

CEHD Staff Association Bylaws

ARTICLE I

Purpose and Functions

Section 1. Purpose

The University of Louisville College of Education and Human Development Staff Association (hereafter referred to as CEHDSA) shall serve as the representative body for all staff of the College of Education and Human Development.

CEHDSA shall promote and support all endeavors of staff interest and shall contribute to the overall efficiency, quality of education and communication between the faculty, the administration, and other appropriate bodies.

Section 2. Functions

CEHDSA will perform the following functions:

1. Communicate and discuss mutual concerns and suggest solutions to the CEHD Dean's Office, Central Administration, and/or the University Staff Senate;
2. Develop projects to promote CEHD staff enrichment;
3. Ensure the work of the CEHDSA increases awareness of racism and promote anti-racism efforts;
4. Ensure representation on College committees as necessary;
5. Ensure the work of the CEHDSA increases awareness of all types of diversity and promote inclusion and equity;
6. Receive reports from the Administration and from staff officers and representatives.

ARTICLE II

Membership and Authority

All CEHD permanent full-time and part-time staff who work at least twenty (20) hours per week shall comprise the CEHDSA membership.

CEHDSA shall operate under written bylaws, which shall be adopted by CEHDSA and shall be available for online viewing. Bylaws will conform with the *REDBOOK* and to the goals, policies and regulations of the College of Education and Human Development.

ARTICLE III

Meetings

Section 1. Time and Location

CEHDSA shall meet monthly at a regular and consistent time. The specific meeting date and time shall be reviewed annually by the CEHDSA Executive Committee to ensure highest rate of Staff participation possible. Each meeting shall be offered virtually via Microsoft Teams (or UofL preferred virtual meeting software) and in-person (when possible). The time and location of the regular monthly meeting may be changed by the president of the Staff Association if a University-wide or all CEHD meeting is scheduled. Special meetings may be scheduled by the president of the Staff Association upon proper notice pursuant to Section 2 below.

Section 2. Notice of Meetings

Other than the regularly scheduled meetings as set out in Section 1 above, an electronic notice stating the place, date and time reminder for each meeting shall be distributed to members of CEHDSA not less than five (5) working days before a change in time or location of the regular meeting and not less than two (2) working days before a special meeting (see Section 3 below).

Section 3. Special Meetings

A special meeting of CEHDSA may be called at the discretion of the president, vice president or secretary of CEHDSA. The president shall consider requests for a special meeting from any CEHDSA member or CEHD Administration/Leadership Team.

Section 4. Agenda

The Officers of CEHDSA shall determine the agenda for each meeting. All committees of CEHDSA and individual members may submit agenda items to the Secretary not less than five (5) working days before a regular meeting and not less than two (2) working days before a special meeting.

Section 5. Quorum

A minimum of fifteen (15) eligible voting CEHDSA members shall constitute a quorum.

Section 6. Recording

All Regular and Special meetings will be recorded so members can view the content at any time. Recording link will be sent with the meeting minutes by the Secretary.

Section 7. Parliamentarian

The CEHDSA President shall appoint a Parliamentarian prior to the September meeting each year. The principal duty is to advise the presiding officer of the CEHDSA Meetings, upon request, on matters of rules of order, the Bylaws, and other policies and procedures.

ARTICLE IV

Officers

Section 1. Designations and Term of Office

1. CEHDSA shall biennially elect three (3) officers from its membership to serve for two (2) years or until their respective successors have been elected and seated.
2. The officers of CEHDSA shall be President, Vice President and Secretary.
3. In addition to at least one (1) Staff Senator, a CEHDSA Officer or designee shall represent staff in the Dean's Cabinet Meetings.
4. An officer may be removed from office if they are absent from five (5) regularly scheduled CEHDSA meetings from August – July.
5. An election to fill a vacancy in the Office of either Vice President or Secretary of CEHDSA shall be conducted as soon as possible after the vacancy occurs, using the same procedure as set out below. For vacancy in the Office of President see Article IV, Section 4.2 Duties of the Vice President.
6. See Article V, Section 6 for the CEHDSA Officers voting process.

Section 2. Eligibility for Office

To ensure greatest staff voice, CEHDSA Staff Senators shall not be eligible for CEHDSA Officer positions. Otherwise, all members of CEHDSA are eligible for election to the offices stated in Section 1 of this Article. All members of CEHDSA may nominate or cast ballots in the election of any officer. Each member will be given one vote.

Section 3. Duties of the President

The duties and functions of the President of CEHDSA shall be:

1. To preside at all meetings of CEHDSA;
2. To determine, in consultation with the Vice President and Secretary of CEHDSA, the agenda for all meetings of CEHDSA;
3. To issue calls for both regular and special meetings of CEHDSA through the Secretary in accordance with Sections 2 through 4 of Article III of these Bylaws;
4. To receive all matters directed to CEHDSA and refer these to CEHDSA or to one of its committees as appropriate;
5. To appoint all ad hoc committees of CEHDSA as set forth in Article VII of these Bylaws;
6. To serve as an ex-officio member of all standing and ad hoc committees of CEHDSA;
7. To enforce the Bylaws of CEHDSA; and
8. To exercise other duties and functions of a presiding officer as may be additionally specified by CEHDSA.

