

# CSSAC BYLAWS – Revised – February 2017

## Section 1: Name

The Committee, established in 1975, shall be named the Clerical and Service Staff Advisory Committee (CSSAC). Within this document, it will be referred to as “The Committee.”

## Section 2: Purpose and Responsibilities of The Committee

**A** – To provide members of the clerical and service staff with a means of representative participation through suggestion and advice in the formulation and/or change of policies affecting conditions of employment.

**B** – To provide an effective means of communication between the clerical and service staff and the university administration.

**C** - To act in an advisory capacity and make recommendations to the Human Resources Department which has responsibility for planning and recommending policies concerning human resource and staff benefits.

## Section 3: The Committee Composition and Membership

**A** – The Committee shall ideally consist of 12 members to be selected from the clerical and service staff who are “regular benefitted” employees, who will represent an “Area” as defined in Section 4.

**B** – The regular members of the IPFW (Indiana Purdue Fort Wayne) clerical and service staff (including both full and part-time) will be surveyed in April/May of each year to ascertain interest in serving on The Committee for a three (3) year term commencing September 1 of that same year, unless completing the term of another member who is unable to fill his/her commitment. **Consent from each prospective member’s supervisor is required prior to application.** If more staff members apply than committee vacancies, a ballot will be prepared and an election conducted prior to June 1 (allowing 5 business days for voting) of the appointed year. In the event of a tie, the new member(s) will be decided by a majority vote among the existing committee members. To maintain continuity of membership, approximately one-third (1/3) of the positions will be filled each year.

**C** – New members will be officially appointed to The Committee by the Vice Chancellor for Financial Affairs.

**D** – All positions will be “at large” and will be assigned, by the Chair of CSSAC, as a representative of a

**E** - A representative from Human Resources and the outgoing Chair, if not serving a successive term, will be non-voting, ex-officio members of The Committee. Their attendance at committee meetings will be highly encouraged, but not required.

## **Section 4: Areas of Representation** (Note: The Chair and Vice Chair are not assigned individual areas.)

Representation means The Committee members will initiate contact and communications with clerical and service staff in their appointed areas.

Area 1 – Engineering Technology and Computer Science Building

Area 2 – Gates Sports Center and Medical Education Building

Area 3 – Visual Arts Building, Rhinehart Music Center, and Williams Theatre

Area 4 – Neff Hall

Area 5 – Helmke Library, Walb Student Union and Student Services Building

Areas 6 – (2 representatives) Kettler Hall

Area 7 – Support Services Building (including University Police Dept), Printing Services/Mailroom Warehouse and Liberal Arts Building

Area 8 – Ginsberg Hall (Grounds, Operations/Maintenance/Building Services and Physical Plant Administration)

Area 9 – Science Building and Life Science Research Center and Alumni Center

## **Section 5: Meetings**

**A** – Meetings will be held monthly on the third Tuesday of each month from 1:30 PM to 3:30 PM. A schedule of meetings for the coming year will be distributed by the incoming Chair to all members (including newly appointees) in August of each year. A meeting may be canceled or postponed with the approval of a quorum. A quorum for The Committee will be defined as majority of voting members.

**B** – All representatives to other committees will submit written year-end reports to the Chair at the July meeting.

**C** – Attendance at meetings is expected. Members are expected to stay until adjournment. If a member knows he/she cannot stay for the entire meeting or must miss it entirely, arrangements should be made by contacting the Chair or Vice Chair in advance of the meeting.

**D** – Absences due to an illness, family illness, vacation, or other leaves of absence (such as FMLA, Parental or Bereavement) are excused.

1 – Any absence(s) that involve missing 3 or more consecutive meetings within a term year (Sept 1-Aug 31), could be cause for review of members involvement on the CSSAC committee. A review would be at

the discretion of the Chair, Vice Chair and a designated Human Resources Representative (allowing for issues of confidentiality relating to absences).

2 – If it is determined the CSSAC member is unable or unwilling to be active on CSSAC, the Chair and Vice Chair may recommend to the Human Resources Representative and The Committee that the member be replaced and/or asked to resign. If necessary, the Chair and the Human Resources Representative may send out an interest letter to all eligible members to find a replacement. Or, if balloting was required to select members, a new member may be selected from those having indicated interest in serving.

#### **E – Voting**

1 – A quorum is necessary to conduct business or submit a written proposal to the Vice Chair for Financial Affairs. A quorum for the purposes of this committee shall constitute a majority of voting members.

2 – A quorum will be required to amend these Bylaws. Proposed amendments must be presented in writing at a meeting one month prior to the meeting where the voting will occur. Members must be present to vote.

#### **F – Committees**

1 – Members will serve on various CSSAC Committees, University Committees and Chancellor’s Committees

2 – Grant Fund sub-committee. This committee assumes responsibility for overseeing the CSSAC Employee and Dependent Grant Fund. This sub-committee shall consist of three members. The CSSAC Chair will serve as an ex-officio member. The responsibilities of this sub-committee may include, but are not limited to, the selection process for awarding dependent and employee grants, fund raising for the grant, publication of award dates and making any changes to any necessary paperwork. They are encouraged to recommend to The Committee, adjustments in qualifications and policies as necessary to better serve our constituents and help ensure student success.

3 – Other committee assignments will be appointed representatives, as requested by the Chair and other University officials.

## Section 6 – Officers

**A** – The slate of officers will consist of a Chair, a Vice Chair, a Recording Secretary and a Treasurer.

### **B** – Election of Officers

1 – At the May meeting, The Committee will nominate members for the positions of Chair, Vice Chair, Recording Secretary and Treasurer. At the June meeting, elections will be held by secret ballot for the respective officers. “Write-in” names will not be considered, as they would not have been nominated at the previous meeting. Election results will be officially announced at the July meeting. **C** –

### Responsibilities of Officers

1 – Chair – Will preside at all meetings; assist the HR representative with balloting as required; prepare memos as necessary; represent IPFW at the West Lafayette CSSAC meetings (or their designee), and strive to reinforce unity of clerical and service staff employees at IPFW. Prepare official memo from Vice Chancellor which establishes the next year’s members.

2 – Vice Chair – Will preside at the meetings in the absence of the Chair; assist the Chair with projects as needed; be the back-up representative for IPFW at the West Lafayette CSSAC meetings. Responsible for taking minutes in the event of absence by the Recording Secretary. (In the event both Chair and Recording Secretary are absent from a meeting, the Treasurer will take minutes, while the Vice Chair conducts business of The Committee.)

3 – Recording Secretary – Will take and prepare the minutes of each CSSAC meeting and distribute them to all clerical and service staff as well as other interested parties; post monthly CSSAC minutes on the CSSAC home page and listserv after seeking approval via emailed copy to each member of The Committee; prepare Ballot(s) for Qualtrics as needed.

4 – Treasurer – Responsible for administration of all financial resources for CSSAC. This includes, but is not limited to making deposits and disbursing funds as required. Provide a monthly report at committee meeting, including deposits and account balances. Serves as President of Grant Fund Sub-Committee. Provides back-up to Recording Secretary.