

# **Montana State University All Staff Council Constitution**

## **Preamble**

Montana State University has an established shared governance structure for the University which provides mechanisms and opportunities for the involvement of faculty, staff, and students in decision-making. This university council structure enables communication among the students, faculty, staff, and administration on matters that impact these various constituencies. The staff at Montana State University is an important employee group that contributes to the University's shared governance system.

## **Article I: Mission and Purpose**

### **Section 1: Name**

The name of this shared governance shall be the *Montana State University All Staff Council (MSUASC)*.

### **Section 2: Purpose**

The Montana State University All Staff Council (hereinafter referred to as MSUASC) acts as an advisory body to the President and senior administrative officers at Montana State University on issues relating to all staff. MSUASC shall provide for the orderly representation of non-instructional personnel through participation in shared governance councils and through general communications between staff and policy-makers in areas affecting the general welfare of staff. MSUASC shall provide a medium for the exchange and coordination of information among staff, administration, faculty, and students. MSUASC shall at all times direct its activities in a positive, constructive manner and commit itself to the betterment of Montana State University by fostering a spirit of unity, pride, and support.

### **Section 3: Authority**

MSUASC is established with the encouragement and approval of Montana State University President Waded Cruzado and Vice President of Administration & Finance Terry Leist on this 14<sup>th</sup> day of August 2019. MSUASC shall continue its work as long as it is recognized by the President as the duly authorized employee group for staff at Montana State University.

MSUASC's scope of authority includes, but is not limited to, the role of staff in University concerns, issues, and initiatives that impact all staff and strategic goals related to staff. MSUASC is not a labor organization and is not authorized to engage in activities related to terms and conditions of employment such as wages, union business, promotion, or individual workloads.

MSUASC may consider matters referred to it by any staff member or administrative officer that relate to the role of staff at the University and policy matters that affect staff. MSUASC may make recommendations to senior administrators, the President, Office of Commissioner of Higher Education, and the Board of Regents on all institutional matters that directly impact staff of the University.

#### **Section 4: Mission**

The primary mission of MSUASC shall be to serve as the voice of MSU staff; promote a positive and collaborative campus work environment; advise the President and senior administrators on employee engagement and working climate; and to support the land-grant mission through a commitment to excellence in education, research, creativity, and civic responsibility.

## **Article II: Vision Statement, Core Values, and Goals**

### **Section 1: Vision Statement**

MSUASC exists to provide a forum to discuss and define the role of staff; promote and strengthen communication among and between the University entities; provide a channel for the communication of interests, concerns, and issues that impact all staff; provide and promote professional development; gather a broad base of input in the strategic goals and initiatives of Montana State University; and to contribute to a culture of diversity, inclusion, and recognition through service excellence.

### **Section 2: Core Values**

The core values of MSUASC are:

#### **Collaboration**

We believe employees working together produce better outcomes.

#### **Integrity**

We are committed to honesty, ethical conduct, and accountability.

#### **Service Excellence**

We are dedicated to providing exceptional service in all we do.

#### **Advocacy**

We encourage and promote ideas that lead to the advancement of all staff.

### **Section 3: Goals**

The goals of MSUASC shall be to:

- serve as an advisory council for all staff by incorporating a broad and diverse group of individuals as representatives;
- strengthen communication among and between various University entities;
- ensure discussion, decision-making, and communication move forward in a timely manner to a final resolution;
- promote the participation of all staff in University initiatives and decisions through the nomination of staff members to serve on University-wide committees and task forces, as appropriate;
- provide input and ideas in University strategic objectives and goals;
- support, sponsor, and promote staff recognition efforts; and
- provide opportunities for all staff to engage in professional development.

## Article III: Structure

### Section 1: Structure

MSUASC shall consist of thirty-three elected council members plus the Program Coordinator (ex officio and non-voting), governed by the Executive Board. Elected council members shall be non-instructional Montana State University employees who have completed their probationary period and are employed at an FTE of 0.5 or higher.

### Section 2: Executive Board

The MSUASC Executive Board shall include five voting council members consisting of the Chair, Chair Elect, Past Chair, Governance Chair, and Member-at-Large and three non-voting council members comprised of the Chairs of the Professional Development and Special Events & Recognition Committee and, the Program Coordinator.

### Section 3: Terms of Service

Each MSUASC council member shall serve a term of two years with a maximum of two terms. Previous council members may be elected again after a one-year break in service.

## Article IV: Operation

MSUASC shall operate as outlined in the *Montana State University All Staff Council Operating Agreement*, established on the 14<sup>th</sup> day of August 2019, and all amendments thereto.

