

University of Wisconsin Oshkosh Classified Staff Advisory Council Bylaws

ARTICLE I. PREAMBLE

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. While the University's classified staff have employment rights and conditions that are determined and established by external and state-level employee relation structures and processes, the Classified Staff Advisory Council is created and established to ensure that there are campus-based processes so that all classified staff have the opportunity to be actively involved in setting the priorities and future direction for 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 of the classified staff are eligible, and encouraged, to be a member of CSAC. CSAC has 15 members (16 members if the term of the Past-Chair expires during their year of service as Chair), each serving a three-year term with a maximum of two consecutive terms.

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CSAC members are elected by vote of all participating and interested members of the classified staff at the University of Wisconsin Oshkosh.

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 seats and the subsequent voting for all members is done in March, with those chosen beginning their term in May. 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 officers who serve single-year terms: (1) Chair; (2) Vice-Chair (who serves as Chair-Elect); (3) Past-Chair (who serves as CSDAD chair); (4) Treasurer; and (5) Secretary. CSAC officers constitute the Executive Committee, and they shall be joined by an Administrative Liaison (as appointed by the Chancellor) who shall serve as an ex officio and nonvoting member of CSAC and the Executive Committee.

ARTICLE IX. ELECTION OF OFFICERS

The 15 CSAC members who have been elected or appointed to serve shall elect a Vice-Chair at the May 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. After their term of service as Chair has been completed, the outgoing Chair will chair the Classified Staff Development and Appreciation Day (CSDAD) planning committee the following year. CSAC Secretary and Treasurer are elected for one-year terms. The duties and responsibilities of each officer is set forth below:

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Chair: Calls meetings of CSAC and presides over the meetings, coordinates activities, attends UPLAN meetings, and monthly meetings with the Chancellor. At the end of the one-year term as Chair, serves as Chair of the CSDAD planning committee, and, in that capacity attends all CSDAD meetings. 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.

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 is responsible for the payment of all CSAC bills or obligations.

Secretary: Prepares and distributes agenda for all CSAC meetings. Takes minutes of CSAC meetings and sends approved minutes to CSDAD 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.

Past-Chair: The outgoing Chair will chair the Classified Staff Development and Appreciation Day (CSDAD) planning committee. The Past Chair does not have to be a member of the Council. The Past Chair gives reports on the status of CSDAD to the Council at all monthly meetings.

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% 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.

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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

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

Bylaws Committee: Annually reviews CSAC bylaws and proposes changes to CSAC as necessary.

Classified Staff Grant Fundraising Committee (Ad Hoc): The mission of the classified staff grant fund raising committee is to raise funds. These efforts fund the grant program and other events for classified staff through the endowment program.

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.

Committee on Committees: The Committee on Committees will find nominees for openings on these 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.

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Members of CSAC will give reports *from University committees* as needed. 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 January. 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 member will be the Chair and convener of this 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 April meeting before their term begins in May.

CSDAD Committees

CSDAD Planning Committee: This committee consists of the chairs of the CSDAD committees and the Chair of CSDAD. The Chair of CSAC attends these meetings as an ex officio member. This committee is responsible for planning and facilitating the Classified Staff Appreciation Day and for recruitment of new committee members.

Activities Committee: Responsible for organizing entertaining, educational or recreational activities during the lunch hour and at the end of the day. 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 coordinates the Pepsi fund. Also manages the CSDAD database and works closely with the program and registration committees. Chair of the committee will attend all program committee meetings as an ex-officio member.

Finance Committee: Collects the monetary donations for CSDAD from all campus and off campus sponsors.

Program Committee: Develops and arranges workshop 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. This committee works closely with the program and facilities committees.

CSAC and CSDAD Joint Committees

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. The OPA recognizes excellence in providing

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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.

This committee is also responsible for obtaining prizes for the raffle offered to all staff attending the CSDAD events. Prizes can be either solicited from the University Community or by purchasing prizes from the CSDAD fund.

Marketing Committee: Composed of three units: manages the webpage, publishes the newsletter and handles the decision of T-shirts and publicity for CSDAD. Committee chair coordinates these three areas.

ARTICLE XII. CHANGING THE BYLAWS

CSAC Bylaws may be changed by an affirmative vote of two-thirds of 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 to the Bylaws. All proposals must be discussed during at least one Council meeting prior to a vote on the proposed changes. At a minimum, the Bylaws shall be revisited annually and revised as necessary.