

# Cal State Channel Islands Staff Council Bylaws

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## Article I: Membership

1. CSU Channel Islands Staff Council will consist of elected employees to serve as representatives for the general staff population.
2. Each division will nominate and elect representatives per the criteria below.
  - a. Elected representatives must be a member of the division which they represent.
  - b. The number of elected representatives for each division/unit is determined by the number of non-MPP staff in the unit. Each division/unit will have a minimum of 1 representative plus 1 additional representative for every 40 non-MPP staff members.<sup>1</sup>
  - c. The division/units include:
    - i. Academic Affairs
    - ii. Business and Financial Affairs
    - iii. Office of the President
    - iv. Student Affairs
    - v. University Advancement
3. All non-MPP staff employees of CSU Channel Islands who are employed on a half-time basis, or more, with an initial appointment of at least 11 months are eligible to serve as a member of Staff Council.
  - a. CSU Channel Islands Staff Council members shall serve three-year terms.<sup>2</sup>
  - b. CSU Channel Islands Staff Council members may serve multiple, consecutive terms if elected by the staff population.
  - c. The CSU Channel Islands Staff Council fiscal year shall be from July 1st through June 30th, and all terms of officers and members shall coincide with the fiscal year.

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<sup>1</sup> Section updated by amendment on June 18, 2024

<sup>2</sup> Section updated by amendment on February 15, 2022

- d. Staggered terms may be instituted at the discretion of the Executive Board.
4. If a voting member of the council is unable to attend regular meetings, the member should be represented by proxy acceptable to the CSU Channel Islands Staff Council Chair. Notice of absences shall be submitted to the Chair prior to the meeting.
  - a. If a voting member is absent without proxy from 3 regular meetings in any fiscal year, the member may be considered for removal at the next regular meeting of the Staff Council.
  - b. If a voting member is absent with proxy from 5 regular meetings in any fiscal year, the member may be considered for removal at the next regular meeting of the Staff Council.
5. If a representative is removed from their original area of coverage (due to job change, office move, etc.) the division may elect a new representative through a special election process.
  - a. If the original representative is remaining on campus in an eligible role, they may opt to remain on the council for the duration of their elected term as a representative for their new division.

## Article II: Executive Board and Officers

1. The Executive board is comprised of officer positions and serves as the leadership to the staff council.
2. The Officers of CSU Channel Islands Staff Council shall be:
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
  - e. Custodian of Records
3. All officers shall be elected by the membership of CSU Channel Islands Staff Council at the May meeting of CSU Channel Islands Staff Council.
4. Any currently employed CSUCI staff with previous campus committee experience may be nominated to run for an Executive Board Position.
5. Officers shall serve for a term of three years. Officers may serve consecutive terms if elected by the Staff Council.
  - a. Executive Board positions have a two-term limit.<sup>4</sup>
  - b. Anyone who is elected to be an Executive Board Position will give up their Membership Seat. Vacated Staff Council Seats may be filled mid-term by an appointment by their division.<sup>5</sup>

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<sup>3</sup> Section updated by amendment on February 15, 2022

<sup>4</sup> Section added by amendment on February 15, 2022

<sup>5</sup> Section added by amendment on February 15, 2022

6. The Staff Council Chair may appoint any council member to fill officer positions if they remain vacant following an election.<sup>6</sup>
7. Duties of Officers
  - a. The Chair shall:
    - i. Preside at all meetings of CSU Channel Islands Staff Council and the Executive Board;
    - ii. Appoint all members of committees with the approval of the Executive Board;
    - iii. Serve as an ex-officio member of all committees except the Governance Committee;
    - iv. Vote only when needed to constitute a quorum or to break a tie vote;
    - v. Appoint other such people who will expedite the work of the CSU Channel Islands Staff Council;
    - vi. Provide a Chair Report, including all committee reports at regular monthly meetings;
    - vii. Be responsible for the installation of the newly-elected officers and Executive Board;
  - b. The Vice Chair shall:
    - i. Assume the duties of the Chair, in the absence of the Chair, or at any other time upon request of the Chair;
    - ii. Act as liaison between the Executive Board and all appointed committees of CSU Channel Islands Staff Council, having complete charge of the referral process and responsibility for reporting to the Executive Board on the current status of work assigned to committees;
    - iii. Assume the duties of the Chair for the unexpired term in the event the Chair is unable to complete the term of office;
    - iv. Perform other duties as may be deemed necessary and assigned by the Chair.
  - c. The Secretary shall:
    - i. Assume the duties of the Chair in the absence of the Chair and the Vice Chair;
    - ii. Keep records of minutes and committee reports; see those minutes of all regular and special meetings of (CSU) Channel Islands Staff Council are kept and appropriately distributed;
    - iii. Prepare an agenda and send to membership with a notice of each meeting;
    - iv. Conduct general correspondence of the organization;
    - v. Perform other duties as may be deemed necessary and assigned by the Chair.

