

Chicago State University Civil Service Employees Council By-Laws

Article I - Duties of Officers

President

Section 1.

It shall be the duty of the President to open the session, call the members to order, to state and call for vote all questions, which are properly moved, and to announce the results of the vote.

Section 2.

To decide all questions of order subject to an appeal to the assembly by any two members, and to inform the CSEC when necessary, or when referred to for the purpose, on a point of order or practice.

Section 3.

The President shall be responsible for calling special meetings when requested by any member of the CSEC.

Section 4.

The President will authenticate, by signature when necessary, all acts, orders and proceedings of the CSEC, and in all things obeying its commands.

Section 5.

The President shall be responsible for the organization of all standing committees and appointment of committee chairs.

Section 6.

The President shall transmit all formal and official recommendations on behalf of the CSEC to the intended recipients, with copies to the Human Resource Director, and Legal Counsel Advisor.

Section 7.

The President shall represent the Civil Service Employees Council to the University Civil Service Employees and to the University Administration.

Article I - Duties of Officers

Section 8.

Abstain from voting except in the case of a tie.

Section 9.

The President shall appoint candidates to serve on University committees.

Section 10.

The President shall issue all notices of meetings, develop and publish an agenda prior to every regular CSEC meetings.

Vice President

Section 1.

The Vice-President, in the event of the absence of the President, will exercise all powers and prerogatives of the President.

Secretary

Section 1.

The Secretary, in the event of the absences of the President and Vice President, shall assume the duties of the President.

Section 2.

The Secretary shall perform all duties relating to the office of the Secretary. The Secretary shall keep a roster of Civil Service Employees. At the termination of the tenure, all records shall be given to the incoming Secretary. [The Secretary may request from](#) Human Resources Department to provide a complete, current, and official roster to the secretary, and provide updates on a monthly basis.

Section 3.

The meetings will be audio taped by the Secretary, per approval of CSEC. After the minutes are approved from the meetings, the audiotape will be destroyed by the Secretary. All minutes of meetings and proceedings of meetings shall be entered into record by the Secretary, and said book shall remain a permanent record of the CSEC.

Section 4.

In the absence of the President, Vice President and Secretary, the Clerk shall assume all duties and responsibilities of the Secretary.

Section 5.

Maintain the attendance records of the CSEC.

Section 6.

In consultation with the President, draft the agendas of regular or special meetings.

Section 7.

Verify that there are enough members present at a meeting to establish a quorum.

Clerk

Section 1.

In the absence of the President, Vice-President and Secretary, the Clerk shall assume all duties and responsibilities of the Secretary.

Section 2.

Assist the Secretary with duties as specified under “Secretary, Sections 1-6”, when requested.

Treasurer

Section 1.

All monies and checks received by the Treasurer shall be deposited into a designated account. The Treasurer shall present to the CSEC, a monthly financial report of said account(s).

Section 2.

The Treasurer shall be responsible for recording and reporting all budget expenditures, and should be able to document account balances at any time.

Section 3.

Prepare and submit a proposed CSEC budget request each January for the following fiscal year upon review by the CSEC.

Section 4.

Monies can only be withdrawn from the account by the President, Vice-President, Secretary, or Treasurer, with the approval of one of the other stated officers. Inaccurate documentation or discrepancies should be reported to the University's Legal Counsel.

Section 5.

Membership dues are \$24.00 and they are collected each year.

Article I - Duties of Officers

Sergeant-at-Arms

Section 1.

The Sergeant-at-Arms is responsible for enforcing order and decorum among CSEC members.

Section 2.

CSEC members should conduct themselves in a professional manner during meeting proceedings. If a member is out of order and disregard verbal warnings to cease unprofessional behavior i.e. use of profanity, disrespect of others, tardiness, and violation of CSU's code of conduct, may receive a written warning. Two warnings will be grounds for dismissal by the Executive Committee, and move to vote by a two-thirds quorum from CSEC membership. The member being warned will be exempt from voting.

Article II - Council Meetings

Section 1.

The Chicago State University Civil Service Employees Council shall meet at least once every second Tuesday of the month. The time and place are to be announced prior to the meeting date.

Section 2.

A quorum shall consist of the presence of two-thirds of the membership at any CSEC meeting. A simple majority is required to carry a motion, except on a motion to amend the Constitution or By-Laws.

Article III - Council Year

Section 1.

The CSEC'S fiscal year shall be from July 1st through June 30th of the following year. Newly elected officers shall officially take office September 1, [or after](#) commencement of Civil Service Day ([whichever is first](#)).

Article IV - Non-Members Attendance at Meetings

Section 1.

Attendance at the scheduled or special call meetings of CSEC [may be any civil service employee](#).

Article V - Amendments

Section 1.

Proposed amendments to the By-Laws may be initiated at any time by any Civil Service Employee.

Section 2.

The proposed amendment(s) must be submitted in writing to the President of the Civil Service Employees Council, who will then inform all CSEC members of the proposed amendment(s).

Section 3.

Proposed amendments will be considered at the next regularly scheduled meeting.

Section 4.

A motion to amend requires two-thirds vote of CSEC to pass. Two-thirds of CSEC shall be present at the meeting at which the vote is taken.

Article VI - Parliamentary Procedures

Robert's Rules of Order,(current edition), shall govern the CSEC and all committees, when in conflict with the Constitution, By-Laws, or Special Rules of Order of the CSEC.

Adopted on **March 9, 2004**