

## **CONSTITUTION**

### **EIU CIVIL SERVICE EMPLOYEES' ORGANIZATION (For Non-Negotiated Employees)**

#### **PREAMBLE**

The EIU Civil Service Employees' Organization (for non-negotiated employees) shall provide an open channel in an advisory capacity to the administration in the interest of the members.

The Civil Service Council (for non-negotiated employees) is the governing body elected by the Civil Service Employees' Organization with the responsibility of recommending actions and presenting problem areas for consideration in accordance with the interests and needs of the non-academic employees of the university.

#### **ARTICLE I - NAME**

The name of this organization shall be the EIU Civil Service Employees' Organization (for non-negotiated employees), hereinafter referred to as The Organization.

#### **ARTICLE II - AUTHORITY**

The Constitution of the organization was ratified by those present and eligible for membership on September 17, 1972, at Eastern Illinois University, by a majority vote. The Constitution was revised on June 14, 1974; March 10, 1975; May 8, 1978; March 10, 1983; November 8, 1983; September 19, 1986; April 8, 1987; January 6, 1988, September 6, 1996; February, 1997; July, 1998; September 17, 2001; and February 3, 2004.

#### **ARTICLE III -PURPOSE**

The organization was formed for the following purposes, to be achieved through the Civil Service Council (for non-negotiated employees).

- Section 1. To provide advisory counsel to the administration regarding the general interest and welfare of the membership.
- Section 2. To provide a channel for serving in an advisory capacity to the representative of the University Civil Service Advisory Committee as provided for by the University Civil Service Merit Board on classification and rule changes or other matters submitted for review.
- Section 3. To provide representation on committees established by the university which have a direct relationship to the interests and welfare of the membership.
- Section 4. To review personnel matters for the membership and recommend action to the University.
- Section 5. To serve as the advisory committee to the elected representative of the Civil Service Advisory Committee as provided for by the University Civil Service Merit Board.

Section 6. To plan and organize social and recreational activities for the membership.

#### **ARTICLE IV - MEMBERSHIP**

##### Section 1. Qualifications

All permanent and continuous non-union, non-academic employees of the university, excluding off-campus contract appointments, shall be members of the Organization.

##### Section 2. Districts

Campus Districts in the Organization shall be as follows:

District I      President, Vice President for Academic Affairs, Vice President for External Relations

District II     Vice President Business Affairs

District III    Vice President Student Affairs

#### **ARTICLE V - CIVIL SERVICE COUNCIL**

The governing body of the organization shall be called the Civil Service Council (for non-negotiated employees) hereinafter referred to as The Council.

##### Section 1. Representation

- a. Membership of the Council shall be composed of 1 person per 20 constituents elected from each district, with a minimum of one person with exempt status (salaried) and one with non-exempt status (hourly) as listed under Qualifications, Article IV, Section 2.
- b. Alternate members of the Council shall be composed of one person from each district as listed under Qualifications, Article IV, Section 2.

##### Section 2. Term of Office

- a. Membership on the Council shall be for a two-year period, but not limited to one term.
- b. Representatives from Districts I and III will serve a two (2) year term and shall be elected in odd-numbered calendar years.
- c. Representatives from District II will serve a two (2) year term and shall be elected in even-numbered calendar years.

##### Section 3. Replacement of Members

- a. If for any reason a seat is vacated on the Council, the replacement shall be the Alternate from the district represented, and shall serve until the regular term expires. If the unexpired term is one year or more, a new Alternate shall be elected at the next general election.
- b. If a member/alternate is unable to complete their term for any reason, this position may be filled by advertising the vacant position to the organization district. In the situation of two or more applicants, the council members shall vote to fill the position.
- c. If a Council Member or Alternate moves from the district he/she represents, he/she shall vacate the position at the end of the year, whether or not the elected term is expired at that time. A replacement (alternate) shall be elected at the next general election.
- d. Any Council Member is subject to recall, after serving a minimum term of three (3) months, by presentation to the Council of a petition bearing a simple majority of signatures from the District he/she is representing.
- e. The Council, by majority vote, may remove a Member for excessive absenteeism (three successive absences).