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<sup>6</sup> Section added by amendment October 20, 2020

- d. The Treasurer shall:
  - i. Be responsible for all money acquired by CSU Channel Islands Staff Council;
  - ii. Submit the treasurer's report at each monthly meeting of the Executive Board and Staff Council
  - iii. Pay all bills when properly authorized by the Chair or Vice Chair;
  - iv. Assist the Chair in the preparation of the proposed annual budget;
  - v. Perform other duties as may be deemed necessary and assigned by the Chair.
- e. The Custodian of Records shall:
  - i. Ensure Committee documents/records are submitted in a timely manner and distributed to new committee chairs as appropriate;
  - ii. Be responsible for CSU Channel Islands Staff Council correspondence with regard to recognition, get well wishes, sympathy cards, etc.;
  - iii. Receive and label all photographs and articles regarding CSU Channel Islands Staff Council functions;
  - iv. Notify officers/members of their election;
  - v. Submit updates of elected officer information to telephone directory on annual basis; maintain the distribution list for CSU Channel Islands Staff Council on a current basis, assuring that new and retired members are listed accurately;
  - vi. Maintain current membership roster (member information and terms);
  - vii. Perform other duties as may be deemed necessary and assigned by the Chair.
- 8. The Ex-officio members of CSU Channel Islands Staff Council shall be:
  - a. Academic Senate Chair or designee
    - i. The principal duty of the Academic Senate Chair is to advise the Staff Council on academic and faculty related matters.
  - b. Student Government President or student Designee
    - i. The principal duty of the Student Government President is to advise the Staff Council on student and student employee related matters.
  - c. The Past Chair
    - i. The principal duty of the past chair is to advise the incoming Chair and new Staff Council members.
  - d. The Campus President
    - i. The principal duty of the campus President is to advise the Chair.
  - e. Staff Council facilitated committee representatives<sup>7</sup>

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<sup>7</sup> Section added by amendment November 20, 2025

- i. The principal duty of the committee representatives is to update and advise Staff Council on committee related matters.
- f. Non Tenure Track Faculty Council (NTTC) Chair or designee<sup>8</sup>
  - i. The principal duty of the NTTC representative is to advise Staff Council on NTTC related matters

## Article III: Committees

1. The Governance standing committee shall be chaired by a Staff Council member elected by the Staff Council during annual elections. The remaining standing committee chairs can be appointed by consensus among their respective committee members. All chairs shall serve one year terms and may serve consecutive terms if elected by the Staff Council or appointed by the committees as previously described. The remaining committee positions may be filled by Staff Council members and/or any interested staff.
2. All Staff Council members are required to serve on at least one (1) committee at all times.
3. Ad hoc committees may be established as deemed necessary by the Executive Board to implement the work of the council. Ad hoc committees shall be chaired by a Staff Council member. Ad hoc committees will be dissolved at the completion of their assignment, activity, or at the discretion of the Executive Board.
4. It shall be the duty of each committee to receive and analyze matters referred to it; make reports and recommendations to the Officers; and submit a final written report to CSU
5. Channel Islands Staff Council no more than 30 days after the conclusion of the fiscal year or ad hoc committee activity.
6. Standing Committees shall consist of:<sup>9</sup>
  - a. Communication and Brand Management
    - i. The purpose of this committee is to manage and oversee official communications from Staff Council on all platforms, which may include but not be limited to newsletters, thank you letters, the Staff Council website, the Staff Council listserv communications, and Staff Council social media accounts. In addition, they may manage the Staff Council calendar and oversee the creation and maintenance of the Staff Council style guide.
  - b. Outreach & Development
    - i. The purpose of this committee is to organize and implement all Staff Council events, activities, and programs, to include but not be limited to:
      1. Support efforts that recognize non-MPP staff across campus (e.g., Service Awards, New Staff)

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<sup>8</sup> Section added by amendment November 20, 2025

<sup>9</sup> Section updated by amendment on December 12, 2024

2. Promote professional development and mentorship opportunities including welcoming of new members.
  3. Raising funds for the function of Staff Council.
  4. Organizing donation drives in partnership with other entities.
- c. Governance
- i. The purpose of this committee is to:
    1. Publicize, supervise, tally ballots, and announce the selection of members and officers to the Executive Board.
    2. Rule on any selection, constitutional, or bylaws disputes. Conduct initial review and make recommendations regarding all proposed amendments to the Constitution and Bylaws.
    3. Create, update, and maintain policies and procedures for the operation of the Staff Council.

