

By-Laws of the University of Wisconsin-Extension, Cooperative Extension Classified Staff Organization

Article I: Name of the Organization and Purpose

Section 1: Name

The name of the organization shall be the University of Wisconsin-Extension (UWEX), Cooperative Extension (CE), Classified Staff Organization (CSO).

Section 2: Purpose

The purpose of the UWEX, CE, CSO is to:

- promote a positive professional environment for all classified employees (represented, non-represented, limited term and project appointment);
- encourage informed communication, professional development and collective decision-making; and
- serve as advisors to the CE Dean and Director on matters of interest to classified staff.

The organization promotes a spirit of trust, respect and equality among all members of the Extension community while supporting Cooperative Extension's mission.

Article II: Membership

Section 1: Members

All UWEX, CE, classified staff are members of the Organization and are eligible to be elected to the Classified Staff Advisory Council (CSAC), serve on CSO committees, and represent CSO in other CE initiatives.

Section 2: Meetings

The full membership of the CSO will meet a minimum of once per year for the purpose of sharing information and voting on issues related to the CSO, professional development, or any other business consistent with the purpose of the organization. The membership will be given a 30-day notice of the date, time and location of all CSO meetings.

Article III: Classified Staff Advisory Council (CSAC)

Section 1: Members, Election, and Terms

- a. The CSAC shall consist of five to seven elected members serving two-year rotating terms; and an additional non-voting member appointed by WSEU Local 2412.
 - i. According to the WSEU Local 2412 contract the Union will appoint a representative to any "employee organized" group.
- b. All classified staff are eligible to nominate themselves or nominate classified staff colleagues to be placed on the election ballot. Permission must be received from a nominee prior to submitting their name for the ballot.
- c. All classified staff members are eligible to vote and will be notified when the voting period is open. Voting will occur over a two-week time period in the fall.
- d. Council members may be elected to serve up to three consecutive, two-year terms.

- e. CSAC terms begin January 1 following elections.
- f. Vacancies on the Council occurring between elections will be filled by appointment. Appointment of classified staff to fill a vacancy will be determined by a consensus of the Council members.

Section 2: Meetings

- a. The CSAC will meet quarterly. Additional meetings will be held as needed to advance the work of the organization.
- b. A quorum for conducting business will consist of fifty percent of Council members. Members will be considered present if they are attending a meeting in person or via distance communication technology.

Section 3: Responsibilities of Council Members

- a. The CSAC will discern member roles annually at its first meeting following elections. The Council will identify a chairperson, vice-chairperson; secretary; treasurer; a council member to serve on each of the CSO's three standing committees; a member to serve on the CE Academic Leadership Standing Committee; a member to serve on the CE Technology Committee, and a member to serve on the CE Human Resources Network. The CSAC chairperson will serve on the Cooperative Extension Administrative Committee (CEAC).
- b. CSAC members are expected to attend all meetings or to notify the chairperson if they will be unable to attend.
- c. CSAC members who miss two consecutive meetings without prior notification to the chairperson may be subject to removal from the Council. The chairperson will contact the absent member prior to any decision being made regarding removal.
- d. It is expected that Council members will conduct their business in a manner that promotes a positive image of classified staff, CSAC, and CSO within and outside of the institution.

Section 4: Relationship of CSAC to CE Administration

- a. CSAC serves in an advisory capacity to the Deans and Directors of CE on matters of interest to classified staff. It is a priority of this Organization to promote and maintain a positive relationship and encourage informed communication among Classified Staff and the Dean/Associate Dean.
- b. The CE Dean and Director; or the Associate Dean and Associate Director or his/her designee is invited to attend CSAC meetings and serve in an advisory, non-voting capacity.
- c. The chairperson or appointed members of CSAC will communicate with the Dean/Associate Dean as needed between Council meetings to provide information, seek their counsel, and discuss other matters of importance affecting classified staff, the CSO, and CSAC.

Article IV: CSO Committees

Section 1: Standing Committees

- a. CSO standing committees will be: "Classified" Communications, Human Resource Development, and Respectful Workplace.
- b. Membership on CSO committees is open to all classified staff.
- c. New members may join a standing committee at any time by contacting the committee chairperson.
- d. Standing committees will annually discern their chairperson/co-chairs and secretary during their first meeting following CSAC elections.
- e. Each standing committee will include one CSAC member who will serve as a liaison between the committee and the Council.
- f. Committees will meet as needed to accomplish their goals.

Section 2: Special Committees

- a. Special committees may be established at any time by the CSO. Membership on these committees may be by Council appointment or open to volunteers from the general membership.

Article V: Amendments

Section 1: Annual Review

The CSAC will review these by-laws annually and present any recommended amendments to the general membership at least thirty days prior to the CSO annual meeting.

- a. Any CSO member may recommend amendments to the bylaws by written communication with the CSAC Chair.

Section 2: Amendments

- a. The by-laws may be amended by two-thirds majority of those CSO members present at the annual meeting or any special meeting of the organization called for that purpose. Members will be considered present if they are attending a meeting in person or via distance communication technology.

Adopted by classified staff on 9/21/2007
Rev 1-17-08
Rev 4-08; CSAC
Rev 10-08; CSAC for CSO approval
CSO amends the amendments, vote passed 10/30/08
Rev 3-09; CSAC for CSO approval
CSO approved amendment; vote passed 4/27/09