

# Trinity College

## Non-Exempt Staff Council (NESC) Bylaws

adopted on September 17, 2019

### I. PURPOSE

- A. The Council functions in the interest of Trinity College Administrative Staff employees on the bi-weekly payroll. The Council serves as a liaison between the Administration of the College and Administrative Staff, and makes recommendations designed to strengthen and improve communications, the working environment, and the Trinity community. On behalf of Administrative Staff, the Council brings forward concerns, issues and ideas to the attention of the appropriate College Administrators via the Senior Officer Liaison as appointed by the President of the College.
- B. The goal of the committee is to represent as many areas of the College as possible.

### II. MEMBERSHIP

- A. Membership on the Council is open to any regularly-scheduled administrative staff member in good standing on the bi-weekly payroll, including part-time employees, not represented by another organization or by a collective bargaining unit, who has completed at least six (6) months of employment.
- B. The Council will consist of at least seven (7), but no more than twelve (12) members. *Four* (4) members constitute a quorum.
- C. Each member has one vote. Campus Safety NESC executive council members can have *two* (2) persons serving on Committee at one time, but only *one* (1) may cast a vote per issue.
- D. Each member serves a two-year term. The Council may vote to extend the term of a member to a third year. Staff members who have served on the committee may volunteer to serve again after one (1) academic year has passed.
- E. Service on the Council is voluntary and carries no monetary compensation.

### III. MEETINGS

- A. Meetings are scheduled once each month (August-June) during regular business hours. The August meeting will be held to prepare for the new academic year.
- B. Members are expected to attend all meetings.
- C. The June meeting will consist of a luncheon to welcome new members.
- D. The Council will try to hold two open meetings with the entire administrative staff per academic semester during Trinity Days in the fall and spring.
- E. The Council will follow accepted College policies and procedures and consult with the Senior Officer Liaison before making any recommendations. If proposed changes in College policy or procedures are involved, the Senior Officer Liaison will bring them to the President's Cabinet for review.
- F. In some exceptional circumstances, the Council may choose to go into executive session without the presence of the Senior Officer Liaison. A report of the substance of this meeting will be promptly provided to the Senior Officer Liaison.
- G. Council meetings will follow parliamentary procedures. The Council will postpone voting to a later meeting, or conduct voting via email if postponement is not feasible, should a quorum not be present.

- H. Each member should be familiar with the Bylaws and have access to past minutes.
- I. Issues which cannot be satisfactorily resolved at the Council level will be brought to the attention of the Senior Officer Liaison, who will consult with the President's Cabinet when necessary.

#### IV. SELECTION OF OFFICERS

- A. Executive Officers of the Council will consist of the Chair, Vice-Chair, Treasurer, and Recording Secretary.
- B. Executive and Non-Executive Officers can fill standing campus committee positions.
- C. Officers of the Council will serve a two-year term, from July 1 of the first year to June 30 of the second year.
- D. The Chair of the Council normally will be the Vice-Chair from the preceding term. This should be verified at the May meeting. If the Vice-Chair is unable to assume the position, a new Chair will be chosen and voted on from among the returning members.
- E. Other officers will be chosen and voted on before the September meeting.

#### V. DUTIES OF OFFICERS AND MEMBERS

##### A. *Chair*

1. Presides at all meetings of the Council.
2. Prepares an agenda for each meeting. Informs members of upcoming meetings at least two days in advance.
3. Appoints other committees as necessary.
4. Consults regularly with the Senior Officer Liaison.
5. Maintains records and prepares them for the next Chair.
6. Reviews the minutes as prepared by the Secretary, consults with the Vice-Chair at least a week before the scheduled full Council meeting, and returns minutes to Secretary for distribution.
7. Helps identify and encourage new members to join the Council.

