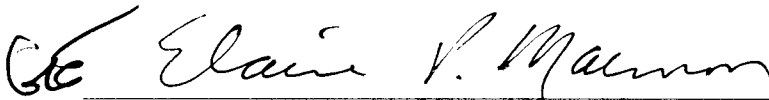


GOVERNORS STATE UNIVERSITY
GOVERNANCE

POLICY TRANSMITTAL AND RECORD

Title of Policy The Civil Service Senate Constitution/By-Laws

Date Effective _____



4-10-08

Approved by President of the University

Date



4/3/2008

Approved by University Legal Counsel

Date

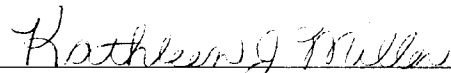
Historical Data



3-20-08

Submitted to President of the Coordinating Council
(Signature of President of the Council)

Date

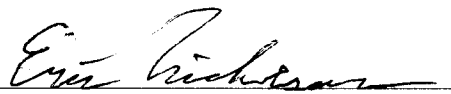


3-20-08

*Recommended by the Civil Service Senate
(Signature of the President of the Senate)

Date

Originating Committee Civil Service Senate



March 20 2008

Recommended by Originating Committee
(Signature of the Chair of the Committee)

Date

Notes:

policy-transmittal/CSS

*No signature required if recommended by a University-wide Committee. The Budget Committee and the Policy Monitoring Committee make their recommendations directly to the President of the University with information copies to the three senates. The Campus Physical Resources Committee transmits its recommendations directly to the President of the University with information copies to the Faculty Senate.

**CONSTITUTION AND BYLAWS OF THE CIVIL SERVICE SENATE
AT GOVERNORS STATE UNIVERSITY
As Amended by the Senate March 20, 2008**

MISSION STATEMENT:

The Civil Service Senate works to promote scholarship and morale and protects the rights and benefits of the civil service constituency.

The Civil Service Senate helps promote:

- Quality Instruction and Scholarship by helping to create a positive University experience for students by supporting civil service employee continuing education through scholarship.
- Innovation and Improved Productivity by promoting a positive work environment through morale building events. This helps to create efficiency through increased productivity.
- Enhanced Collaboration and Partnerships by encouraging unity through special events and collaborative efforts with students, faculty, community, and staff.

ARTICLE I -- NAME

The name of this Senate shall be the GOVERNORS STATE UNIVERSITY (GSU) CIVIL SERVICE SENATE, herein after referred to as the Senate.

ARTICLE II -- POWERS

The Senate shall recommend policies and procedures concerning Civil Service affairs, evaluations, salary, merit, Civil Service education and development, Civil Service governance, personnel resolution, and campus physical resources. The Civil Service Senate shall advise on the specific decisions which may be made under any of these policies and procedures in a manner which shall be set forth in the Constitution and Bylaws of the Civil Service Senate. This advisement shall be limited to those decisions not specifically covered or stipulated by a ratified Civil Service union agreement and those not in the process of bargaining.

The Senate shall maintain all powers and responsibilities, as assigned in the Governors State University Governing Policies and the Senate Bylaws.

ARTICLE III -- SENATE YEAR

The Senate year shall be from July 1 through June 30.

ARTICLE IV -- CONSTITUENCY

The Civil Service Constituency consists of all status Civil Service employees at Governors State University.

NOTE: A status employee is defined as an employee who has successfully completed an initial probationary period.

ARTICLE V -- MEMBERSHIP

Section 1. Any member of the Governors State University Civil Service Constituency with one year of service on a full-time basis by the date of the election is eligible for election to the Senate.

Section 2. There will be twenty-four members on the Senate.

Section 3. Membership shall be determined through election by the Civil Service Constituency.

Section 4. The term of office shall be two years.

Section 5. Senate members may be reelected for an unlimited number of terms.

