

CONSTITUTION

EIU CIVIL SERVICE EMPLOYEES' ORGANIZATION (For Non-Negotiated Employees)

PREAMBLE

The EIU Civil Service Employees' Organization (for non-negotiated employees) shall provide an open channel in an advisory capacity to the administration in the interest of the members.

The Civil Service Council (for non-negotiated employees) is the governing body elected by the Civil Service Employees' Organization with the responsibility of recommending actions and presenting problem areas for consideration in accordance with the interests and needs of the non-academic employees of the university.

ARTICLE I - NAME

The name of this organization shall be the EIU Civil Service Employees' Organization (for non-negotiated employees), hereinafter referred to as The Organization.

ARTICLE II - AUTHORITY

The constitution of the Organization was ratified by those present and eligible for membership on September 17, 1972, at Eastern Illinois University, by a majority vote. The constitution was amended on June 14, 1974; March 10, 1975; May 8, 1978; March 10, 1983; November 8, 1983; September 19, 1986; April 8, 1987; January 6, 1988, September 6, 1996; February, 1997; July, 1998; September 17, 2001; February 3, 2004, March 8, 2012, and April 17, 2024.

ARTICLE III -PURPOSE

The organization was formed for the following purposes, to be achieved through the Civil Service Council (for non-negotiated employees).

- Section 1. To provide advisory counsel to the administration and other designated entities associated with the University regarding the general interest and welfare of the Organization membership.
- Section 2. To serve as the advisory committee to the EIU representative of the State and University Civil Service Employee Advisory Committee (also known as EAC Representative). This Committee is a state-mandated advisory committee to the Civil Service System Merit Board on classification and rule changes or other matters submitted for review.
- Section 3. To provide representation on committees established by the University which have a direct relationship to the interests and welfare of the membership.
- Section 4. To review personnel matters for the membership and recommend action to the University.

Section 5 To plan and organize activities for the membership.

ARTICLE IV - MEMBERSHIP

Section 1. Qualifications

All permanent and continuous non-union, non-academic employees of the university, excluding off-campus contract appointments, shall be members of the Organization.

Section 2. Districts

Campus Districts in the Organization shall be as follows:

District I President, Vice President for Academic Affairs, Vice President for University Advancement, and Vice President for Enrollment Management

District II Vice President Business Affairs

District III Vice President Student Affairs

Section 3. Ex-Officio Membership

Membership on the Council shall include the following ex-officio members who shall serve at the will of the Council by way of the position they hold at the University in relationship to the Organization. Ex-officio members will serve in an advisory capacity to the Council and without voting rights on Council business. Those positions include the elected University representative to the Employee Advisory Committee for the University Civil Service Merit Board and the Director of Human Resources or their appointee.

If the appointee is a permanent and continuous, non-academic non-negotiated employee and not an off-campus contract appointment, they will retain voting rights for Council representation by way of being a member of the Organization.

ARTICLE V - CIVIL SERVICE COUNCIL

The governing body of the organization shall be called the Civil Service Council (for non-negotiated employees) hereinafter referred to as The Council.

Section 1. Representation

- a. Membership of the Council shall be composed of 1 person per 20 constituents elected from each district, as listed under Qualifications, Article IV, Section 2.
- b. Alternate members of the Council shall be composed of one person from each district as listed under Qualifications, Article IV, Section 2.

Section 2. Term of Office

- a. Membership on the Council shall be for a two-year period but not limited to one term.
- b. Representatives from Districts I and III will serve a two (2) year term and shall be elected in odd-numbered calendar years.
- c. Representatives from District II will serve a two (2) year term and shall be elected in even-numbered calendar years.
- d. Ex-officio representatives shall serve as non-voting members at the will of the Council as their position at the University dictates.

Section 3. Replacement of Members

- a. If a Representative's seat is vacated for any reason, the replacement shall be the Alternate from the district represented. They shall serve until the regular term expires. If the unexpired term is one year or more, a new Alternate shall be elected at the next general election.
- b. If an Alternate assumes the role of Representative in their district, or their seat is vacated for less than one year for any reason, their position may be filled by a majority vote of the Council. Applications will be solicited by advertising the vacant position to the Organization's district membership. If there are two or more applicants with the same number of votes, the tie vote shall be broken by flipping a coin while in the presence of a neutral party.
- c. If a Council Representative or Alternate moves from the district they represent, they shall vacate their position at the end of the current election year, whether or not the elected term is expired. A replacement shall be elected at the next general election.
- d. Any Council Representative is subject to recall, after serving a minimum term of three (3) months, by presentation to the Council of a petition bearing a simple majority of signatures from the District he/she is representing.
- e. The Council, by majority vote, may remove a Representative for excessive absenteeism (three successive absences). If a Representative is removed from the Council for excessive absenteeism, their seat will be replaced by the Alternate of their district. The Alternate for that district will then be replaced at the next election.
- f. If the number of constituents within a district increases to the level where additional representation is warranted, Council representation shall be adjusted at the next scheduled general election.

