

CONSTITUTION
ILLINOIS STATE UNIVERSITY
STAFF COUNCIL

ARTICLE I: NAME

Section 1. The name of this organization will be the Staff Council of Illinois State University, hereafter referred to as the Council.

ARTICLE II: PURPOSE

Section 1. To represent Administrative Professional (AP) and Civil Service (CS) staff in university shared governance processes and to administrative bodies such as the Academic Senate, the Board of Trustees, the Student Government Association, and others.

Section 2. To serve in an advisory capacity and make recommendations regarding staff welfare and employment conditions, including to the Academic Senate, the Office of the President, Human Resources, and others.

Section 3. To facilitate effective communication and the exchange of ideas and information between AP and CS staff, and between staff and administrative bodies, shared governance bodies, fellow staff, and the campus community.

ARTICLE III: MEMBERSHIP

Section 1. Composition of the Council. The Council will consist of 19 voting members from the Administrative Professional and Civil Service employee classifications, plus ex officio members as outlined below.

Section 2. Qualifications for membership.

- A. Administrative Professional.** Eligible AP staff must have a minimum 50% AP appointment; not hold faculty rank; and have worked at Illinois State University a minimum of six months.
- B. Civil Service.** Eligible CS staff must be full-time; benefits eligible; and past their initial probationary period. "Initial probationary period" shall be defined by the State Universities Civil Service System and does not include probationary periods connected with upgrades and promotions.

Section 3. Voting members. All voting members are elected by ISU AP and CS staff as outlined in the Bylaws, and serve respectively as at-large representatives of AP and CS staff. Distribution of seats among AP and CS members is outlined in the Bylaws. The Bylaws will ensure the allocation of seats is reasonably distributed between both employee classifications.

Section 4. Ex-officio members.

- **Human Resources liaisons.** Two permanent ex officio seats will be reserved for Human Resources (HR) liaisons, one representing AP staff and one representing CS staff. The liaisons will be designated by the Associate Vice President, Human Resources in consultation with the Council and serve at the Associate Vice President's discretion.
- **Employee Advisory Committee representative.** The Illinois State University representative to the State Universities Civil Service System (SUCSS) Employee Advisory Committee will be elected in accordance with provisions of the State Universities Civil Service System Statute and Rules, Section 70/36C.
- A. **Temporary ex officio members.** Temporary ex officio roles may be created by the Executive Board of the Council as need dictates, and are approved with a majority vote of the Council.

ARTICLE IV: OFFICERS AND EXECUTIVE BOARD

Section 1. Executive Board. The Executive Board will consist of the Administrative Professional Co-Chair, the Civil Service Co-Chair, the Treasurer, and the Secretary.

Section 2. Election of Officers. The Officers will be elected from at-large members by a majority vote of the Council, as outlined in the Bylaws.

ARTICLE V: MEETINGS

Section 1. Regular meetings. The Council will have regularly scheduled meetings twice per month at times established in advance. Regular meetings are open to all AP and CS staff.

Section 2. Special meetings. Special meetings of the Council may be called by either Co-Chair as need dictates, and may or may not be open depending on the purposes of the meeting.

Section 3. Staff-wide meetings. Special meetings of all AP staff, all CS staff, or all AP and CS staff may be called by the Council as need dictates.

ARTICLE VI: AMENDMENTS

Section 1. Proposal of amendments. Amendments to the Constitution may be proposed by a voting Council member via motion. The proposed amendment will be presented in writing at a later Council meeting for deliberation.

Section 2. Approval of amendments. The amendment will be put to a vote in a Council meeting after it has been presented in writing. If two thirds (2/3) of the Council vote to approve the amendment, it will be distributed to all AP and CS staff, and after a period of at least fifteen (15) days subject to a vote by all AP and CS staff who meet qualifications for membership on the Council. If a majority of voting staff vote to approve the amendment, the amendment is adopted.