## Article V: Amendments to the Constitution

### Section 1: Proposals

Amendments to the *Constitution* may be initiated by:

- i. the President of the University; or
- ii. any council member.

### Section 2: Amendments

All proposed amendments to the *Constitution* shall be approved by a simple majority (51%) of the Montana State University All Staff Council.

DATED this 14<sup>th</sup> day of August 2019

 _____ President Waded Cruzado	<u>Aug. 14, 2019</u> Date	 _____ Vice President Terry Leist	<u>8/14/19</u> Date
 _____ MSUASC Chair Glen Steinhoff	<u>8/14/2019</u> Date		

HISTORY: Adopted August 14, 2019

## **Addendum A to the MSUASC Operating Agreement Descriptions, Responsibilities, and Time Commitments**

The purpose of *Addendum A* is to provide an overview of the descriptions, responsibilities, and time commitments of the MSUASC internal positions and committees. MSUASC's philosophy is to maximize the number of shared governance opportunities for staff and ensure staff have an opportunity to serve in positions and on committees that will lead to the success of MSU's various committees/council, MSUASC, and staff as a whole. In order to ensure individuals are able to serve in positions that utilize their talents and abilities, this *Addendum A* shall act as a guide to the expectations of each role. It is noted all roles, responsibilities, and time commitments outlined below are merely a synopsis and should not be taken as absolute.

Please note all participation in MSUASC is depended upon supervisor approval and are considered working hours. Any time spent on attending MSUASC meetings or conducting MSUASC business shall be reported as time worked.

### **MSUASC Council Members**

**Description & Responsibilities:** MSUASC members consist of all elected council members of MSUASC. Each council member is expected to serve a two-year term (with the option to extend for one year or two years at the end of your initial term). It is the responsibility of every council member to be aware of the issues presented at council and to do their due diligence in researching and studying the subject matter. Every council member serves in one of the following positions: on the Executive Board as a Chair Elect, Chair, Past Chair, Member-at-Large, or Governance Chair, Professional Development Committee Chair, Special Events & Recognition Committee Chair, Diversity & Inclusion Committee Chair, on one of the internal committees, on one of the external committees, or as one of the general members. Council members are required to attend MSUASC meetings as well as any internal or external committee they have a seat on. Council members are allowed three unexcused absences (i.e. just not showing up to a meeting). Upon a fourth unexcused absence, the Executive Board shall have the ability to declare the seat vacant and appoint a new staff member according to MSUASC's *Operating Agreement*. Excused absences include annual leave, sick leave, meeting conflicts, no available work coverage, etc. As soon as a council member is aware they will not be able to attend a meeting, they are required to notify the Program Coordinator via email.

**Time Commitment:** Council members should expect to devote two hours a month to attend the MSUASC monthly meeting as well as one hour a month for any committee they have a seat on further noting this is an estimate and some external committees do meet more or less often. Please review the bylaws of any committee you wish to serve on to get a better estimate of the time commitment. Time commitments for internal committees are addressed below. (***Total general estimated time commitment: 2-4 hours a month or 1-2 meetings a month.***)

### **Executive Board**

**Description & Responsibilities:** The Executive Board is responsible for coordinating the efforts of all internal committees, providing general oversight for MSUASC, forming ad hoc committees as needed,

and responding to issues and recommendations brought before the Council. Furthermore, the Executive Board works with the Chair and Program Coordinator to create an agenda for each MSUASC monthly meeting. Voting members of the Executive Board include the Chair Elect, Chair, Past Chair, Member-at-Large and Governance Chair and non-voting members are comprised of the, chair of the remaining internal committees, and the Program Coordinator.

**Time Commitment:** Varies depending upon position on the Executive Board. See below for further details.

## Chair Elect

**Description & Responsibilities:** The Chair Elect is expected to prepare to become the next MSUASC Chair. This position requires a three-year commitment (i.e. one year as Chair Elect, one year as Chair, and one year as Past Chair). The Chair Elect is responsible for filling in for the Chair when necessary. The Chair Elect is expected to attend a minimum of two meetings of each of the councils the Chair seats on (i.e. University Council, Association of Shared Governance Leaders, and the President's Executive Council). The Chair Elect shall take on the acting role of MSUASC representative at one of these said meetings. The Chair Elect shall also serve as MSUASC's representative on the Montana University System Staff Association (MUSSA). The Chair Elect is a voting member of the Executive Board and is expected to attend the monthly Executive Board meeting.