## Article IV: Elections

1. General Elections
  - a. Nominations for election to membership in CSU Channel Islands Staff Council shall be by petition which contains the signature of the candidate certifying a willingness to serve. Voting shall be by secret ballot. Candidates receiving the highest number of votes in each area shall be declared elected. If there is a tie vote, a run-off election shall be held within ten days of the general election. If only one candidate nomination is received for a specific area then no ballot election will be necessary.
  - b. A Staff Council member may be recalled by a two-thirds vote of Staff Council members after a hearing by Staff Council. The initiative for recall vote shall be by signed petition of not less than one-third of the Staff Council members.
  - c. A vacancy in an unexpired term on CSU Channel Islands Staff Council will be filled by appointment of the Chair with the approval of the Executive Board.
  - d. Elections will be held every three years for divisions that have nominated more than their allotted number of representatives.<sup>10</sup>
2. Officer and Committee Chair Elections
  - a. Nominations for Officer and Committee Chair positions in CSU Channel Islands Staff Council shall be by petition which contains the signature of the candidate certifying a willingness to serve.
  - b. Elections will be held every three years on the year following the general elections.
  - c. The distribution and counting of ballots shall be the responsibility of at least three members of the Governance Committee.

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<sup>10</sup> Section added by amendment on February 15, 2022, language amended slightly on June 18, 2024

- d. Any disputes shall be ruled on by the Governance Committee. Appeals of its decision shall be made in writing, signed by simple majority of the staff council and submitted to the Staff Council Chair for review. Final appeal shall be reviewed by the campus president or designee.
- e. An officer or committee chair may be recalled by a two-thirds vote of Staff Council members. The initiative for recall vote shall be by signed petition of not less than one-third of the Staff Council members.
- f. A vacancy in an unexpired officer or committee chair term on CSU Channel Islands the Executive Board will be filled by appointment of the Chair with the approval of the Executive Board.

## Article V: Meetings

1. Regular and special meetings of CSU Channel Islands Staff Council and the Executive Board shall be held as defined in the Bylaws.
  - a. The General Meeting of CSU Channel Islands Staff Council shall be held once each month.
  - b. The Executive Board shall meet once each month unless otherwise arranged.
  - c. A special meeting of CSU Channel Islands Staff Council may be called by the Chair or any three members of the Executive Board.
  - d. Parliamentary Authority shall be Robert's Rules of Order, Revised.
2. Quorum
  - a. A simple majority of total members at any meeting of CSU Channel Islands Staff Council shall constitute a quorum authorized to transact any business duly presented.
  - b. A simple majority of board members at any meeting of the Executive Board shall constitute a quorum authorized to transact any business duly presented.
  - c. A majority on any and all committees shall constitute a quorum.

## Article VI: Policies and Resolutions<sup>11</sup>

1. The CSU Channel Islands Staff Council shall be empowered to draft resolutions reflecting the will and voice of the Council and to initiate university policies addressing areas of concern to staff not within the scope of representation as defined within the Higher Education Employer-Employee Relations Act (HEERA).
2. The Staff Council shall maintain a governing document which establishes procedures and protocols for development and passage of policies and resolutions. The governing document shall initially be ratified by two-thirds vote. Subsequent changes to the governing document may be implemented via simple majority vote of either Staff Council or the Executive Board, at the discretion of the Chair and Vice Chair. The

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<sup>11</sup> Section added by amendment on June 18, 2024

governing document shall be referenced below this section upon ratification, noting the date(s) of passage and amendment.

- a. Staff Council Procedures on Policy - adopted July 2024 (74.1KB)

## Article VII: Amendments

1. Amendments to the CSU Channel Islands Staff Council Constitution and Bylaws shall be made only at regular meetings of CSU Channel Islands Staff Council.
2. Any member of the CSU Channel Islands Staff Council may move to make amendments to the constitution and/or bylaws.
3. Any amendments to the constitution or bylaws must be ratified by a two-thirds vote.
4. It is the responsibility of the Custodian of Records to maintain record of dates and details of any amendments and to ensure the council and constituents are informed of the changes.