Section 6. The GSU representative to the University Civil Service Employee Advisory Committee (EAC) to the Merit Board is an ex officio, non-voting member of the Senate.

Section 7. Ex officio, non-voting members may be appointed by the Senate.

Section 8. The Senate may remove a senator, because of three successive un-notified absences, or four successive notified absences, or a total of five absences from regular or special meetings per fiscal year by a majority vote of the senators present at a regular or special meeting of the Senate. Prior to any action to remove a senator, the Senate president shall notify that senator that the Senate will consider a vote of intention to remove, prior to a vote to remove. A vote of intent to remove must take place at a regular or special meeting of the Senate, no less than one month prior to remove.

Section 9. In the event of a vacancy on the Senate, the Senate president shall appoint the Civil Service member who was not elected, but who received the highest number of votes in the preceding election. If no such candidates exist, or two or more unelected candidates received an equal number of votes in the previous election, the Senate will elect a senator at the regular meeting following the creation of the vacancy. The two or more unelected candidates who received the highest number of votes in the preceding election shall be considered nominated to fill the vacancy. Any senator may nominate additional candidates meeting the requirements of the senator in the Senate vacancy. The person elected by a majority vote of the Senate pursuant to this Section shall serve the remainder of the unexpired term.

Section 10. Each Senate member shall have one vote and may vote on all issues before the Senate.

ARTICLE VI -- ELECTIONS

Section 1. Annual election of members shall be held in April with the term of office to begin on July 1.

Section 2. An Election Committee shall be recommended by the Governance Committee and approved by the Senate at the February Senate meeting.

Section 3. The Committee shall consist of at least five members, chosen from the entire Civil Service Constituency, who are not candidates in the current election.

Section 4. The Election Committee shall be responsible for general and specific supervision of all activities necessary to provide for fair and successful elections.

Section 5. The Senate shall establish and adopt general election procedures to be followed by the Election Committee.

ARTICLE VII -- OFFICERS

Section 1. The officers of the Senate will be the president, the vice president, recording secretary, corresponding secretary, and financial secretary.

Section 2. The officers shall be elected from the membership of the Senate at the July meeting. The president, recording secretary, and financial secretary shall be elected for two year terms beginning on July 1, 2006. The vice-president and corresponding secretary will be elected for an initial one year term beginning on July 1, 2006. Thereafter the president, recording secretary, and financial secretary shall be elected for two year terms beginning July 1, 2008, and each

even-numbered year thereafter. The vice president and corresponding secretary shall be elected for two year terms beginning July 1, 2007 and each odd-numbered year thereafter.

Section 3. The term of office shall be two years.

Section 4. Officers may serve an unlimited number of terms. However, no officer may serve more than three terms consecutively.

Section 5. In the event of a vacancy in the office of the president, the vice president shall assume the office for the duration of the term. Should a vacancy occur in the office of vice president, the Senate will elect a replacement from its own membership to serve the remainder of the unexpired term.

ARTICLE VIII -- DUTIES OF OFFICERS

Section 1. PRESIDENT – It shall be the duty of the president to:

- A. Uphold and enforce the constitution and its bylaws;
- B. Preside at all meetings of the Civil Service Constituency and the Senate;
- C. Serve as chairperson of the Senate Executive Committee;
- D. Act as financial liaison to the Executive Vice President for Administration and Finance's office and report to the Senate monthly;
- E. Represent the Senate on the Coordinating Council;
- F. Serve as ex officio member of all Senate committees;
- G. As retiring president, convene the newly elected Senate and preside over the election of the new officers;
- H. Serve as representative of the Senate to the Board of Trustees of Governors State University.

Section 2. VICE PRESIDENT -- It shall be the duty of the vice president to:

- A. Assume the duties of the president in his/her absence;
- B. Assist the president and perform duties as the president may direct;
- C. Serve as member of the Senate Executive Committee.