##### B. *Vice-Chair*

1. Presides at meetings in the absence of the Chair.
2. Consults regularly with the Chair.
3. Consults with the Chair on meeting agenda.
4. Reviews minutes with the Chair at least a week before the scheduled full Council meeting.
5. Assumes the Chair for the remainder of the term in the event the Chair is unable to complete his/her term of office.
6. Helps identify and encourage new members to join the Council.

##### C. *Treasurer*

1. Provides the starting budget in September.
2. Provides monthly budget reports through the end of the academic year.
3. Submits all receipts for reimbursement.
4. Maintains records of all expenses for at least 7 years.
5. Approves the use of personal funds for reimbursement; request must be made in advance of the expense.

- D. *Recording Secretary*
1. Records accurate minutes of each meeting.
  2. Prepares minutes at least a week before the full Council meeting and forwards to the Chair, Vice-Chair and Senior Officer Liaison for review. Distributes minutes to Administrative Staff.
  3. Maintains the minutes for his/her term of office and passes them on to the successor, along with the historic records.
  4. Checks contents of the Council email [nsccommittee@trincoll.edu](mailto:nsccommittee@trincoll.edu) prior to each meeting and forwards any items to the Chair for inclusion in the agenda.
  5. Helps identify and encourage new members to join the Council.
- E. *Standing Campus Committee Members*
1. The Council will elect representatives from its membership to serve as members of standing committees. Those members will represent the Non-Exempt Staff Council at meetings and are responsible for reporting back to the Council any and all relevant information permissible by the rules of the committee. Each member must create relevant minutes of those meetings to be added as addendums to the NESC meeting minutes.
  2. The standing campus committees are:
    - a. Benefits Committee.
    - b. Exempt Staff Council (ESC).
    - c. Planning and Budget Council (PBC).
    - d. Wellness Committee.
    - e. Any new campus committee created in the future where representation of the Non-Exempt Staff Council is relevant and necessary.
- F. *Standing Committee Members*
1. When necessary, the Chair will appoint committee members to standing committees to assist with projects and events. These include:
    - a. New Employee Welcoming Committee – Chair is responsible for appointing a committee that will contact Human Resources monthly for names of new employees, and distributing Council materials.
    - b. Staff Spring Retreat – Chair is responsible for appointing a committee to plan, organize and execute the event following prior event guidelines. Committee members may be drawn from the administrative staff at large.
    - c. Special Events – Chair is responsible for appointing a committee to plan, organize and execute the events. Committee members may be drawn from the administrative staff at large.
- G. *Senior Officer Liaison*
1. Represents the Administrative Staff to the Vice-President for Finance and President of the College at President’s Cabinet meetings in an ex officio capacity.
  2. Serves as advisor for procedural questions and issues, and responds to issues and concerns raised by the Council.
  3. Follows through as appropriate with the Vice-President for Finance and/or President.

## VI. NOMINATIONS

- A. The committee will be responsible for recruiting new members.
- B. During the month of March, the chair/vice chair will distribute the Council recommendation forms to all eligible administrative staff members soliciting recommendations for new members. These normally will be attached to the March meeting minutes.
- C. Recommendation forms will be returned to the Council via email. The Chair will ask if the individual is willing to serve on the Council. Written agreement from the volunteer will constitute willingness to serve.
- D. If staff members agreeing to serve on the Council bring the total membership to more than twelve (12), the Council will review all volunteers and select members who will represent the broadest range of departments and functions on campus. The remainder of staff members will be advised of alternate status, and should someone step down during a term of office, he/she would be asked to fill the open position on the Council. In the event of multiple volunteers from the same area, years of service to the College will be the determining factor in selection with preference given to those with the most seniority.

## VII. REVISIONS TO THE BYLAWS

- A. Revision(s) to the Bylaws may be proposed at any meeting and must conform with all established college policies. If five (5) council members support the proposal, such proposal will be put in writing by its author for consideration at the next Council meeting.
- B. If the revision(s) are approved by 2/3 of the Council members by vote, the revision(s) to the Bylaws will be reported to the staff via the published minutes and to the Senior Officer Liaison.