Section 4. Duties of the Vice President

The duties of the Vice President of CEHDSA shall be:

1. To preside at meetings of CEHDSA in the absence of the President;
2. To become President in the event a vacancy occurs in that office and to notify members of CEHDSA that he/she has become President;
3. To serve as an ex-officio member of all standing and ad hoc committees of CEHDSA;
4. To represent CEHDSA when appointed to do so, either by the President of CEHDSA or by the members of CEHDSA;
5. To ensure staff representation on CEHD Committees by working with the faculty Committee on Committees and/or the Dean's Office and lead the voting process as described in Article V.

Section 5. Duties of the Secretary

The duties and functions of the Secretary of CEHDSA shall be:

1. To keep accurate minutes of regular and special meetings of CEHDSA and to distribute copies of same to the membership within five (5) days after each meeting;
2. To ensure recording of Regular and Special meetings and distribute recording link with the minutes;
3. To assist the President in determining the agenda for meetings of CEHDSA as set forth in Section 2 of Article III of these Bylaws;
4. To issue notices of all meetings of CEHDSA as set forth in Section 2/3 of Article III of these Bylaws;
5. To send email ballots for non-officer voting items to each member of CEHDSA;
6. To keep, maintain and post online an accurate and up-to-date copy of the Bylaws and all amendments made thereto and to transmit the same to their successor;
7. To communicate to the members of CEHDSA all matters of concern and to elicit their response.

Section 6. Removal of CEHDSA Officers

A CEHDSA Officer may be removed from office upon determination of willful violation of the CEHDSA Bylaws, policies or procedures; malfeasance in office; absent more than five (5) times between August and July; or neglect of duty to the CEHDSA. No officer shall be removed without concurrence of two-thirds of the submitted votes, as long as there is quorum.

ARTICLE V

Section 1. CEHDSA Voting Procedures

Quorum: A minimum of fifteen (15) votes by members of CEHDSA shall constitute a quorum.

Debate: Should the vote require debate or discussion, it shall be limited to ten (10) minutes per motion, unless an extension of time is voted by one-half of the members present on/at the meeting. The time shall be kept by the Vice President or designated appointee.

Tie Votes: The President, Vice President, and Secretary will vote only in case of a tie vote.

Eligibility: All members of CEHDSA will be eligible to vote except in cases where voting restrictions are imposed by other official documents of the University or the College of Education and Human Development.

Section 2. General Voting Process

With the exception of Election of CEHDSA Officers, the CEHDSA Officers will be responsible for all voting procedures. Please see process for Election of CEHDSA Officers below - Article 5 Section 6.

Step 1: The CEHDSA President and/or Vice President will compile the ballot and send it to the Dean's Office or designee, allowing no less than 1 week for preparation of the staff voting survey/poll.

Step 2: Upon receiving the formal link/communication from the Dean's Office or designee of the survey/poll, the CEHDSA Secretary will send communication that includes the following: details of the vote, directions on how to vote, deadline for voting, and a link to recorded meeting as appropriate to all CEHD Staff via the CEHD Staff Listserv.

Step 3: Once that deadline has passed, no new votes will be accepted. The time limit for voting should taking into consideration the availability of all eligible staff to ensure each staff member can to vote.

Step 4: CEHDSA Officers will collaborate with the Dean's Office or designee to tally the votes and notify the results of the voting via the CEHD Staff Listserv.

Section 3. Voting on CEHD Committee Staff Representation

Replacement of Standing Committee Staff Representatives during the academic year: Should a vacancy arise during the academic year for staff representation on a Standing Committee, the CEHDSA Officers will be responsible for filling such vacancy, using an abbreviated election process as the one listed below.

Step 1: CEHDSA Officers are notified by the Dean's Office in March of the term expiration of any staff representative on CEHD Standing Committees for the next academic year. This notice will include the length of term for any new representative (e.g., one year; three years).

Step 2: CEHDSA Officers will send out via the CEHD Staff Listserv a Request for self-nominations with a deadline for response. The Request for Nominations will include the position descriptions and the length of term for elected staff members. Once the deadline for nominations has passed, no new nominations will be accepted.

Step 3: CEHDSA Officers will prepare the slate of nominees and send it to the Dean's Office or designee, allowing no less than 1 week for preparation of the staff voting survey/poll.

Step 4: General Voting Process as detailed above: Article 5 Section 2

Step 5: The Dean's Office will notify the ex-officio of each Standing Committee the names of staff representatives at the beginning of each new academic year when sending out the Initial Standing Committee Report template for completion.

Section 4. Voting on By-Laws

Step 1: The CEHDSA By-Laws shall be reviewed every 5 years beginning in 2026 (initial by-laws created in 2021). Additionally, a proposal to amend these Bylaws may be submitted via email to the Secretary by any member of CEHDSA – 5 days prior to a standing meeting.