Section 3. RECORDING SECRETARY – It shall be the duty of the recording secretary to:

- A. Record the minutes of the Civil Service Senate meetings;
- B. Serve as member of the Senate Executive Committee;
- C. Assist Executive Committee in the development of the Civil Service Senate meeting's Agenda.

Section 4. FINANCIAL SECRETARY – It shall be the duty of the financial secretary to:

- A. Prepare and maintain all financial records of the Senate;
- B. Assist the Executive Committee in the preparation and submission of the Senate's annual budget;
- C. Serve as member of the Senate Executive Committee;
- D. Submit a report to the Senate monthly.

Section 5. CORRESPONDING SECRETARY – It shall be the duty of the corresponding secretary to:

- A. Serve as member of the Senate Executive Committee;
- B. Prepare and distribute correspondence, as directed by the Civil Service Senate president/vice president.
- C. Serve as chairperson of the Correspondence Committee.

ARTICLE IX -- PARLIAMENTARIAN

Section 1. The Senate shall have a parliamentarian chosen by the Senate President from outside the Senate membership and approved by the Senate.

ARTICLE X -- COMMITTEES

Section 1. STANDING COMMITTEES – Standing Committees shall be the Executive Committee, Civil Service Affairs Committee, Personnel Resolution Committee, Governance Committee, Scholarship/Educational Assistance Fund(s) Committee, and Correspondence Committee. Standing Committees shall submit progress reports to the Senate. Committees will be appointed for two-year terms.

A. Executive Committee shall:

1. Recommend makeup of standing committees and representatives to the University Planning and Budget Advisory Council (PBAC) and all its committees for approval by the Senate;
2. Prepare agenda for each Senate meeting;
3. Coordinate the work of the Senate and its standing committees and subcommittees;
4. Advise and make recommendations on policies relating to Civil Service compensation including benefits, education, development and training, evaluation procedures, and incentive programs, only as they relate to civil service employees who are not members of a bargaining unit recognized by the Board of Trustees. The Civil Service Executive Committee shall not consider any matters which are within the scope of bargaining for any employees who are members of a bargaining unit recognized by the Board of Trustees.
5. Monitor compliance with existing Compensation Policy for Civil Service Non-negotiated Employees;
6. Recommend members of the constituency to serve on any search committees when these committees are to include Civil Service Representation. Such recommendations shall be in compliance with University search committee policies and procedures;
7. Consist of the officers of the Senate, the chairs of the standing committees, the members of the Correspondence Committee, and three members to be elected by the Senate from the Senate membership at large;
8. Be chaired by the president of the Senate;
9. Have as ex officio, nonvoting member, the Employment Advisory Council (EAC) representative;
10. Meet at least once a month.

B. Civil Service Affairs Committee shall:

1. Advise and make recommendations on policies relating to Civil Service Affairs including benefits, education, development and training, evaluation procedures, and incentive programs, only as they relate to civil service employees who are not members of a bargaining unit recognized by the Board of Trustees. The Civil Service Affairs Committee shall not consider any matters which are within the scope of bargaining for any employees who are members of a bargaining unit recognized by the Board of Trustees.
2. Monitor compliance with the State Universities Civil Service System and the Board of Trustees Civil Service Regulations;
3. Be chaired by a Committee member elected by the Committee;
4. Consist of at least seven members chosen from the entire Civil Service Constituency and approved by the Senate;
5. Serve as the organizational committee for all events sponsored by the Senate;
6. Meet as needed.

C. Personnel Resolution Committee shall:

1. Monitor, review, and recommend personnel and grievance policies and procedures for Civil Service employees who are not members of a bargaining unit recognized by the Board of Trustees;
2. Consist of at least five members chosen from the entire Civil Service Constituency and

- approved by the Senate;
- 3. Be chaired by a Committee member elected by the Committee;
- 4. Meet as needed.

