

# **OSCHE BY-LAWS**

## **OHIO STAFF COUNCIL OF HIGHER EDUCATION**

### **ARTICLE I: NAME**

#### *1. Council Name*

- a. The name of the Council shall be the Ohio Staff Council of Higher Education (OSCHE).

### **ARTICLE II: MISSION STATEMENT**

#### *1. Mission*

- a. To serve as a collaborative body that fosters positive staff relations between institutions of higher education and State and Local administrations.

#### *2. Vision*

- a. To partner with all state-assisted institutions of higher education in Ohio in an effort to promote and gather information and to inform our constituents of ideas and concerns regarding all staff councils.

### **ARTICLE III: MEMBERSHIP**

#### *1. Membership*

- a. Members shall be employees from state-assisted two or four year institutions of higher education.
- b. Each member institution shall have two voting representatives with a paying membership.
- c. Each member institution may have up to three alternate voting representatives.
- d. Both voting and alternate representatives shall be appointed to the Council in accordance with the member institution's By-laws.
- e. To be a member of OSCHE, it is not required to be currently serving on a staff council or committee or senate at a member institution.

#### *2. Dues:*

- a. Membership contributions will be collected annually to be due and payable by March 31 of that calendar year (January 1 – December 31).

### **ARTICLE IV: OFFICERS**

#### *1. Officers*

- a. The Executive Committee will consist of the President, Vice-President, Secretary, Treasurer, and Parliamentarian which comprise the Executive Committee.

#### *2. Officer Terms*

- a. All terms will begin on January 1st of each year.
- b. All terms will last two years.

#### *3. Elections*

- a. Officer Candidate Selection
  - i. All active OSCHE members are eligible to run for office.
  - ii. Nominations will be solicited prior to the annual conference.
  - iii. All nominations must be submitted to the Past Presidents' Council.
  - iv. The Past Presidents' Council will oversee the election process. Duties of this Council include, but are not limited to:

Voted on and Approved during the February 5, 2018 OSCHE Meeting.

1. Soliciting members to run for an office.
2. Distributing any information nominees wish to send to all voting members.
3. Conducting the election.

b. Election Process

- i. Elections will be held during the annual conference.
- ii. The President, Secretary, and Parliamentarian shall be elected in odd-numbered years.
- iii. The Vice-President and Treasurer shall be elected in even-numbered years.
- iv. Elections will be held by paper ballot.
- v. A nominee will be declared the winner by the highest number of votes.
- vi. In the case of a tie vote between candidates of the same office, the Past Presidents' Council, (in attendance), will cast the deciding vote:
  1. The Past Presidents' Council will discuss the candidates and come to a unanimous decision regarding the tie-breaking vote. The Past Presidents' Council will then return to the OSCHE Council where the Chair of the Council, or the most current Past President, will announce the decision.
- viii. Any OSCHE member that does not have an affiliation with a college/university will not have voting rights.

4. *Re-Election*

- a. Officers may be re-elected to the same office.

5. *Resignation*

- a. Upon the resignation of the President, the Vice-President will assume the President's duties for the balance of the term.
- b. Upon the resignation and/or vacancy of the Vice-President, Secretary, Treasurer, or Parliamentarian, the President will temporarily delegate this office to a Council member, and take nominations from the floor in preparation for an election to be held during the next regular meeting. The normal election procedure outlined in Article IV will be followed.

6. *Officer Duties*

a. President

- i. The President shall preside at all meetings of the Ohio Staff Council of Higher Education and Executive Committee, in accordance with the principles of Robert's Rules of Order, Newly Revised unless otherwise indicated.
- ii. The President will be the spokesperson for the Council in any official matters.
- iii. The President will provide leadership to the Executive Committee and full Council.
- iv. The President, in conjunction with the Treasurer, will be responsible for the creation of the OSCHE annual budget.

b. Vice-President

- i. The Vice-President will act in place of the President when the President is absent.
- ii. The Vice-President, in conjunction with the President, will oversee OSCHE business.
- iii. The Vice-President will be responsible for any other tasks or duties as assigned by the President.
- iv. The Vice-President will be responsible for overseeing recruitment efforts to obtain new membership from colleges.

c. Secretary

- i. The Secretary will take official minutes of all meetings.

