

BYLAWS

Clerical and Service Staff Advisory Committee



Indiana University
Purdue University
Fort Wayne

September 2002 - Adopted

SECTION 1: Name

The Committee, established in 1975, shall be named the Clerical and Service Staff Advisory Committee (CSSAC).

SECTION 2: Purpose and Responsibilities of the Committee

The purposes and responsibilities of the Committee are as follows:

- A.** To provide members of the clerical and service staff with a means of representative participation through suggestion and advice in the formulation 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 the assigned responsibility for planning and recommending policies concerning human resource and staff benefits.

SECTION 3: Committee Composition and Membership

- A.** The Committee shall consist of 12 members to be selected from clerical and service staff who are classified as “regular” employees who will represent an “Area” as defined in Section 4.
- B.** The regular members of the Fort Wayne clerical and service staff will be surveyed in April/May of each year to ascertain interest in serving on this committee for a three (3) year term commencing September 1 unless completing the term of another member who is unable to fill his/her committee membership. Consent from each prospective member’s supervisor is required. To maintain continuity of membership, approximately one-third of the positions will be filled each year.
- C.** The new members will be officially appointed to this committee by the Vice Chancellor for Financial Affairs.
- D.** All positions will be “at large” positions and will be assigned, by the Chairperson of CSSAC to a particular “Area” to represent. If more than the required number of people apply, the Department of Human Resources, with the assistance of the CSSAC Chairperson, will prepare a ballot and conduct an election prior to June 1 of the appointed year.
- E.** The director of Human Resources and the outgoing chairperson, if not serving a successive term, will be non-voting, ex-officio members of this committee.

SECTION 4: Areas of Representation

Representation means that committee members will initiate contact and communications with clerical and service staff members in their respective areas.

- AREA 1:** Engineering Technology Building and Classroom Medical Building
- AREA 2:** Visual Arts Building, Williams Theater and Gates Sports Center
- AREA 3:** Neff Hall
- AREA 4:** Helmke Library and Walb Student Union
- AREA 5:** Kettler Hall - Ground Floor and Science Building
- AREA 6:** Kettler Hall - First Floor
- AREA 7:** Kettler Hall - Second Floor
- AREA 8:** Physical Plant and Police & Safety (All Shifts)
- AREA 9:** Printing Services/Warehouse
- AREA 10:** Physical Plant, Physical Plant Administration and Building Services and Grounds (First Shifts)
- AREA 11:** Physical Plant, Operations/Maintenance (First and Second Shifts)
- AREA 12:** Physical Plant, Building Services (Third Shift)

SECTION 5: Meetings

- A.** Meetings will be held monthly on the third Tuesday of each month from 1:30 P.M. to 3:00 P.M. A schedule of meetings September through August will be distributed each year. A meeting may be canceled or postponed with the approval of a quorum.
- B.** All representatives to other committees will submit written year-end reports to the Chairperson at the July meeting.
- C.** Attendance at meetings is expected. Members are expected to stay until adjournment unless prior arrangements are made. If a committee member is unable to attend a meeting, the member should notify the Chairperson or Vice-chairperson in advance.
- D.** Absences due to family illness, vacation, or other leaves of absence are excused. After missing three (3) consecutive meetings within the CSSAC year:
 - 1.** The Chairperson, Vice-Chairperson and/or the advisor will meet with the member to review the absences:
 - 2.** If it is determined that the CSSAC member is unable to be active on CSSAC or if the Chairperson, Vice-Chairperson will recommend the member be replaced, the member may be asked to resign. If necessary, the Director of Human Resources will 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 of nine (9) members is necessary to conduct business or submit a written proposal to the Vice Chancellor for Financial Affairs.
 - 2.** A two-thirds (2/3) vote of the membership is 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 as follows:

Affirmative Action Advisory Sub-committee

Campus Communications Committee
Traffic Appeals Board
Campus Safety Committee
Diversity Council
University Council (*President and Vice-President*)
University Resources Policy Committee

2. Grant Sub-Committee. This committee assumes responsibility for overseeing the CSSAC Grant Fund. The committee shall consist of three members; the CSSAC Chairperson will serve as an ex-officio member. The responsibilities for this 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.
3. Other committee assignments will be appointed representatives, as requested by the Chairperson or other university officials.

SECTION 6: OFFICERS

- A. The slate of officers will consist of a chairperson and vice-chairperson. The recording secretary will be the Human Resource Director's Secretary.
- B. Election of Officers.
 1. At the May meeting, the committee will nominate members for the position of Chairperson and Vice-chairperson. (The duties of recording secretary will be filled by the secretary to Human Resources.) At the June meeting, elections will be held by secret ballot for the respective officers. Election results will be announced during the July meeting.
- C. Responsibilities of Officers:
 1. Chairperson
The Chairperson will preside at all meetings; assist the Director of Human Resources with balloting as required; prepare memos as necessary; represent (or appoint someone to represent) IPFW at the West Lafayette CSSAC meetings, and strive to reinforce unity of clerical and service staff employees at IPFW.
 2. Vice-Chairperson
The Vice-Chairperson will preside at the meetings in the absence of the chair and assist the Chair with projects as needed. The Vice-Chairperson may assume the duties as Chairperson during the next fiscal year if he or she chooses to do so.
 3. Recording Secretary
The Recording Secretary will prepare the minutes of each meeting and distribute them to all clerical and service staff and other interested parties. The minutes of CSSAC will be posted on the CSSAC Homepage and listserv after approval at the following monthly meeting.