

# **CONSTITUTION**

## **UNIVERSITY OF NORTHERN IOWA SUPERVISORY AND CONFIDENTIAL COUNCIL CONSTITUTION**

### **ARTICLE I**

#### **Name**

The name of this organization shall be the University of Northern Iowa Supervisory and Confidential Council, hereinafter referred to as the Council.

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### **ARTICLE II**

#### **Statement of Purpose**

The purpose of this organization shall be:

- a. To provide a communications link among University Merit supervisory and confidential employees and a medium for discussion of, and action on problems and mutual concerns.
  - b. To respond to inquiries made by the administrative officers of the University; and to study, formulate and recommend to the administrative officers of the University policies of interest to Merit supervisory and confidential employees.
  - c. To serve as a communications link between the Regents Interinstitutional Supervisory and Confidential Advisory Committee (RISCAC) and the Council.
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### **ARTICLE III**

#### **Representation**

Section 1. The Council shall consist of five (5) elected representatives, with at least one from each of the following Regents Merit System employee classifications: Confidential Clerical (N), Supervisory Clerical (P) and Supervisory Non-clerical (I).

Section 2. Each representative shall serve a three (3) year term. Terms shall commence July 1.

Section 3. Representatives may serve a maximum of two consecutive terms.

Section 4. Each representative shall choose and designate by name a proxy and submit the name to the President at the July meeting. The proxy shall be knowledgeable of Council proceedings and shall have the same privileges as regular Council representatives when acting in official proxy capacity.

Section 5. A vacancy shall be filled at the next regular meeting after the vacancy has been declared. A vacancy may be declared by resignation or absenteeism.

Section 6. A representative who chooses to resign must submit a written resignation to the President.

Section 7. The President may declare a seat vacant in the event a representative is absent from three (3) meetings without proxy in any one twelve (12) month period.

Section 8. A vacancy shall be filled by the candidate from the appropriate classification (see Section 1 above) having the next highest number of votes in the last election. In the event no candidate is available, the President shall appoint an employee from the appropriate classification to serve the unexpired portion of the term.

Section 9. A representative shall be considered to have served a full term if having filled an unexpired term for two (2) full years or more and shall be eligible for one more consecutive term. If having served an unexpired term of less than two (2) years, the representative shall be eligible for re-election to a term to be considered as a first term.

Section 10. The Director of Human Resources (or a designee from Human Resources) shall serve as an ex-officio member, without vote, and shall assist the organization.

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**ARTICLE IV**  
Duties of Officers

Section 1. The officers shall consist of President, Vice President and Secretary.

Section 2. President shall call all regular and special session meetings, prepare meeting agendas and appoint committees as needed.

Section 3. Vice President shall assist the President as needed and assume the duties of the President in her/his absence.

Section 4. Secretary shall record minutes of all meetings, distribute minutes to members and maintain a membership list.

Section 5. President, Vice President and one other representative shall serve as members on the Regent's Interinstitutional Supervisory and Confidential Advisory Council (RISCAC). The remaining representatives shall serve as alternates.

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**ARTICLE V**  
Elections

Section 1. The President shall appoint the nominating committee.

Section 2. Elections shall be held in May.

Section 3. All supervisory and confidential employees shall be sent a call for nominations by May 1. The call for nominations shall state that self-nomination is appropriate and encouraged. Nominations must have the permission of the nominee.

Section 4. The nomination process must assure that all three classifications can be represented on the Council. In the event there are no candidates from the classification needed to fill a vacant position, the nominations shall be filled with at-large candidates.

Section 5. Nominations shall be due by May 15.

Section 6. Ballots shall be prepared and sent to all supervisory and confidential employees by May 22.

Section 7. Elections shall be held by May 31.

Section 8. Winners shall be determined by the highest vote count.

Section 9. In the event of a tie, a run-off election shall be held. If the run-off results in a tie, a flip of the coin shall determine the winner.

Section 10. Ballots shall be destroyed after they have been retained for one month following the report of the election results. The ballots shall be made available for review upon request during that one month period and shall be housed in the office of the Secretary. The results shall be kept on record in the office of the Secretary for three (3) years.

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**ARTICLE VI**  
Meetings

Section 1. The Council shall meet no fewer than six (6) times per year. Council meetings are open. Supervisory and Confidential employees shall be notified in advance of Council meetings.

Section 2. The Council shall meet as needed at a designated time and place. Council members shall be notified of the meeting at least ten (10) working days prior to the meeting.

Section 3. Special sessions shall be called as needed by the President.

Section 4. Special sessions may also be called upon written petition to the President by three (3) or more supervisory and/or confidential employees with the subject of the meeting clearly stated. Such meeting shall be held within ten (10) working days of the date of petition and notice shall be distributed to members within five (5) working days.

Section 5. A simple majority of Council members present shall be sufficient to transact business presented at any regular or special meeting.

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**ARTICLE VII**  
Amendment of Constitution

This constitution may be amended by a two-thirds approval of votes cast supervisory and confidential employees provided that the proposed amendment has been distributed in writing at least ten (10) working days prior to voting.

Approved 8/10/93  
Revised 8/31/93  
Revised 2/1/96  
Revised 11/11/99  
Revised 12/2/99  
Approved 3/17/00  
Revised 1/9/09