

CUPB Bylaws

Article I. Name

The name of this Council shall be the Council on University Planning and Budget.

Article II. Membership

A. The Council shall consist of:

1. Voting members

- a. Chair, Faculty Senate or designee.**
- b. Six Faculty members selected for three-year terms as follows:**
 - 1. One from each College elected by their respective College faculties in elections run by the Faculty Senate.**
 - 2. One UPI Faculty representative selected by the UPI Board.**
 - 3. One Faculty representative elected by and from the Library Faculty in an election run by the Faculty Senate.**
- c. Four Student members selected for one-year terms as follows:**
 - 1. One undergraduate student appointed by Student Senate.**
 - 2. Two Graduate Students appointed by the Graduate Student Advisory Council; at least 1 must be full-time (9 or more hours).**
 - 3. One Undergraduate Student appointed by the Residence Hall Association.**
- d. One Dean selected for a two-year term by the Council of Deans.**
- e. One Academic Chair selected for a two-year term by the University Council of Chairs.**
- f. One Housing/Bond representative selected for a two-year term by the Vice President of Student Affairs.**
- g. Chair, Staff Senate or designee.**

- h. **One Staff Senate representative selected for a two-year term by the Staff Senate.**
- i. **Five Presidential/Vice Presidential area representatives appointed by the President/Vice Presidents for two-year terms as follows:**
 - 1. **One Full-time Teaching Faculty from Academic Affairs.**
 - 2. **One from Business Affairs.**
 - 3. **One from Student Affairs.**
 - 4. **One from University Advancement.**
 - 5. **One from President's Area.**
- j. **One Minority Affairs representative appointed by the President for a two-year term.**
- k. **One Facilities Planning and Management representative appointed by the Vice President of Business Affairs for a two-year term.**

2. Non-Voting Members

- a. **University President**
- b. **University Vice Presidents**
- c. **Planning, Budget and Institutional Research representative**
- d. **Executive Secretary to the President**

B. Vacancies on the Council created by resignation or university leave shall be filled by the appropriate person or group which made the original appointment. A vacancy in an elected faculty position shall be filled as provided by the Bylaws of the Faculty Senate.

Article III. Officers/Executive Committee

A. Composition - The Officers/Executive Committee shall consist of members of the CUPB as follows:

- 1. **Seven elected and voting members (including the Chair) including:**
 - a. **At least one representative from each vice presidential area.**

- b. **At least one full-time, teaching faculty member, one dean/chair, one student, and one staff member.**

B. Duties

1. **The Chair shall preside at the meetings of the Executive Committee and chair the meetings of the CUPB.**
2. **The Chair shall set the agenda of each meeting of the CUPB in consultation with the Executive Committee (Article V.B.).**
3. **A representative of Planning, Budget and Institutional Research ~~and~~ will serve as a resource person to the Executive Committee.**
4. **The Executive Secretary to the President shall record and distribute the agendas and minutes and maintain the membership roster.**

C. Term

The term of the Executive Committee, including the Chair, shall be for one year, commencing with the fall semester following the fall election and terminating with the subsequent fall election.

D. Eligibility for Election to the Executive Committee

The Chair and members of the Executive Committee shall be selected from among the voting members of the Council.

E. Elections

1. **Elections for the Officers/Executive Committee shall take place at the beginning of the fall semester, with terms to commence immediately.**
2. **At least seven (7) working days (working days defined as M-F) prior to the first fall meeting, the Chair will seek nominations electronically (self-nominations or nomination of any elected member of CUPB by an elected member of CUPB) to serve on the CUPB Executive Committee. Additional nominations may also be made during the first fall meeting.**
3. **Elections proceed as follows:**
 - a. **The Chair of the Council ~~and~~ who also serves as the Chair of the Executive Committee is elected first, with all seated voting members of the CUPB eligible to serve as nominators and electors.**

- b. **Representatives of the remaining vice presidential areas are elected in the order contained in Article II.A.1.i.(1)-(4), with nominators and electors consisting of those voting members of the Council who are from each of the vice presidential areas as specified on the membership roster maintained by the Executive Secretary to the President.**
- c. **The final three members of the Executive Committee:**
 - 1. **One student member elected by the seated student voting members of the Council as specified on the membership roster maintained by the Executive Secretary to the President.**
 - 2. **One full-time, teaching faculty member if a full-time, teaching faculty member has not been elected in Article III.E.2.a. or b. The member is to be elected by the full-time, teaching faculty as specified on the membership roster maintained by the Executive Secretary to the President. If a full-time, teaching faculty member has already been elected, the final member of the Executive Committee will be elected at-large by the entire seated voting members of the CUPB.**
 - 3. **One member who is dean/chair if a dean/chair has not been elected in Article III.E.2.a. or b. The member is to be elected by the deans and chairs as specified on the membership roster maintained by the Executive Secretary to the President. If a dean/chair has already been elected, the final member of the Executive Committee will be elected at-large by the entire seated voting members of the CUPB.**
- d. **If representatives as specified in 1., 2., and 3 above are unavailable or cannot serve then the resulting position will be filled as an “at large” member elected by the entire seated voting members of CUPB.**

F. Absentee Ballots

Absentee ballots will be accepted prior to the meeting by the Executive Secretary to the President. Absentee ballots being cast for the Chair should so specify.