Step 2: CEHDSA Officers will send out via the CEHD Staff Listserv, the by-laws with proposed changes shown in red, at least 2-days prior to a scheduled CEHDSA meeting.

Step 3: During the CEHDSA meeting, the proposal submitted pursuant to Step-1 shall be read/presented to the group by the Secretary, then then opened for motion(s) regarding proposed amendment(s). If motion is seconded, then the proposed amendment(s) will be open for discussion and vote.

Step 4: General Voting Process as detailed above in Article 5 Sections 2 and 3.

Step 5: Once the voted-on amendment(s) have been incorporated into the Bylaws shown in red, the proposed Bylaws shall be read into the record at two (2) consecutive standing meetings of the CEHDSA. Upon the second reading, a vote to finalize the proposed amendment(s) to the Bylaws shall conducted.

- Vote on amendment as stated. If an agreement cannot be reached after two readings, each additional motion would have to be read twice before a vote can occur on the edited amendment.

Step 6: General Voting Process as detailed above in Article 5 Sections 2 and 3

Step 7: Updated By-laws will be shared as needed.

Section 5. Voting on Voting Item(s)

Step 1: All voting items must be submitted via email to the Secretary by any member of CEHDSA – 5 days prior to a standing meeting.

Step 2: A brief summary of the voting item(s) should be included with agenda that is sent out via the CEHD Staff Listserv at least 2-days prior to a scheduled CEHDSA meeting.

Step 3: During CEHDSA meeting, the voting item(s) submitted pursuant to Step-1 shall be read/presented to the group by the Secretary, then then opened for motion(s) regarding proposed voting item. If motion is seconded, then the proposed amendment(s) will be open for discussion and vote.

Step 4: General Voting Process as detailed above in Article 5 Section 2

Section 6. Voting on CEHDSA Officers

Step 1: The CEHDSA Officers serve 2-year terms, as such, CEHD Staff Senators will begin the CEHDSA Officer nomination process March of odd numbered years (ex, 2021, 2023, 2025, etc.).

Step 2: In March of odd numbered years, Staff Senators will send out via the CEHD Staff Listserv a Request for self-nominations with a deadline for response. The Request for Nominations will include the position descriptions and the length of term for elected staff members. Once the deadline for nominations has passed, no new nominations will be accepted.

Step 3: Staff Senators will prepare the slate of nominees and send it to the Dean's Office or designee, allowing no less than 1 week for preparation of the staff voting survey/poll.

Step 4: Staff Senators will send the link to the voting survey/poll with the deadline for voting to all CEHD Staff via the CEHD Staff Listserv. Once that deadline has passed, no new votes will be accepted. The time limit for voting should taking into consideration the availability of all eligible staff to assure each staff member has the ability to vote.

Step 5: Staff Senators will collaborate with the Dean's Office or designee to tally the votes and notify the results of the voting via the CEHD Staff Listserv.

ARTICLE VI

CEHDSA Standing Committees

Section 1. Purpose

CEHDSA Standing Committees will provide CEHDSA with working bodies that entail specific areas of responsibility to enable a planned and coordinated direction for the business of CEHDSA. At the discretion of CEHDSA, standing committees may be added at any time.

Section 2. Composition and Function

Standing committees shall be constituted from the membership of CEHDSA and the members of each committee shall serve for two (2) years. Committee chairs and membership shall be volunteer or as appointed by CEHDSA Officers.

ARTICLE VII

CEHDSA Ad Hoc Committees

Section 1. Authority

The President of CEHDSA, in consultation with the other officers, may appoint such ad hoc committees as may be necessary for the accomplishment of certain specific projects and for special purposes.

Section 2. Limitation

An ad hoc committee that has responded and completed its assigned task or projects is automatically discharged.

ARTICLE VIII

Executive Committee

Section 1. Membership

The Executive Committee will be made up of CEHDSA officers, chairs of the CEHDSA standing and ad hoc committees, and CEHD Staff Senators.

Section 2. Meetings

The Executive Committee shall meet prior to the CEHDSA meetings. These meetings may be conducted via email, virtually via Microsoft Teams and/or in person (when possible). Special meetings may be called by the President. As needed, Staff Representatives on CEHD Committees will provide an electronic Committee Report or may ask to present to the Executive Committee and/or submit an Agenda Item for a CEHDSA full membership meeting.

ARTICLE IX

Adoption of the Bylaws

These Founding Bylaws were created and approved by:

_____ Heidi Cooley-Cook, CEHD Staff Senator

_____ Sandra Kimberlain, CEHD Staff Senator

With input from CEHD Staff Members: Michel Ball, William Davis, Eric Garrett, Nina Marijanovic, Charles Raines, Wanda Wolcott, and Andrea Welch.

_____ Dr. Marion Hambrick, Associate Professor,
Sponsor

_____ Dr. Amy Lingo, CEHD Interim Dean

These Bylaws adopted by a majority vote of those members present at the **Month Day, Year** meeting of CEHDSA.

(Secretary) Printed Name	Signature	Date (month, day, year approved)