ARTICLE VI - OFFICERS

The Council shall establish offices for President, Vice President, Treasurer, and Secretary.

ARTICLE VII - ELECTION OF OFFICERS

- Section 1. The officers of the council shall be elected each year from its own membership, and serve July 1 to June 30 of the calendar year. Nominations will be solicited from the Council and the election of officers will take place at the first meeting after the general election. Alternates shall not be eligible to serve as Council officers. All Nominees for President must have served a minimum of twelve (12) months immediately prior to their nomination.
- Section 2. If for any reason a vacancy occurs in any office of the Council, the Council shall elect a new officer to fill the vacancy from its own membership, and the officer shall serve until the end of the elected term.

ARTICLE VIII - NOMINATION AND ELECTION

Section 1. Qualifications

All permanent and continuous non-academic civil service employees with non-union status, excluding off-campus appointments, shall be eligible to vote.

Section 2. Election Supervision

- a. Nominations and elections shall be supervised by an Election Committee.
- b. Official nomination petitions and election ballots shall be prepared and supervised by the Election Committee.

Section 3. Elections

- a. The general election shall be completed by May 31 of each year.
- b. The Election Committee shall prepare an official election ballot from the nomination acceptances.
- c. At least one calendar week prior to the election, the names of all persons nominated shall be made known to all Organization members.
- d. Each person shall vote for at least one and no more than the maximum number of vacant positions.
- e. The person receiving the highest number of votes in each district category shall be elected to the Council, with remaining seats filled by next highest votes regardless of category.
- f. The person receiving the next highest number of votes in each district shall be elected as an Alternate.
- g. A tie vote shall be broken by flipping a coin in the presence of a neutral party (see i., below).

- h. The Election Committee shall tabulate the votes immediately after the polls are closed and announce the results of the election.
- i. The Election Committee shall select a neutral person to assist in counting the election ballots and to certify that the election was conducted according to the prescribed procedure. This person shall be present in case it is necessary to break a tie.

ARTICLE IX -- COMMITTEES

- Section 1. The Election Committee shall be a Standing Committee in accordance with the Bylaws under Article III.
- Section 2. The Personnel Committee shall be a Standing Committee in accordance with the Bylaws under Article III.
- Section 3. The Salary Plan Committee shall be a Standing Committee in accordance with the Bylaws under Article III.
- Section 4. The Scholarship and Awards Committee shall be a Standing Committee in accordance with the Bylaws under Article III.
- Section 5. The Public Relations Committee shall be a Standing Committee in accordance with the Bylaws under Article III.
- Section 6. Special Committees shall be appointed by the Council as deemed necessary.
 - a. The Constitution and Bylaws Committee shall be a special committee convened in accordance with the Bylaws under Article III.

ARTICLE X -- AMENDMENT

- Section 1. Any member of the Council may propose an amendment to the Constitution by presenting it in writing at any regular meeting of the Council. The proposed amendment shall be voted upon at the next regular meeting of the Council and if approved by the majority of the Council membership, it shall be presented to the Organization membership for ratification within thirty (30) days.
- Section 2. Any member of the Organization may propose an amendment to the Constitution by presenting such proposal in writing to the Council at any regular meeting. The proposed amendment must bear a petition with fifteen (15) signatures of Organization members favoring the proposed amendment. The Council shall present the proposed amendment to the Organization membership for ratification within thirty (30) days.

ARTICLE XI -- RATIFICATION

Amendments shall be ratified by the membership of the Organization by a two-thirds majority of those voting.

BYLAWS

ARTICLE I -- MEETINGS

- Section 1. The Council shall meet once a month.
- Section 2. Special meetings of the Council may be called by the Council President or by quorum vote of the Council.
- Section 3. A quorum shall consist of at least half of the Council Members (or Alternates).
- Section 4. Any member of the Organization may attend any Council meeting.
- Section 5. Special meetings of the Organization may be called by a quorum vote of the Council or upon written request to the Council signed by ten (10) members of the Organization.