- ii. The Secretary will send memos and reminders to all members about upcoming meetings as well as send out agendas, minutes and corrections to all members when necessary.
  - iii. The Secretary will keep an up-to-date roster of all officers and members of OSCHE.
  - iv. The Secretary will assist the President and Vice-President in any way necessary through secretarial duties to ensure the continuance of OSCHE.
- d. Treasurer
- i. The Treasurer, along with the President, will be responsible for preparing the annual budget.
  - ii. The Treasurer will be responsible for submitting the budget for all meetings to the Executive Committee for review and the membership for approval.
  - iii. The Treasurer will be responsible for monitoring the status of the budget.
  - iv. The Treasurer will be responsible for submitting requests for expenditures to the Executive Committee for approval.
  - v. The Treasurer will be responsible for any other fiduciary tasks or duties as assigned by the President.
- e. Parliamentarian
- i. The Parliamentarian will be responsible for assuring all meetings are conducted according to article VI.
  - ii. The Parliamentarian will maintain and update the By-laws and receive voting approval of said updates by the Council as needed.
  - iii. The Parliamentarian will act as the President in the absence of the President and Vice-President.
  - iv. The Parliamentarian will provide oversight of the OSCHE website and listserv.

## **ARTICLE V: MEETINGS**

### *1. Frequency*

- a. There will be at least three one day meetings (Quarterly) per year. It is recommended these be held in January, April, and August. The dates shall be selected by the Executive Committee at the two day annual conference and distributed to all members before the beginning of the calendar year (January 1).
- b. There will be a two day annual conference. It is recommended to be held in October. The President can reach out to the membership to see if a member school would like to host the two day conference and based on their school's availability (room, catering), they can select the dates of the two day conference.

### *2. Quorum*

- a. A quorum shall consist of the President or Vice-President and a simple majority of the voting representatives.

### *3. Reimbursement*

- a. The host school for the Annual Conference (two day) will be reimbursed for expenses. Any amount over \$1,000.00 will be subject to Officers' approval. Any and all requests for reimbursement must have accompanying itemized invoices, receipts, etc.

## **ARTICLE VI: PARLIAMENTARY AUTHORITY**

### *1. Parliamentary Authority*

Voted on and Approved during the February 5, 2018 OSCHE Meeting.

- a. The principles contained in the current edition of Robert's Rules of Order Newly Revised shall guide the Executive Committee in all cases to which they are applicable, except in those cases where they would conflict with the By-laws of OSCHE.

## **ARTICLE VII: STANDING COMMITTEE**

### *1. Past Presidents' Advisory Council*

- a. Will consist of past OSCHE Presidents.
- b. Will act as mentors and advisors to the OSCHE Executive Committee.
- c. Shall oversee election process.

### *2. Chair of Past Presidents' Advisory Council*

- a. The outgoing OSCHE president will serve as the Chair of the Past Presidents' Council.
- b. In the event that the Chair for the Past Presidents' Council is unable to serve, a previous Past President will be appointed by the Executive Committee.
- c. If at any time there is only one person serving on the Past Presidents' Council, then the duties of the Past President's Council will be divided among the Executive Committee.

### *3. Recruitment and Retention Sub Committee*

This sub-committee will be responsible for creating and maintaining a marketing packet, taking the initiative in reaching out to possible new schools for membership, and for reporting back to and keeping in touch with the OSCHE Vice President.

- a. Will be overseen by the OSCHE Vice President.
- b. Will have an annual goal of recruiting at least one school.
- c. Will ensure that all present Schools are engaged and informed so that they can be retained for years to come.

## **ARTICLE VIII: AMENDMENT OF BY-LAWS**

### *1. Bylaw Amendments*

- a. These By-laws may be amended at any regular meeting of the Council by a two-thirds majority vote of those present. Suggested amendments must be distributed to the full Council no later than three working days prior to the meeting where they will be decided upon by vote.
- b. Changes are effective immediately upon passage by Council.
- c. Any non-substantive structure and content changes do not need the vote of the entire Committee; the Executive Committee may vote.