all payments for CSAC and CSDAD bills or obligations. Attends the monthly meetings of the executive committee.

Secretary: Places the agendas online prior to all CSAC meetings. Takes approved minutes of CSAC meetings and sends to CSAC webmaster, historian, and classified staff and saves a copy in CSAC files on the shared directory. Attends meetings of the Executive Committee and accompanies the Chair and Vice-Chair to monthly meetings with the Chancellor with the duty of taking minutes.

ARTICLE X. MEETINGS

Scheduling: Regular meetings of CSAC shall be held on the second Wednesday of each month, with the understanding that the July meeting will not be held unless there is some pressing business that requires a change in the meeting schedule. CSAC meetings are open to all University employees and are held between 7:45 a.m. and 4:30 p.m. Members of CSAC will be allowed to attend meetings in paid status. Any employee serving as an elected member of CSAC who is assigned to work the second or third shift will be allowed to use flex work hours to attend these meetings. Arrangement to flex work schedule should be discussed with the appropriate supervisor, and the Administrative Liaison shall actively help to resolve any issues or problems that may arise relating to these scheduling and workload considerations.

Quorum: A quorum for any meeting of CSAC shall be eight (8) members.

Attendance: Each CSAC member must attend at least 75 percent of the regularly scheduled meetings, unless excused, in a given calendar year to retain their seat. The Chair may identify persons with low attendance and CSAC may remove them from office by an affirmative, secret ballot vote of two-thirds of the membership. The Chair will appoint the next-highest vote-getter from the most recent election in the appropriate category to fill the remainder of the term. If no one is able to serve who had been on the ballot, the Chair may appoint any eligible classified staff member in the appropriate category.

Leave of Absence: If a CSAC member knows he or she will not be able to attend meetings for a period of time, he or she may request a leave of absence from these assigned responsibilities. Leaves may be requested for up to one calendar year. The Chair will appoint an eligible classified staff member from the appropriate category to serve on CSAC during the absence. Replacement members have full voting rights and privileges. CSAC members requesting a leave longer than one year are encouraged to resign from CSAC.

ARTICLE XI. COMMITTEES

Explanatory Note (2012 Changes): Changes to reflect current practice and understanding.

CSAC committees may be established by a majority vote of CSAC, and each will include at least one CSAC member. One of CSAC members on the committee will serve as liaison to CSAC. All committees select their own chair from among themselves. Committee meetings may be held

during paid work hours. Any employee serving as an elected member of the Council and working second or third shift will be allowed to flex work hours to attend Committee meetings, and the Administrative Liaison shall provide support and assistance toward this end, if needed. Arrangement to flex work schedule should be discussed with the appropriate supervisor. Committees are reviewed annually and those that are no longer necessary will be eliminated by majority vote of CSAC. A representative from each committee will attend the monthly CSAC meetings for updates on the activities of the committee. Terms for committee chairs (CSAC including CSDAD) are limited to two consecutive years with another term of service allowed after a two-year break. The number of terms of membership on committees is not limited. Committee members must be in permanent employment status.

CSAC Committees - All CSAC committees are responsible to maintain a roster of duties and responsibilities.

Executive Committee: As noted above, in Article VIII, The executive committee shall consist of the chair, vice chair, secretary, treasurer and one member-at-large. The chair will call the meetings as necessary and shall reside over them. In extraordinary circumstances, and when necessary due to deadlines or timelines imposed by external parties or requirements, the executive committee shall be authorized to exercise the powers of the CSAC in the event that a quorum cannot be convened. All actions shall be reported in writing to the council which shall review and ratify or reject them at its next meeting.

Bylaws Committee: Annually reviews CSAC bylaws and proposes changes to CSAC as necessary. At least one member from the past years committee will serve the following year also.

Classified Staff Grant Fundraising Committee (Ad hoc): The mission of the classified staff grant fundraising committee is to raise funds. These efforts fund the grant program and other events for classified staff through the endowment program. The major fundraiser for this committee is the spring Fling Raffle done with assistance from the Foundation.

Classified Staff Grant Program Committee: Provides professional development opportunities to classified staff members by offering grants for participation in non-credit conferences, seminars and workshops. This program was established by the UW Oshkosh Classified Staff Advisory Council and is supported by a Perpetual Endowment Fund of the UW Oshkosh Foundation. This committee would oversee any additional grant opportunities.

