

# CONSTITUTION OF THE STAFF COUNCIL

## New Jersey Institute of Technology

(Adopted March 4, 2014)

### 1. MISSION OF THE STAFF COUNCIL

#### 1.1 Mission

The Staff Council (hereinafter “SC”) shall be responsible for conducting business relating to the welfare and improvement of New Jersey Institute of Technology (hereinafter “university”), exclusive of academic and faculty matters. The SC shall focus on “quality of life” issues at the university and other items of importance related thereto at the university without replacing the university’s human resource, collective bargaining or compliance functions.

#### 1.2 Functions

The SC shall: (a) collaborate, consult, and communicate with the university staff members and other stakeholder groups as required; (b) collect and disseminate information; (c) support the professional development of its members; and (d) initiate, pursue, and make recommendations to the University Senate on behalf of Staff Council stakeholders regarding inquiries unrelated to individual university staff members, in regard to any and all matters within the SC’s scope.

### 2. SHARED GOVERNANCE INTRODUCTION AND PRINCIPLES

#### 2.1 Introduction

The establishment of an SC is part of a comprehensive system of shared governance articulated in a document titled *Policy on Shared Governance*. As stated in that document, shared governance entails a commitment by all university stakeholder groups—faculty, instructional staff, administrators, staff, undergraduate and graduate students, alumni, and senior staff—to work together for the betterment of the university.

#### 2.2 General Principles

The SC shall perform its functions according to the eleven (11) general principles expressed in the *Policy on Shared Governance*: inclusiveness; mutual trust; participatory decision-making; attainment of the common good; communication; transparency and openness; efficiency; flexibility; innovation; collegiality/civility; and accountability.

#### 2.3 Structure

The new shared governance structure and organization shall consist of two (2) senates: a University Senate, which represents all stakeholder groups (faculty, instructional staff, administrators, staff, undergraduate and graduate students, alumni and senior staff); and a Faculty Senate, which represents the faculty.

#### 2.4 Stakeholder Group Represented By Staff Council

The SC represents all full-time and part-time salaried staff members of the university work force below the level of director (hereinafter “Members”).

### 3. MEMBERSHIP

The SC shall be comprised of elected Members representing and selected from each vice president/executive level area (hereinafter “SC Members”). The SC Members shall be elected according to the Staff Council Bylaws.

#### **4. LEADERSHIP**

##### **4.1 Officers**

###### **4.1.1 President**

The presiding officer of the SC, known as the President of the Staff Council, shall be elected by and from the SC Members by majority vote.

###### **4.1.2 Vice President**

A Vice President shall be elected by and from the SC Members by majority vote to preside in the absence of the President of the Staff Council.

###### **4.1.3 Executive Secretary**

An Executive Secretary shall be elected by and from the SC Members by majority vote to: (a) maintain and distribute action minutes of the meetings; (b) provide notice of communications received; and (c) conduct correspondence at the direction of the Staff Council.

##### **4.2 Other Officers**

The Staff Council Bylaws may designate other SC officers as well as the procedures for electing them.

#### **5. BYLAWS**

The SC shall maintain bylaws, known as the Staff Council Bylaws, containing additional details about the SC's organization, committees, election procedures and other matters. Nothing in the Staff Council Bylaws may contradict any principle or stipulation in this Constitution.

#### **6. MEETINGS**

##### **6.1 Regularity And Frequency Of Meetings**

The SC shall meet regularly, as stipulated in the Staff Council Bylaws, but not less often than two (2) times per semester.

##### **6.2 Open Meetings And Closed Meetings**

###### **6.2.1 Open Meetings**

Unless otherwise specified, all meetings of the SC shall be open to the university.

###### **6.2.2 Closed Meetings**

In special circumstances, as set forth in the Staff Council Bylaws, the presiding officer of the SC may designate a meeting or a portion of a meeting to be closed. Such meetings shall be restricted to SC Members only.

##### **6.3 Quorum**

A quorum for transaction of business at any meeting of the SC shall be a majority of its entire SC Members (excluding amendment of this Constitution for which a two-thirds majority vote is required). Meeting dates shall be scheduled so as to guarantee a quorum.

##### **6.4 Action Minutes**

The SC shall keep action minutes of its meetings, including tallies of votes taken and records of decisions made. Action minutes of open meetings shall be made widely available to the university.

##### **6.5 Parliamentary Procedure**

Unless otherwise specified in the Staff Council Bylaws, meetings of the SC and its committees shall be conducted according to the rules of procedure in the most recent edition of Robert's Rules of Order Newly Revised.

#### **7. REPORTING STRUCTURE**

The SC shall report directly to the University Senate.

## **8. COMMITTEES**

### **8.1 Authority To Create, Alter, Manage, And Disband Committees**

In order to perform its designated functions efficiently and effectively, the SC shall have the authority to create, alter, and disband committees, and to determine their charges, membership, and modes of procedure.

### **8.2 Designation And Management Of Committees**

Unless otherwise specified in this Constitution, regulations for designating and managing committees and determining their membership shall be contained in the Staff Council Bylaws.

### **8.3 Purpose Of Committees**

The SC may create committees to handle particular kinds of business that fall under its purview.

## **9. REPRESENTATION ON THE UNIVERSITY SENATE**

The President and Vice President of the SC, or their designees, shall serve as the SC's representatives on the University Senate.

## **10. FACILITIES AND RECOGNITION FOR SERVICE**

### **10.1 Shared Governance Website**

In association with the presiding officer and Executive Committee of the Faculty Senate, the presiding officer/President and Executive Committee of the University Senate shall maintain a dedicated Shared Governance website on the university's website. Postings shall include regulatory documents (such as the constitutions and the bylaws of each senate and their councils), agendas and action minutes of each senate and their council meetings, reports of senate and council committees, and other relevant materials.

### **10.2 Meeting Facilities**

The university shall provide the SC with suitable space for its meetings.

### **10.3 Recognition For Service On Staff Council**

All Members of the university who serve on the SC and/or on its committees shall receive appropriate recognition for service to the university.

## **11. ADOPTION AND AMENDMENT OF THIS CONSTITUTION**

### **11.1 Adoption**

This Constitution shall be adopted and take effect when it has been ratified by all SC Members.

### **11.2 Amendment**

Amendment of this Constitution shall take effect when a proposal for amendment, which has been communicated to all Members, has been approved by a two-thirds majority vote of all SC Members, voted on at a meeting not less than one (1) regularly scheduled meeting following the meeting at which it was initially proposed.