ARTICLE II -- DUTIES

- Section 1. President
- a. The President shall preside at all meetings of the Council and the Organization.
 - b. The President shall call the newly elected Council together after the general election and preside over the election of new officers at the first meeting in June.
 - c. The President shall uphold and enforce the Constitution and its Bylaws.
 - d. Special meetings of the Council may be called by the President.
 - e. The President shall serve as an ex-officio member of all other standing committees.
 - f. The President shall serve on the Salary Plan Committee. When the President is a member with prevailing wage status, they shall appoint a Council member who is not of prevailing wage status to serve in their place on that Committee.
 - g. The President or their appointee shall serve as an appointed member of the EIU Staff Senate.
 - h. The President shall serve as the scholarship administrator for the EIU Civil Service Council Scholarship and request that this role be reassigned to the newly elected President upon leaving office.
 - i. The President shall ensure all records are transferred to the incoming officers upon leaving office.
 - j. At the recommendation of the Election Committee, the President may declare that an election is not necessary and that nominees are elected if the maximum number

of nominees for a district representative are received by the nomination deadline.
Section 2. Vice President

- a. The Vice President shall assume the duties of the President in that officer's absence.
- b. The Vice President shall be an ex-officio member of all special committees established by the Council.
- c. The Vice President shall serve as the Chair of the Constitution and Bylaws special committee.
- d. The Vice President or their appointee shall serve as an appointed member of the EIU Staff Senate.

Section 3. Secretary

- a. All resolutions and proceedings of the Organization and of the Council shall be recorded in the minutes by the Secretary.
- b. The Secretary shall prepare and distribute all correspondence and documents.
- c. The Secretary shall serve as the Council website manager.
- d. The Secretary shall prepare and issue a report of all meetings of the Council to the Organization.

Section 4. Treasurer

- a. Shall receive record and disperse all monies of the Civil Service Council in accordance with University policies, procedures, and regulations subject to the Council's decisions.
- b. Shall report at each regular meeting the condition of the Council treasury, which includes the appropriated budget and scholarship endowment.
- c. Shall prepare and submit a proposed budget each March for the following fiscal year for review by the Council.

Section 5. Council Members

- a. All Council members shall uphold and enforce the Constitution and its Bylaws.
- b. Shall attend all regular and special meetings of the Council and Organization.
- c. Shall solicit the views of his/her district members and represent them accordingly.
- d. When absence is necessary, shall arrange for the Alternate in their district to attend meetings and vote as necessary.

- e. All Council members shall serve on the Constitution and Bylaws Special Committee.
- f. All new or re-elected members of the Council shall serve on the Election Committee.
- g. All members must participate in fundraising and marketing efforts for the Council.
- h. Any Council member can propose non-substantive changes to the Constitution and Bylaws at its discretion. Those changes include grammar, spelling, typographical, punctuation, and sentence structure only. The proposed changes can be made upon a majority vote of the Council membership at a regularly scheduled meeting.”

Section 5. Ex-Officio Members

- a. Ex-officio members include the EIU Director of Human Resources and the EIU Representative to the Employee Advisory Committee for the State of Illinois University Civil Service Merit Board.
- b. Ex-officio members shall serve in an advisory capacity to the Council.
- c. Ex-officio members shall not have voting rights in their capacity as an ex-officio member. However, they can retain appropriate voting rights if they are a duly elected Council member from their district that meets the membership criteria outlined in the Constitution under Article IV.

Section 6. Alternates

- a. An Alternate shall serve as a voting member in the absence of a Council member from their district, and should attend other Council meetings whenever possible.
- b. Alternates may serve on Committees. However, but service is not required, unless they are called upon to attend and vote on behalf of a regular member from their district.

ARTICLE III -- COMMITTEES

Section 1. Election Committee

- a. The Election Committee shall be appointed by the Council and shall consist of All members in their first year elected or re-elected term. Council members from an election district or those seeking re-election may not serve on the Election Committee.
- b. Membership on the Election Committee shall be for a one-year period, but not limited to one (1) term.
- c. Duties of the Election Committee:

- (1) Conduct all elections in accordance with Article VIII of the Constitution.
- (2) Create, collect, and disseminate nomination forms, election ballots, and results of each election to the Council President.
- (3) Provide leadership and expertise related to elections to Council officers, representatives, and Organization members.
- (4) If nominations reach the maximum number of candidates allowed for a district at the nomination deadline and the election is uncontested, balloting is not required. Those nominees may be declared elected by the Council President upon recommendation of the Election Committee.
- (5) Other duties and obligations as assigned by the Council related to elections