#### **ARTICLE VI - OFFICERS**

The Council shall establish offices for President, Vice President, and Secretary.

#### **ARTICLE VII - ELECTION OF OFFICERS**

- Section 1. The officers of the council shall be selected each year from its own membership, at the first meeting after the general election of the Fall semester. Alternates shall not be eligible to serve as Council officers.
- Section 2. When a vacancy occurs in any office of the Council, the Council shall select a new officer to fill the vacancy from its own membership, and the officer shall serve until the next general election.

#### **ARTICLE VIII - NOMINATION AND ELECTION**

Section 1. Qualifications

All permanent and continuous non-academic employees with non-union status, excluding off-campus appointments, shall be eligible to vote.

Section 2. Election Supervision

- a. Nominations and elections shall be supervised by an Election Committee appointed by the Council.
- b. Official nomination petitions and elections ballots shall be prepared and supervised by the Election Committee.

Section 3. Elections

- a. The general Election shall be completed by the first Monday in October of each year.
- b. The Election Committee shall prepare an official election ballot from the nomination acceptances.
- c. At least one calendar week prior to the election, the names of all persons nominated shall be made known to all Organization members.
- d. Each person shall vote for at least one person hourly and one person salaried from his/her district and no more than the maximum number of vacant positions.
- e. The person receiving the highest number of votes in each district category (hourly/salaried) shall be elected to the Council with remaining seats filled by next highest votes regardless of category.
- f. The person receiving the next highest number of votes in each district shall be elected as Alternate.
- g. A tie vote shall be broken by flipping a coin, in the presence of a neutral party (see i., below).
- h. The Election Committee shall tabulate the votes immediately after the polls are closed and announce the results of the election.
- i. The Election Committee shall select a neutral person to assist in counting the election ballots and to certify that the election was conducted according to the prescribed procedure. This person shall be present in case it is necessary to break a tie.

**ARTICLE IX -- COMMITTEES**

- Section 1. The Election Committee shall be a Standing Committee in accordance with the Bylaws under Article III.
- Section 2. The Advisory Committee shall be a Standing Committee in accordance with the Bylaws under Article III.
- Section 3. The Personnel Committee shall be a Standing Committee in accordance with the Bylaws under Article III.
- Section 4. The Salary Plan Committee shall be a Standing Committee in accordance with the Bylaws under Article III.
- Section 5. Special Committees shall be appointed by the Council as deemed necessary.

## **ARTICLE X -- AMENDMENT**

- Section 1. Any member of the Council may propose an amendment to the Constitution, by presenting it in writing at any regular meeting of the Council. The proposed amendment shall be voted upon at the next regular meeting of the Council and if approved by the majority of the Council membership, it shall be presented to the Organization membership for ratification within thirty (30) days.
- Section 2. Any member of the Organization may propose an amendment to the Constitution, by presenting such proposal in writing to the Council at any regular meeting. The proposed amendment must bear a petition with fifteen (15) signatures of Organization members favoring the proposed amendment. The Council shall present the proposed amendment to the Organization membership for ratification within thirty (30) days.

## **ARTICLE XI -- RATIFICATION**

Amendments shall be ratified by the membership of the Organization by a two-thirds majority of those voting.

## **BYLAWS**

### **ARTICLE I -- MEETINGS**

- Section 1. The Council shall meet once a month.
- Section 2. Special meetings of the Council may be called by the Council President or by a Quorum vote of the Council.
- Section 3. A quorum shall consist of at least half of the Council Members (or Alternates).
- Section 4. Any member of the Organization may attend any Council meeting.
- Section 5. Special meetings of the Organization may be called by a quorum vote of the Council or upon written request to the Council signed by ten (10) members of the Organization.

### **ARTICLE II -- DUTIES**

- Section 1. President
- a. The President shall preside at all meetings of the Council and the Organization.
  - b. As outgoing President, this person shall call the newly-elected Council together during the second week in October and preside over the election of new officers.
  - c. It shall be the duty of the President to uphold and enforce the Constitution and its Bylaws.
  - d. Special meetings of the Council may be called by the President.