**Time Commitment:** The Chair Elect should expect to devote two hours a month to attend the MSUASC monthly meeting, one hour a month to attend the MUSSA monthly meeting, and one hour a month to attend the monthly Executive Board meeting as well as any meetings the Chair cannot attend as the MSUASC representative. (***Total general estimated time commitment: 4 hours a month or 3 meetings a month.***)

## Chair

**Description & Responsibilities:** The Chair shall preside over all MSUASC meetings and serve as the primary representative of all staff at Montana State University. The Chair is responsible for representing MSUASC at various collegiate and community functions (including the Board of Regents meetings) as well as serving on University Council, Association of Shared Governance Leaders, and the President's Executive Council. The Chair is responsible for working directly with the Program Coordinator to create agendas for each meeting, ensure policies and procedures are followed, and act as the point-of-contact for MSUASC for individuals and organizations who need information, need action from MSUASC, or would like to speak at a meeting. The Chair is a voting member of the Executive Board.

**Time Commitment:** The Chair should expect to devote two hours a month to attend the MSUASC monthly meeting; one hour a month to attend University Council, one hour a month to attend the President's Executive Council, and one hour a month to attend the monthly Executive Board meeting. The Chair is also required to attend any Association of Shared Governance Leaders meetings, further noting this organization currently rarely meets. (***Total general estimated time commitment: 6 hours a month or 5-6 meetings a month.***)

## Member-at-Large

**Description & Responsibilities:** The Member-at-Large shall be responsible for ensuring all meetings are conducted in accordance with *Robert's Rules of Order*. The Member-at-Large is required to become an

expert in parliamentary procedures and shall work with the Governance Committee as needed. The Member-at-Large is a voting council member on the Executive Board. The Member-at-Large shall serve as the MSUASC representative on the Diversity & Inclusion Council.

**Time Commitment:** The Member-at-Large should expect to devote two hours a month to attend the MSUASC monthly meeting, one hour a month to attend the monthly Executive Board meeting, and time to serve as the Pure Gold Reviewer. (***Total general estimated time commitment: 3-6 hours a month or 2 meetings a month.***)

## **Governance Committee**

**Description & Responsibilities:** The Governance Committee is expected to develop and maintain MSUASC's rules and policies to ensure compliance. This committee is also tasked with spearheading MSUASC elections (with the guidance and support of the Program Coordinator). This entails advertising open positions, creating the nomination and final ballots, communicating with campus, and communicating election results. The Governance Committee also administers the MSUASC appointment process. The Governance Committee reviews all proposed amendments or changes to the MSUASC *Operating Agreement* and presents said requests to MSUASC and the Executive Board. It is specifically noted the Governance Committee may request assistance from the Executive Board in soliciting volunteers to assist and serve on subcommittees in the election and appointment process as needed.

**Time Commitment:** The Governance Committee is expected to meet as needed as well as attend the monthly MSUASC meeting. See below for more information regarding time commitments for each position within the committee.

### **Governance Committee Chair**

**Description & Responsibilities:** The Governance Committee Chair is expected to preside over all Governance Committee meetings and report to the Executive Board. The Governance Committee Chair is a voting member of the Executive Board and will be required to attend all Executive Board meetings.

**Time Commitment:** The Governance Committee Chair should expect to devote two hours a month to attend the MSUASC monthly meeting, one hour a month to attend the monthly Executive Board meeting as well as any Governance Committee meetings. (***Total general estimated time commitment: 4 hours a month or 3 meetings a month.***)

### **Governance Committee Members**

**Description & Responsibilities:** Committee members are expected to attend the monthly MSUASC meeting as well as Governance Committee meetings and assist the Governance Committee Chair in carrying out the duties and responsibilities of the committee, including administering the yearly elections and reviewing MSUASC policy.

**Time Commitment:** Committee members should expect to devote two hours a month to attend the monthly MSUASC meeting plus any committee meetings. During the election period (spring of each year) member should expect an increase in the amount of committee meetings and tasks. (***Total general estimated time commitment: 3 hours a month or 2 meetings a month.***)

## Professional Development Committee

**Description & Responsibilities:** The Professional Development Committee shall be tasked with bringing professional development opportunities to campus that will benefit all staff. Members of this committee shall also be tasked with assisting, promoting, and encouraging professional development opportunities sponsored by University Human Resources.

**Time Commitment:** The Professional Development Committee should expect to hold at least one committee meeting a month as well as attend the monthly MSUASC meeting. See below for more information regarding time commitments for each position with the committee.