Section 2. Personnel Committee

- a. The Personnel Committee shall be appointed by the Council and shall consist of at least five (5) members.
- b. Members of the Personnel Committee shall serve for a two (2) year period, but are not limited to one (1) term.
- c. The Personnel Committee will select its own Chair. The Chair shall will serve on the Salary Plan Committee. However, if the Chair is of prevailing wage status, the Committee must appoint another committee member to serve on that committee.
- d. The names of all Personnel Committee members will be submitted to the University President for consideration on appointment as members of the University Grievance Committee prescribed by the Board of Trustee Regulations and outlined in IGP 36.
 - (1) The University President will select three (3) members of the Council Personnel Committee to serve on the University Grievance Committee.
 - (2) If a Personnel Committee member, who is also a part of the University Grievance Committee, is not re-elected or leaves the Council for any reason, they will be replaced by the University President from the list of Personnel Committee members recommended by the Council.
 - (3) Should a member of the University Personnel Committee be directly involved in a Grievance, the Council President shall appoint a Council member to substitute for that Committee member in the hearing of the grievance in question.
- e. Duties of the Personnel Committee:
 - (1) Shall work with the University administration on ways to enhance the equitable distribution of salary increase monies and matters pertaining to general classification issues and salary planning.

- (2) Shall work with the University administration on the programs and benefits that enhance employee well-being and morale.
- (3) Shall advise and consult with the University administration on training and professional development activities for the members of the Organization.
- (4) Other personnel related duties and obligations assigned by the Council.

Section 3. Salary Plan Committee

- a. The Salary Plan Committee shall be composed of the President of the Council (or their appointee, the Chairman of the Personnel Committee, the Vice President for Business Affairs, and the Director of Human Resources.
- b. Duties of the Salary Plan Committee:
 - (1) Advise and consult with the University administration on any supervisor's recommendation of withholding the annual increase for an employee.
 - (2) Advise and consult with the University administration on implementing any special merit increases beyond the normal increment.
 - (3) Advise and consult with the University administration on any review of the current salary plan and its validity in relationship to current salary trends and cost of living.
 - (4) Work on all other salary planning duties and obligations assigned by the Council.

Section 4. Scholarship and Awards Committee

- a. The Scholarship and Awards Committee shall be composed of the Council President or their appointee and a minimum of one (1) member from each district. Council members applying for a scholarship or award or those with a child or grandchild applying for an award may not serve on the committee.
- b. Duties of the Scholarship and Awards Committee:
 - (1) Review application(s) and select winner(s) of EIU Civil Service Council Scholarship.
 - (2) Create and implement other scholarships and awards as directed by the Council.
 - (3) Create, organize, and participate in fundraising and marketing efforts of the Council.
 - (4) Work on other scholarship and award activities as directed by the Council.

Section 5. Public Relations Committee

- a. The Public Relations Committee shall consist of the Council President or their

appointee, and a minimum of one (1) member from each district.

b. Duties of the Public Relations Committee:

- (1) Recommend, plan, and market fundraising, social activities, and market, and market fundraising and social activities, and market the Council to the University.
- (2) Prepare council related marketing materials and work with the Council Secretary on distributing materials as appropriate.
- (3) Plan and provide leadership, knowledge, and expertise to the Council related to all council activities and initiatives.

Section 6. Special Committees

Special Committees appointed by the Council shall perform the duties requested of them by the Council and shall disband when those duties have been discharged.

- a. The Constitution and Bylaws Committee will be an ongoing committee convened by the Council to work on revisions and updates to the current document.
- b. The Constitution and Bylaws Committee in will convene in every even-numbered years.
- c. All Council members are required to serve on the Constitution and Bylaws Committee.
- d. Duties of the Constitution and Bylaws Committee:
 - i. Shall have a working knowledge of the Constitution and Bylaws document at all times.
 - ii. Shall review and seek feedback from the Organization membership and Council Representatives related to updates necessary to the Constitution and Bylaws.
 - iii. Shall propose non-substantive changes to the Constitution and Bylaws. Those changes include grammar, spelling, typographical, punctuation, and sentence structure only. The proposed changes can be made upon majority vote of the Council membership at a regularly scheduled meeting.”
 - iv. Provide leadership, expertise, and clarification as necessary to the Council and Organization members related to the interpretation of the Constitution and Bylaws document.
 - v. Work with the Council Election Committee to create and implement any balloting necessary for amendments.

- vi. Work on Constitution and Bylaws related duties as assigned by the Council.

ARTICLE IV -- PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order Revised” shall govern the proceedings of the Council and of the Organization as far as applicable and not inconsistent with the Bylaws.

ARTICLE V -- AMENDMENT OF BYLAWS

- Section 1. Any member of the Organization may propose an amendment to the Bylaws by presenting such a proposal in writing at any regular meeting of the Council.
- Section 2. The proposed amendment shall be voted upon by the Council at the next regular meeting.
- Section 3. The proposed amendment shall be adopted if approved by a majority of members of the Council.