- e. When the President is a member with Prevailing status, he/she shall appoint a Council member from another district, to serve on the Salary Plan Committee.
- f. The President shall serve on the University Budget Committee, the Salary Plan Committee, and shall be an ex-officio member of all other standing committees.

Section 2. Vice President

- a. The Vice President shall assume the duties of the President in that officer's absence.
- b. The Vice President shall be an ex-officio member of special committees appointed by the Council.

Section 3. Secretary

- a. All resolutions and proceedings of the Organization and of the Council shall be recorded in the minutes by the Secretary.
- b. The Secretary shall conduct all correspondence.
- c. The Secretary shall prepare and issue a report of all meetings of the Council to the Organization.

Section 4. Council Members

- a. Council members shall attend all regular and special meetings of the Council and Organization.
- b. Each Council member shall solicit the views of his/her district members and represent them accordingly.
- c. When absence is necessary, a Council member shall arrange for the Alternate in his/her district to attend.

Section 5. Alternates

- a. An Alternate shall serve as a voting member in the absence of a Council member from his/her district, and should attend other Council meetings whenever possible.
- b. Alternates shall serve on the Advisory Committee.

**ARTICLE III -- COMMITTEES**

Section 1. Election Committee

- a. Members of the Election Committee shall be appointed by the Council, and the committee shall consist of one (1) member from each district. Council members from the election district may not serve on the Election Committee.

- b. Membership on the Election Committee shall be for a one-year period.
- c. The Election Committee shall conduct all elections in accordance with Article VIII of the Constitution.

## Section 2. Personnel Committee

- a. Members of the Personnel Committee shall be appointed by the Council and the committee shall consist of five non-negotiated civil service employees. The President shall select three from the list of five to serve as regular committee members. The remaining two shall serve as alternates. The regular committee of three shall elect its own chair.
- b. Membership on the Personnel Committee shall be for a two-year period, but not limited to one term.
- c. The Personnel Committee shall work on:
  - (1) Equitable distribution of salary increase monies and matters pertaining to general classification and salary plan.
  - (2) Other related matters as the Council recommends.
- d. The Personnel Committee shall act as the “University Grievance Committee” as prescribed in the Board of Trustees Regulations and outlined in IGP 36.
  - (1) This committee shall function as a grievance committee only for members of the Organization.
  - (2) Should a member of the Personnel Committee be directly involved in a Grievance, the Council President shall appoint a Council member to substitute for that committee member in the hearing of the grievance in question.
- e. The Chairman of the Personnel Committee shall not be a member of Prevailing status.
- f. The Chairman of the Personnel committee shall serve on the Salary Plan Committee.

## Section 3. Salary Plan Committee

- a. The Salary Plan Committee shall be composed of the President of the Council (or his/her appointee), the Chairman of the Personnel Committee, the Vice President for Business Affairs, and the Director of Human Resources.
- b. The Salary Plan Committee shall work on the following matters:
  - (1) Any supervisor’s recommendation of withholding the annual increase for an employee.

- (2) Special merit increases beyond the normal increment.
- (3) An annual review of the current salary plan and its validity in relationship to current salary trends and cost of living.

Section 4. Special Committees

Special Committees appointed by the Council shall perform the duties requested of them by the Council, and shall disband when those duties have been discharged.

**ARTICLE IV -- PARLIAMENTARY AUTHORITY**

“Robert’s Rules of Order Revised” shall govern the proceedings of the Council and of the Organization as far as applicable and not inconsistent with the Bylaws.

**ARTICLE V -- AMENDMENT OF BYLAWS**

Section 1. Any member of the Organization may propose an amendment to the Bylaws by presenting such a proposal in writing at any regular meeting of the Council.

Section 2. The proposed amendment shall be voted upon by the Council at the next regular meeting.

Section 3. The proposed amendment shall be adopted if approved by a majority of members of the Council.