### Professional Development Committee Chair

**Description & Responsibilities:** The Professional Development Committee Chair is expected to preside over all Professional Development Committee meetings and report to the Executive Board. The Professional Committee Chair is a non-voting member of the Executive Board and may attend Executive Board meetings but is not required to attend.

**Time Commitment:** The Professional Development Committee Chair should expect to devote two hours a month to attend the MSUASC monthly meeting and may devote one hour a month to attend the monthly Executive Board meeting as well as any Professional Development Committee meetings. (**Total general estimated time commitment: 4 hours a month or 3 meetings a month.**)

### Professional Development Committee Members

**Description & Responsibilities:** Committee members are expected to attend committee meetings and assist the Professional Development Committee Chair in carrying out the duties and responsibilities of the committee including administering two professional development opportunities a year.

**Time Commitment:** Committee members should expect to devote two hours a month to attend the monthly MSUASC meeting plus any committee meetings. (**Total general estimated time commitment: 3 hours or 2 meetings a month.**)

## Special Events & Recognition Committee

**Description & Responsibilities:** The Special Events & Recognition Committee is tasked with developing and implementing special events for staff at MSU as well as creating awareness for community service opportunities. This committee shall propose a schedule of events for the year. This committee is also tasked with providing and/or assisting programs that recognize service excellence. This committee is responsible for ensuring that all staff at MSU are welcomed and valued members of programs promoting hardworking staff at MSU. This committee is responsible for creating and distributing new employee welcome kits.

**Time Commitment:** The Special Events & Recognition Committee should expect to hold at least one committee meeting a month as well as attend the monthly MSUASC meeting. See below for more information regarding time commitments for each position with the committee.

### Special Events & Recognition Committee Chair

**Description & Responsibilities:** The Special Events & Recognition Committee Chair is expected to preside over all Special Events & Recognition Committee meetings and report to the Executive Board.

The Special Events & Recognition Committee Chair is a non-voting member of the Executive Board and may attend Executive Board meetings but is not required to attend.

**Time Commitment:** The Special Events & Recognition Committee Chair should expect to devote two hours a month to attend the MSUASC monthly meeting and may devote one hour a month to attend the monthly Executive Board meeting as well as any Special Events & Recognition Committee meetings.

***(Total general estimated time commitment: 4 hours a month or 3 meetings a month.)***

### **Special Events & Recognition Committee Members**

**Description & Responsibilities:** Committee members are expected to attend committee meetings and assist the Special Events & Recognition Chair in carrying out the duties and responsibilities of the committee including administering two staff engagement activities a year as well as providing and/or assisting programs that recognize service excellence.

**Time Commitment:** Committee members should expect to devote two hours a month to attend the monthly MSUASC meeting plus any committee meetings. ***(Total general estimated time commitment: 3 hours or 2 meetings a month.)***

### **Diversity, Equity, & Inclusion Committee**

**Description & Responsibilities:** The Diversity, Equity, & Inclusion Committee is responsible for evaluating and recommending language, activities, policies, and processes that build upon current diversity, equity, and inclusion work related to staff within MSUASC and across MSU. The committee works with the Senior Diversity & Inclusion Officer, University Human Resources, and others as needed to accomplish this work.

**Time Commitment:** The Diversity, Equity, & Inclusion Committee should expect to hold at least one committee meeting a month as well as attend the monthly MSUASC meeting. See below for more information regarding time commitments for each position with the committee.

### **Diversity, Equity, & Inclusion Committee Chair**

**Description & Responsibilities:** The Diversity, Equity, & Inclusion Committee Chair is expected to preside over all Diversity, Equity, & Inclusion Committee meetings and report to the Executive Board. The Diversity, Equity, & Inclusion Committee Chair is a non-voting member of the Executive Board and may attend Executive Board meetings but is not required to attend.

**Time Commitment:** The Diversity, Equity, & Inclusion Committee Chair should expect to devote two hours a month to attend the MSUASC monthly meeting and may devote one hour a month to attend the monthly Executive Board meeting and one hour a month to attend Diversity & Inclusion Council meeting. ***(Total general estimated time commitment: 5 hours a month or 4 meetings a month.)***

### **Diversity, Equity, & Inclusion Committee Members**

**Description & Responsibilities:** Committee members are expected to attend committee meetings and assist the Diversity, Equity, & Inclusion Committee Chair in carrying out the duties and responsibilities of the committee.

**Time Commitment:** Committee members should expect to devote two hours a month to attend the monthly MSUASC meeting plus any committee meetings. ***(Total general estimated time commitment: 3 hours or 2 meetings a month.)***

## General Members

**Description & Responsibilities:** General members are staff who are elected council members of MSUASC but do not serve in a specific position. General members are voting members of MSUASC and shall be required to assist the various internal committees when needed.

