

## **THE CONSTITUTION OF THE STAFF COUNCIL OF JOHN CARROLL UNIVERSITY PREAMBLE**

Recognition and respect of all members of the John Carroll University [hereafter referred to as “the University”] community are necessary and appropriate for the University to live up to its mission, vision, and core values. As one of the largest constituencies on the University campus (second only to students), the staff represents a highly diverse group of professionals whose contributions are critical to the quality, integrity, credibility and continued growth of the University. An informed, active, and engaged community, with the ability to participate and share its opinions and interests concerning the conduct of institutional affairs and life in the workplace, is critical to the mission of the University. As a result, the John Carroll University Staff Council is established as a body for staff professionals and its structure is outlined in this Constitution.

### **CONSTITUTION**

#### **I. Name**

- A. The name of this organization shall be “John Carroll University Staff Council” hereafter referred to as the “Staff Council.”

#### **II. Authority**

- A. The Staff Council is duly elected by the University-wide community of staff professionals. Established on November 17, 2014, the Staff Council derives its authority from the President of John Carroll University as delegated to the Executive Vice President. The Staff Council shall be a self-directed, consultative, and deliberative body that consults with University leadership on matters affecting life in the workplace and has the authority to make recommendations on matters that have a significant bearing on the University. The Staff Council shall be administratively linked to (but its standing as an organization is not dependent on) the Office of the Executive Vice President/Chief Financial Officer. As a constituent organization, the Staff Council operates as a recognized part of the University governance to provide a forum for open communication and ongoing dialogue among staff. The opportunity to participate on the Staff Council is a right of all staff professionals. The right to participate and serve on the Staff Council is not subject to supervisor approval. The Staff Council assumed all rights and responsibilities of the Staff/Administrator Council (STAD). The Staff/Administrator Council and its governing documents are hereby null and void.

#### **III. Purpose**

- A. The purpose of the Staff Council is to provide a formal, University-recognized, duly elected body for staff professionals to consider issues and advocate on their behalf to University decision-makers and officers, including the President. The Staff Council’s responsibilities shall include, but are not limited to:
  1. Facilitating communication among the membership;
  2. Liaising with other recognized University bodies, including the Board of Directors, Faculty Council and Student Union;
  3. Meeting with members of the Senior Leadership Team individuals and/or as a group;
  4. Being available and willing to review and consider proposals, policies, procedures and other recommendations from individuals, members, groups and departments throughout the University community;
  5. Being a visible and proactive voice on issues having staff impact;
  6. Ensuring adequate staff representation on university committees, in university planning, and in university decision-making that affects the institution as a whole;
  7. Ensuring recognition of the value of staff contributions both individually and collectively;
  8. Advancing professional growth opportunities.

- B. The Staff Council seeks to promote an environment in which all persons are treated fairly, with respect and dignity. The Staff Council is in no way a decision-making body with regard to grievances, labor disputes, benefits, wages, rates of pay, or hours of employment, although they may provide forums where certain aspects of these items may be discussed for the purpose of informing staff members, providing input and/or making appropriate recommendations.

#### IV. **Executive Committee and Officers**

- A. The Executive Committee shall consist of the Chair, Chair-elect, Immediate Past Chair, and Vice Chairs of all Staff Council Standing Committees.
- B. The Executive Committee will be responsible for consideration of any proposals to the Staff Council and may make recommendations to the Staff Council for review or to be voted and/or acted upon.
- C. The Executive Committee has the ability to establish any ad hoc committees it deems necessary.

#### V. **Membership**

- A. Membership of the Staff Council will be comprised of representation from full-time and part-time non-faculty staff professionals (excluding those who have faculty voting rights) according to the Human Resources classifications. Members of the Senior Leadership Team (SLT) will not be eligible for election to Staff Council as the Staff Council will be making recommendations to this group.

#### VI. **Meetings**

- A. General staff, Staff Council, Staff Council Committee Meeting Guidelines:
  - 1. Meetings of the Staff Council and its committees will be open to all university staff members, with the exception of Executive sessions that may follow Staff Council meetings, which will be closed due to the sharing of sensitive or confidential information. At least one general staff meeting, one Staff Council meeting, and one committee meeting shall take place each semester, with additional meetings scheduled as needed by the Staff Council Executive Committee. One or more of the meetings could be held in conjunction with another University function.

#### VII. **Voting**

- A. The Staff Council shall have the authority to call for a vote of the full university staff, following processes described in the Bylaws of the Staff Council.

#### VIII. **Standing Committees of the Staff Council**

- A. The Staff Council has the authority to create standing committees of the Staff Council that are deemed necessary to facilitate the exercise of the Staff's participation in University governance and decision-making processes. Because standing committees may be changed by the Staff Council, they are listed in the Bylaws of the Staff Council.

#### IX. **Publication**

- A. The Staff Council shall have the authority to publish a journal or newsletter. It shall be made available to staff members. The Staff Council shall have access to university directories and mailing lists as needed.

#### X. **Logo and Marketing**

- A. The Staff Council shall have the authority to establish a logo and other branded marketing materials. The Staff Council shall follow university Identity Standards.

XI. **Signing Officials**

- A. The only Staff Council members authorized to use their signature for council business are members of the Executive Committee or their designees.

XII. **Amendment of Constitution**

- A. The Constitution may be amended by a simple majority of the voting members of the full Staff Council. Approved amendments will be shared with the Senior Leadership Liaison to Staff Council and the President, before disseminating such changes to the JCU Staff.