Committee on Committees: The Committee on Committees will find nominees for openings on the university committees. The Committee on Committees must confer with the appropriate Union representatives regarding contractual language in regards to committee appointments on campus. All appointees will be approved by the Committee on Committees committee members and the CSAC Executive committee in a timely manner. The appointment will be announced at the next CSAC meeting. A confirmation letter will be sent to the appointee, CSAC Chair, the secretary of Faculty Senate, webpage manager and the chair of the appropriate committee.

Classified staff serving on Universities committees will report to CSAC as necessary and at least once a year by May 1. Members not on CSAC should report at a CSAC meeting as necessary or at least once a year. Each term on the University committees will be three years and may be renewed to a maximum of six years.

Elections Committee: This committee is charged by the Council Chair each February. It is composed of three classified staff members: One past CSAC chair, one past Elections Committee member and one current CSAC member not seeking re-election. CSAC Chair will name the Chair of Election Committee. This person will be the convener of the Election committee. They will report directly to CSAC Chair. The Chair of this committee will submit election results at the April CSAC meeting. The Council will approve the election results at their April meeting. New members will be invited to attend the May meeting before their term begins in June.

Awards and Recognition Committee: This committee is responsible for selecting the monthly Star Award winner. The objective of the monthly Star Award is to recognize performance above and beyond the expectations of their position and responsibilities for classified staff, limited term employees and project appointment employees. This committee is also responsible for soliciting nominees, reviewing materials on nominees, and recommending the winners of the Outstanding Performance Award (OPA) to the Chancellor. If any committee member is nominated, they are to excuse themselves from the committee meetings and deliberations. The OPA recognizes excellence in providing service to the University community and emphasizes its importance to the academic environment and overall reputation of the University. The Chancellor makes the final decision of the OPA.

CSDAD (Classified Staff Development and Appreciation Day) Committees - (each committee is responsible to maintain a roster of duties and responsibilities)

CSDAD Planning Committee: This committee consists of the chairs of the CSDAD committees. The CSDAD Planning committee will self-select a chair or co-chairs to serve in this capacity for no more than two years. The CSAC representative attends these meetings as an ex officio member. This committee is responsible for planning and facilitating the Classified Staff Development and Appreciation Day and for recruitment of new committee members.

Games Committee: Responsible for organizing entertaining, educational or recreational activities during CSDAD. This may include such activities as: bingo, placemat games and beanbag toss competition. Any prizes awarded in conjunction with the games are obtained or solicited by this committee.

Facilities Committee: Makes room reservations for CSDAD, arranges appropriate setup and equipment for workshops, arranges menus for the day and manages the Pepsi fund. Also works closely with the program and registration committees. Chair of the committee will attend all program committee meetings as an ex-officio member.

Finance/Prizes Committee: Serves as Fund Raiser of donations for CSDAD from all campus and off campus sponsors. CSAC treasurer will attend all finance committee meetings as an ex-officio. This committee is also responsible for obtaining prizes offered to all staff attending the CSDAD events. Prizes are solicited from the University Community.

Program Committee: Arranges workshop(s) and presenters. This committee works closely with the facilities and registration committees and CSDAD Chair.

Registration Committee: Registers attendees for classes, prepares folders and name tags, coordinates check-in and gives out materials for the day. It also provides headcounts for programs and food and manages the CSDAD database. This committee works closely with the program, marketing and facilities committees.

CSAC and CSDAD Joint Committee

Marketing Committee: Handles four responsibilities: webpage management, prepares and distributes the newsletter, makes the decision of CSDAD's main items to all participants, and publicity for CSDAD and CSAC.

ARTICLE XII. CHANGING THE BYLAWS

Explanatory Note (2012 Changes): Creates ongoing process for bylaw review and revision. Establishes a process that could be used if truly time-sensitive changes were required; parallel to provisions relating to CSAC business at meetings.

These bylaws shall be subject to continuing review and revision. At a minimum, they should be reviewed annually and any necessary changes made pursuant to the following.

Changes require an affirmative vote by two-thirds of the CSAC membership. This vote will be done at a CSAC meeting. Before such a vote will take place, members of the Council must be given notice regarding the intent to vote on proposed changes. All proposals must be discussed during at least one Council meeting prior to a vote on the proposed changes. In extraordinary circumstances, and when bylaw changes are necessary due to deadlines or timelines imposed by external parties or requirements, the executive committee shall be authorized to exercise the powers of the CSAC in the event that a quorum cannot be convened. All actions shall be reported in writing to the council which shall review and ratify or reject them at its next meeting.