Article IV. Subcommittees

- A. **Vice Presidential/President's Advisory Subcommittees shall be chosen for each of the areas. Each Subcommittee shall be composed of at least three members with one member being an individual whose assignment is in this area; one who holds faculty rank, Chair, or Dean; and one who is a staff member or student member of CUPB. The individual whose assignment is in this area will be selected by the members of the respective area; the other two members will be selected by CUPB. The Advisory**

Subcommittees for Academic Affairs and Student Affairs will each include at least one student. The Vice President for Academic Affairs will also include at least one staff member.

The responsibilities of the Advisory Subcommittees are to:

- 1. Receive from the vice presidents/president full information regarding organization budgets under the authority of the president or given vice president, at least twice in each fiscal year, mid-point and at the end of the closed out fiscal year. Considerations of budgeting and planning, including, discussion of those planning items requiring funding that they wish to send forward and the priority of those items must also be addressed.**
 - 2. Advise the vice presidents/president regarding those items.**
 - 3. Schedule at least one consultative meeting between the vice-president/president and the advisory subcommittee prior to the Council meeting at which the planning priorities will be presented.**
 - 4. In consultation and in collaboration with the vice president/president, the Advisory Subcommittee will provide periodic reports to the Council on the status of budgets, budget requests, appropriations, and internal budgets and shall advise as appropriate.**
 - 5. Receive from the vice president/president the final decision regarding budgetary issues and those planning items requiring funding that they wish to send forward and the priority of those items.**
- B. A five-member Budget Transfer Subcommittee shall be chosen by and from the members of the Council to review budget transfers of \$250,000 or more. This subcommittee shall be called together as needed by the Vice-President for Business Affairs but shall meet a minimum of two times per year, at mid-term of budget cycle and at end of fiscal year. Three members of the Subcommittee are needed for a quorum.**
- C. The Council may create other subcommittees or ad hoc committees as deemed necessary.**

Article V. Meetings

- A. In the case of the absence of the Chair, meetings of the Council shall be chaired by a member of the Executive Committee as designated by the Chair.**
- B. As provided in Article III.B., the agenda of each meeting shall be set by the Chair of the Council in consultation with the Executive Committee.**

- C. The Council shall meet at least once a month during the academic year. A regularly scheduled meeting may be canceled by a majority vote of the Executive Committee. The Executive Committee will meet year-round.**
- D. The Council agenda shall, to the extent practical, be distributed in advance of meetings.**
- E. Minutes from each Council meeting shall be made available to all faculty, staff, and students.**
- F. A simple majority of membership of the Council shall constitute a quorum.**
- G. There shall be no voting by proxy.**
- H. A special meeting can be called by the Chair upon receipt of a written initiative of any member with signature support of six members of the Council. The Chair and the council members will schedule the special meeting.**

Article VI. Functions

- A. The Council shall request a report from the President/vice presidents as to the final disposition of all planning and budgeting recommendations.**
- B. The Council shall receive periodic reports from the Advisory Subcommittees on the status of budget requests, appropriations, and internal budgets, and shall advise as appropriate. Specifically excluded from consideration are matters related to collective bargaining and routine budget administration.**
- C. In accordance with Eastern Illinois University Internal Governing Policies, the Council shall advise the President regarding the setting of program priorities in the University budget, periodic review of the University budget, and transfers of significant amounts among internal budget items. To facilitate CUPB's responsibility to advise the President CUPB shall be provided and shall review "mid-year forecasting" reports and "End of Year Budget" reports. These reports are to be provided to CUPB by the Vice-President for Business Affairs. The reports should be comprehensive across ledgers and budgetary units. End of fiscal year negative balances are to be identified with an explanation provided of how these were eliminated or the account manager's plan for eliminating the negative balance over a longer time period as approved by the appropriate Vice-President.**
- D. The Council shall advise the President regarding administrative proposals for dealing with externally imposed budget reductions.**
- E. The Council shall advise the President regarding planning and budgeting as requested by the President.**

Article VII. Parliamentary Authority

In matters of procedure *Robert's Rules of Order Newly Revised*, most recent edition, shall be the parliamentary authority.

Article VIII. Amendment of Bylaws

These bylaws may be amended at any meeting of the CUPB by a two-thirds vote of the members present, provided the amendment has been submitted in writing and circulated to the entire membership at least two weeks in advance of the meeting. Bylaw changes approved by CUPB are subject to additional review and approval as required by the Eastern Illinois University Internal Governing Policies and Board of Trustees Regulations.

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