

# The Constitution of Staff Council of Carnegie Mellon University



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## Article I: Name

Section 1. The name of this organization is Staff Council of Carnegie Mellon University.

## Article II: Purpose and Responsibility

Section 1. The chief purpose of Staff Council is to examine matters related to all staff, and to formulate recommendations to the University Administration. Staff Council may also consider any other topic relevant to the interests or welfare of the University, and will respond appropriately. Staff Council will also consider those affairs that are delegated to it by the President of the University.

Section 2. All persons holding full or part time staff appointments at Carnegie Mellon and who do not hold any faculty designation or are represented by a bargaining unit are represented by Staff Council.

## Article III: Eligibility

Section 1. All persons holding full or part time staff appointments at Carnegie Mellon who are represented by a bargaining unit of the University are eligible for election to the Staff Council. Elections for officers are to be held by secret ballot and the current Vice Chair.

### Section 2.

A) The Chair of Staff Council presides over the meetings of Staff Council and the Executive Committee, and submits an annual report to the President of the University. In the absence of the Chair, or at the Chair's direction, the Vice Chair acts as Chair.

B) The Vice Chair serves in various capacities at the direction of the Chair, and supervises all elections and votes of Staff Council.

C) The Secretary of Staff Council records the minutes of the monthly meetings, maintains the current list of members, coordinates the monthly meetings, and sends correspondence at the direction of the Chair.

D) The Treasurer of Staff Council oversees the finances under the control of Staff Council, reports on the finances monthly, and submits a yearly operating budget to the President of the University.

E) A person may not

**Section 2.** Representatives are to be nominated and elected from the eligible members of the staff, with

D). Any member who is dismissed under the provisions of this article for two consecutive years shall be ineligible to serve on Staff Council for a single two year term.

**Section 11.** Any member of Staff Council may be dismissed from Council for: neglect of duty, or any action deemed detrimental to Staff Council, to include any false, malicious, or frivolous charges brought forward under this section. Said dismissal will be in accord with the following procedures.

A) Any member of Staff Council may initiate dismissal proceedings at a General Staff Council meeting by showing due cause for such an action and with a majority vote of those present being necessary to proceed further, at which time the member in question will be notified that dismissal proceedings have been initiated and that they will be temporarily suspended pending a review.

B) A hearing will be held at the next available Staff Council meeting with the charges being presented and the opportunity for the accused to provide a defense, after which a vote will be taken with a 2/3's vote of those present being necessary for dismissal from Staff Council.

## **Article VI: Meetings of Staff Council**

**Section 1.** Staff Council will hold a minimum of 10 monthly meetings during the calendar year. Meetings 1.

**Section 2.** The Executive Committee manages and executes the business of Staff Council. This includes, but is not limited to, approving the agenda for meetings, advising the Chair in making appointments to University committees, and monitoring the activities of Staff Council Committees. The Executive Committee includes, the officers of the Staff Council, the Chairs or Co-Chairs of Standing Committees, the Parliamentarian, the Archivist, and the

## **Article IX: Amendments**

**Section 1.** Amendments to this Constitution may be initiated by two-thirds vote of the members of Staff Council present during a regularly scheduled meeting. Once an amendment has been approved by a two-thirds vote, the amendment under consideration cannot be amended again, and must be voted on as is. The proposed amendments will be distributed to the membership with the notice that they will become effective if and when ratified by a two-thirds vote at the next meeting of Staff Council.

## **Article X: Archivist**

**Section 1.** The incumbent

Presented By the Constitution/By-Laws Committee Established: Sept 1999

**Chair:** Allan Becer

**Members:** Beth Borrasso  
Debbie Cavlovich  
Tracy Farbacher  
Debbie Gerhardt  
Patty Mackiewicz  
Jay Marano  
Denise Murrin-Macey