

CLASSIFIED SENATE BYLAWS

ARTICLE I: PURPOSE

Section 1. The Classified Senate was created to provide a formal mechanism for ongoing discussion, information exchange, and consultation on matters concerning classified employees at Ohio University.

ARTICLE II: MISSION STATEMENT

Section 1. The Classified Senate will serve as an advisory board for the discussion of policies, procedures, benefits, and services affecting classified employees

Section 2. The Classified Senate will provide an avenue of communication from classified employees to the Assistant Vice President of Human Resources, the official liaison to university administration, involving matters of concern related to employment at Ohio University.

Section 3. The Classified Senate will provide University officials with an effective method for soliciting and disseminating information about plans, policies, and concerns affecting classified employees

Section 4. The Classified Senate will follow the mission of the Senate as a working group providing university offices with assistance in addressing matters of concern or of interest to classified employees.

Section 5: The Classified Senate of Ohio University states its support for the University's commitment to promote an atmosphere where understanding of and respect for heterogeneity is ensured.

ARTICLE III. Guiding Principles

Section 1.

ARTICLE III. OFFICERS, ELECTION, DUTIES

Section 1. The Classified Senate officers will consist of Chair, Chair-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect and elected for a term of one year. The officers plus the recent past chair as an ex-officio member will make up the executive committee.

Section 2. On or before the meeting in April, the Chair of Senate shall appoint a nominating committee for the officer elect positions comprised of at least three members of Classified Senate. The nominating committee shall solicit nominations and recommendations from members on senate, shall determine whether nominees consent to

serve if elected, and shall prepare a slate of candidates with at least one nominee for each position.

Section 3. The annual election shall be held at the July retreat with the order of election being Chair-Elect, Secretary-Elect, Treasurer-Elect. Any member on senate may submit a nomination from the floor and the Chair must then inquire if that person is willing to serve if elected. Each member may vote for only one candidate for each office. Ballots will be counted in an open forum.

Section 4. The Chair will conduct the meetings of the Classified Senate and represent Classified Senate to the university administration, to the Board of Trustees and serve on administrative position searches. The Chair will also serve as chair of the Bylaws Committee. The Chair works closely with the Assistant Vice President for Human Resources. The term of Chair must be served before the term of membership expires. The Chair works closely with the Chair-Elect to provide a smooth transition of duties.

Section 5. The Chair-Elect will advance to Chair of Classified Senate following the completion of the Chair's term. The term of Chair-Elect must be served before membership expires and have one year of previous service. Members who have served as alternates for one year and are re-elected to full membership term are eligible for Chair-Elect. The Chair-Elect will assist the Chair as necessary and conduct meetings in the Chair's absence.

Section 6. The Secretary is responsible for roll call, committee listings, and mailings and will record the monthly minutes so that a written summary for distribution can be provided to all classified employees. The summaries shall be distributed electronically via email and be posted on the Classified Senate website. Miscellaneous duties include typing letters, resolutions, etc., as requested by the Chair. The Secretary works closely with the Secretary-Elect to provide a smooth transition of duties. The term of Secretary must be served before the term of membership expires.

Section 7. The Secretary-Elect will assist the Secretary and serve in his/her absence. The Secretary-Elect will also serve as historian and will be responsible for keeping a history of Classified Senate activities and in conjunction with the Secretary prepare a written annual report to be given to Classified Senate Members in June.

Section 8. The Treasurer will maintain all financial records of senate. The Treasurer will work closely with University Human Resources regarding all requisitions that are submitted for payment. The financial report is reviewed for accuracy on a monthly basis by the Treasurer and a written summary is submitted to Classified Senate at each monthly meeting. The Treasurer will meet periodically (at least once per month) with the Treasurer-elect to review duties, mentor the Treasurer-elect so the Treasurer-elect will be able to assume the Treasurer position, be responsible for deposits and reporting for the Coverlet Committee, and review activities of the Treasurer-elect and make appropriate assignments of duties. The Treasurer works closely with the Treasurer-Elect to provide a smooth transition of duties. The Treasurer will meet with University Human Resources

to work out an annual budget and bring the annual budget to Executive Board and then to full Senate for review and approval. The term of Treasurer must be served before his or her term of membership expires.