**Time Commitment:** General members should expect to devote two hours a month to attend the monthly MSUASC meeting, plus be available to assist committees when needed. (**Total general estimated time commitment: 2 hours a month.**)

## Non-Elected Member

### Program Coordinator

**Description & Responsibilities:** The Program Coordinator is expected to provide administrative support to the Council which includes: preparing agendas, minutes, and correspondences; assisting the Chair with preparing the annual budget; managing the budget; maintaining and updating the webpage; ordering supplies; and keeping records current and up-to-date, including all agendas, minutes, elections, annual reports, and correspondences. The Program Coordinator, or a designee, is responsible for attending all meetings to take minutes. The Program Coordinator is also responsible for assisting the committee chairs in complying with university processes and fulfilling their respective responsibilities. The Program Coordinator also offers administrative assistance to MUSSA every other year in conjunction with the Program Coordinator at the University of Montana. The Program Coordinator is the Election Commissioner for annual elections. The Program Coordinator schedules quarterly updates from the Inter-Unit Benefits Committee (IUBC) representative or the Montana State University Chief Human Resource Officer (MSUCHRO). The Program Coordinator is a non-voting member of MSUASC and the Executive Board, and is ineligible to serve as an elected, voting MSUASC council member.

**Time Commitment:** The Program Coordinator should expect to devote at least two hours a month to attend the MSUASC monthly meeting and one hour a month to attend the monthly Executive Board Meeting. Additional work may vary (**Total general estimated time commitment: 3-5 hours a month or 2 meetings a month, additional time contingent upon assignments**).

Addendum A amended 06-16-2021.

## **Addendum B to the MSUASC Operating Agreement Inaugural Year Elections/Appointments**

### **i. Inaugural Year Elections**

Membership of the previous staff governances (Professional Council & Staff Senate) shall elect one individual from their membership to serve as the Chair for MSUASC before the general election of MSUASC council members.

The Program Coordinator, working with the MSUASC Chair and Past Chair, shall advertise openings for MSUASC as well as send out information on how to become elected. Staff shall then be provided one week to nominate themselves or a staff member to serve as a council member on MSUASC.

At the conclusion of the one-week nomination period, the Program Coordinator shall confirm all nominees' eligibility and willingness to serve. A final ballot shall be created that includes all nominees who have confirmed their willingness to serve and the link to the ballot shall be sent to all eligible voters. Staff shall be provided one week to cast their final vote.

The Program Coordinator, Chair, and Past Chair shall notify all candidates on whether or not they were elected and after said notification, post the list of council members to the MSUASC website and on MSU Today.

After all the MSUASC council members have been elected and notified (noting the Chair, Past Chair, and IUBC are already assigned), the newly elected council members shall elect the remaining members of the Executive Board (i.e. the Chair Elect, Governance Committee Chair, and Member-at-Large) at the first official MSUASC meeting. All elected council members may apply to be elected into one of these positions.

When the Executive Board is filled, all council members will be given an opportunity to submit an application advising which position(s) they would like to serve in on MSUASC (i.e. internal committee chair, internal committee member, external committee representative.) The newly elected Executive Board will then review all of the submitted applications and appoint the remaining council members to one of the following positions: chair on one of the two remaining internal committees, member of one of the three internal committees, representative for one of the fifteen external committees (noting the IUBC position is appointed by the union), or one of the four general member positions. The Executive Board shall contact each MSUASC council member prior to the second official MSUASC monthly meeting (October) notifying them as to what their appointments are. All members shall be introduced, and their position officially announced, at said meeting.

### **ii. Inaugural Year Terms**

To negate replacing the entire MSUASC each year, the term for fifteen of the newly elected council members shall be two years and the term for fourteen of the newly elected council members shall be three years. The Chair Elect shall serve a three-year term, the Chair a two-year term, and the

Past Chair a one-year term. The IUBC position is appointed by the union and there is no term limit. The terms of service shall be chosen at random by the Executive Board. All council members shall be provided an opportunity to renew for one additional two-year term. Due to no council members terming out until FY22, there shall be no elections in FY21. Beginning with the second election cycle (FY22 elections), all newly elected council members shall serve two-year terms with an option to renew for a second term.

After the first term/year, the Chair Elect shall move into the position of Chair and the Chair shall move into the position of Past Chair with the Past Chair moving off the Council. The vacancy created by the rotating the Chair Elect, Chair, and Past Chair shall be filled pursuant to the *Operating Agreement*.