D. Governance Committee shall:

- 1. Review the Constitution and Bylaws on an annual basis;
- 2. Review the structure of the Senate, committees, and subcommittees on an annual basis;
- 3. Recommend people to serve on an election committee, subject to Senate approval;
- 4. Arrange for Senate election to fill membership vacancies in Senate when necessary;
- 5. Consist of at least five members chosen from the entire Civil Service Constituency and approved by the Senate;
- 6. Be chaired by a Committee member elected by the Committee;
- 7. Meet as needed.

E. Scholarship/Educational Assistance Fund(s) Committee shall:

- 1. Recruit applicants for the Civil Service Senate Scholarship award;
- 2. Recommend recipient(s) of the Civil Service Scholarship award to the Senate for approval;
- 3. Consist of at least five members chosen from the Civil Service Constituency and approved by the Senate;
- 4. Be chaired by a committee member elected by the committee;
- 5. Meet as needed.

F. Correspondence Committee shall:

- 1. Disseminate and distribute all Senate correspondence;
- 2. Coordinate all Senate communications, both internal and external;
- 3. Be chaired by the corresponding secretary;
- 4. Consist of the corresponding secretary, the Civil Service newsletter publisher, the primary web-content contributor, and other members as needed;
- 5. Meet as needed.

Section 2. The Senate may establish additional ad hoc committees as needed.

Section 3. UNIVERSITY-WIDE COMMITTEES -- Civil Service representatives to the University PBAC shall be chosen from the entire Civil Service Constituency by the Executive Committee and approved by the Senate to terms as set by the PBAC and all its committees. These representatives shall report to the Senate monthly.

Section 4. CIVIL SERVICE COUNCILS

Representatives required for any State-Wide University Civil Service Council shall be chosen from the entire Civil Service Constituency and approved by the Senate.

ARTICLE XI -- COMMITTEE VOLUNTEERS

Section 1. The Senate shall send to all members of the Civil Senate Constituency a list of all committees which they may join.

Section 2. The list shall include a brief description of each committee.

Section 3. Members of the Civil Service Constituency may volunteer to be on any committee on the list.

Section 4. The Senate Executive Committee shall recommend to the Senate for final approval the membership of each standing committee and representatives to Civil Service councils.

Section 5. The Senate shall elect representatives to the University-Wide Committees from those who volunteer to serve.

ARTICLE XII -- SENATE MEETINGS

Section 1. The Senate will hold regular meetings at least once a month, at an established time, date, and location. A simple majority of the elected Senate members will constitute a quorum* for the handling of business duly presented at Senate meetings.

A written notice of the meeting will be sent out by the Executive Committee Office to each Senate member prior to the meeting.

Section 2. Special meetings of the Civil Service Constituency may be called:
A. Upon petition of 25 percent of the total Civil Service Constituency;
B. At the request of the Senate; and/or
C. At the discretion of the Executive Committee.

A written notice of the meeting will be sent out by the Executive Committee to each Civil Service employee prior to the meeting.

Section 3. Special meetings of the Civil Service Constituency and/or the Civil Service Senate may be called:
A. Upon written request of a quorum* of the Senate members and/or
B. At the discretion of the Senate president.

A written notice of the meeting will be sent out by the Executive Committee to each Senate member prior to the meeting.

Section 4. All meetings are open to the public.

ARTICLE XIII -- AMENDMENT TO THE BYLAWS

Section 1. Amendments to the bylaws may be initiated by any member of the Senate, by any individual through a representative in the Senate, or by any committee or task force of the Senate by presenting it in writing.

Section 2. The proposed amendment(s) must be submitted in writing to the president of the Senate at least two weeks prior to the next regular meeting.

Section 3. The president shall assume the responsibility of informing all the Senate members of the proposed amendment(s).

Section 4. The proposed amendment(s) will be placed on the agenda for the next regular meeting for presentation and discussion.

Section 5. A vote on the proposed amendment(s) will take place at the regular meeting following presentation.

*A quorum shall be fifty (50) percent plus one of the total Senate membership.