Section 9. Senate Treasurer Audit Committee. The auditing committee shall consist of the Chair-Elect, the Treasurer-Elect, and two Classified Senate members appointed by the Chair before June 1 of each year. The auditing committee shall review all financial records of the Treasurer during the first part of June each year and have the capacity to interview the Treasurer if needed. The auditing committee shall provide a written summation of the audit findings to the Chair of Classified Senate and the Vice President for Human Resources or the liaison for Classified Senate by June 15 of each year. A copy of the report shall also go to the Treasurer.

Section 10. The Treasurer-Elect will work closely with the Treasurer and perform duties as assigned by the Treasurer.

Section 11. If a vacancy occurs in any of the offices, the current term officer-elect will succeed to the office for the term not yet expired.

Section 12. If a vacancy occurs among the officers-elect between the time of their election and installation, the position shall be filled by special election at the next meeting. Nominations shall be made from the floor, and all provisions previously outlined in this section shall prevail.

Section 13. Officers unable to perform their duties for a period of 60 days shall submit a resignation in writing to the Executive Board. If the Board, by two-thirds vote, determines an officer has failed to perform the duties of office for a period of at least 60 days, the Board shall request the resignation of that officer. If the resignation is not received within 15 days, the Board shall declare the office vacant and fill the office in accordance with Section 10 and 11.

ARTICLE IV. MEMBERSHIP

Section 1. All permanent full-time and permanent part-time classified employees of Ohio University beyond the initial probationary period are eligible for membership on Classified Senate. Seats are designated for three year terms beginning July 1st and are filled by members selected from the respective planning unit.

Section 2. Every effort will be made to have representation from the respective planning unit. If this is not possible, a “member at large” will be selected from the pool of applicants to serve the three (3) year terms. Alternate members serve for one year. A member whose term is ending may reapply or be renominated. Classified Senate membership appointments will be made in May of each year.

Section 3. Each member of senate has equal participatory rights on senate including but not limited to the right to vote on all matters presented to Classified Senate. Alternate members have participatory rights, excluding the right to vote. (See Article IV, Section 5 or Article V, Section 2 for exceptions)

Section 4. If a vacancy occurs during the term of membership, Classified Senate executive committee will have the authority to appoint an alternate to fill the vacated term with full membership rights and responsibilities. An alternate will serve out the remaining term if the alternate is a representative from the unit in which the vacancy occurs. Otherwise, the alternate will only serve for the remainder of the fiscal year, allowing the unit to nominate a representative at the beginning of the next fiscal year for the remainder of the original term. If no alternates are available to fill a vacancy, the chair will notify the planning unit which will be allowed to select a representative for the remainder of the term.

Section 5. In unusual circumstances, a member may submit to the chair a six month leave of absence during his/her term of membership. If an approved leave of absence occurs during the term of membership, Classified Senate executive committee will appoint an alternate to fill the temporary appointment from the respective planning unit, with full membership rights and responsibilities during the course of this vacancy.

Section 6. Membership on the Classified Senate will automatically be terminated after three absences during the fiscal year (except in unusual circumstances). Senators must notify the Chair within 24 hours of the meeting to inform of an absence.

ARTICLE V. MEETINGS AND PROCEDURES

Section 1. The Classified Senate will meet in a regular session once a month. A regular meeting date and time will be established each year. Special meetings of Classified Senate, deemed necessary, may be called by the executive committee. All Classified Senate regularly scheduled monthly meetings are open to all classified employees.

Section 2. Members who are unable to attend a regularly scheduled meeting should notify the Chair of Classified Senate at least one day before the meeting, except in unusual circumstances. The Chair may appoint an alternate to fill the seat with full membership rights and responsibilities. If chair is not notified it will be considered an unexcused absence. Three absences will result in termination from Classified Senate.

Section 3. Members should submit agenda items to the Chair up to one week prior to the scheduled meeting date.

Section 4. A quorum for holding a meeting and conducting business shall be 50% plus one, of the voting membership. Matters requiring a vote will be carried out by a majority of Classified Senate members in attendance.

Section 5. Within ten (10) days of the regular monthly meeting: 1) preliminary summaries will be distributed for review and corrections to classified senate membership; 2) corrected preliminary summaries will then be made available to classified staff on a subject to approval basis; 3) corrected preliminary summaries will be approved by vote at the next regular meeting.

Section 6. Proposals for action shall be presented in writing to the full Classified Senate one week prior to the next regular meeting at which action is requested. Proposals presented in writing at a regular meeting may be forwarded for action to the next regular meeting to allow time for all members to properly study the measure. Classified Senate will act on the suggested proposal by voice vote, show of hands, or ballot. Approved proposals for recommendations must be signed by the Chair of Classified Senate to go forward to the appropriate University body for action. Proposals may also bear the signature of the Chair of the Classified Senate Committee that initiated the proposal. Proposals not approved by Classified Senate will not go forward. A copy must be provided to the Assistant Vice President for Human Resources.

Section 7. Action taken by the Classified Senate will be in the form of recommendations to the Assistant Vice President of Human Resources.

Section 8. Amendments to the By-Laws of the Classified Senate will be made at a regular or special senate meeting with concurrence of the majority of members voting.

Section 9. Members shall always respect the suggestions, ideas, comments, and concerns of other members during all meetings. Classified Senate is a channel for the voice of all classified staff to the Administration.

ARTICLE VI. COMMITTEES

Section 1. Classified Senate standing committee membership will be established at the Annual Retreat or as soon thereafter as possible. All members must serve on two of the standing committees. The chairs of standing committees must be members of Classified Senate and are required to attend regular monthly meetings of Classified Senate. Each will submit a written report to the secretary for inclusion in the monthly minutes. In addition, an optional oral report may be given. All classified employees are eligible to serve on Classified Senate standing committees.

Section 2. Committee members are expected to attend all committee meetings (except for unusual circumstances). They must notify the chair of the committee ahead of time to be considered an excused absence.

Section 3. Ad hoc committees may be appointed as necessary to facilitate the business of Classified Senate. The chairs of these committees must be members of Classified Senate and are required to attend regular monthly meetings of Classified Senate. These

committees shall report at regularly scheduled monthly Classified Senate meetings. All classified employees are eligible to serve on these Classified Senate committees.

Section 4. Based on recommendations from the Committee on Committees, the President appoints members of all University standing committees. Faculty, administrative staff, classified staff, and community residents serve three-year terms (except those appointed to fill vacancies in unexpired terms). All terms begin with the fall quarter. Representatives on University standing committees will report to Classified Senate in writing on committee activities for inclusion in the Classified Senate monthly minutes.

ARTICLE VII. COVERLET ENTERPRISE

Section 1. The coverlet enterprise was established to promote education at Ohio University. The enterprise will raise funds by the sale of coverlets, and establish endowed accounts for scholarships at Ohio University. Additionally, an endowed account has been established to fund classified staff professional development programs. The goal of this enterprise is to increase the existing endowments, thereby increasing the annual awards.

Section 2. The coverlet enterprise is managed by the Coverlet Committee, a standing committee of Classified Senate, and reports directly to Classified Senate.

Section 3. The *Chair* of the Coverlet Committee must be a current member of Classified Senate. The Chair schedules and conducts meetings, secures permission to sell/display the coverlets, schedules sale volunteers for each designated event, and reports committee activities to Classified Senate.

Section 4. The *Treasurer* of the Coverlet Committee is the Treasurer of Classified Senate. The Treasurer processes credit card sales, receives and deposits all sales money, records purchases, processes payment of bills, provides a financial report at the monthly meetings.

Section 5. The *Secretary* of the Coverlet Committee does not have to be a member of Classified Senate. The Secretary keeps an accurate inventory of supplies and coverlets and distributes minutes of the monthly meetings to committee members.

Section 6. Money raised from the sale of coverlets can be disbursed for coverlets, advertising and operating supplies when approved by this committee. Other project expenses must be jointly approved by this committee and Classified Senate.

Section 7. All inventory items purchased from this account are considered to be a part of this account and, therefore, are not transferable to any other account or institution. The coverlets cannot, as established by University practice and the intent of the project, be donated to any charitable organization or campaign.

Section 8. The Coverlet Committee will decide frequency and intensity of each selling campaign, the supply inventory to be maintained, the anticipated annual budget, and the amount of working capital to be maintained.

Section 9. The Coverlet Committee and Classified Senate will jointly approve any size, design and/or color change of the coverlet, and the date and amount of funds to be released to the endowed accounts.

Section 10. In the event the Coverlet Committee and Classified Senate jointly agree to relinquish management of this fund raising project, it is understood by the committee, Classified Senate, and the Vice President for Administration that Alumni Relations will acquire the enterprise.