

IU Southeast Staff Council By-Laws

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- C. Administrative Area Representation. Each of the five (5) administrative areas shall elect one (1) representative for each ten (10) persons employed in that area.
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2. To determine, in consultation with the Secretary of the Staff Council, the agenda for all meetings of the Staff Council.
3. To issue calls for both regular and special meetings.
4. To appoint ad hoc committees of the Staff Council.
5. To serve as an ex-officio member of all standing committees, (and shall appoint a Parliamentarian).
6. Hold elections for Standing Committee Chairs at August meeting and maintain list of all members.
7. Upon a request from the Chancellor, the Staff Council President will recommend staff members to the Chancellor to serve on selected University Committees.

D. Duties of the Vice President.

1. To preside at meetings of the Staff council in the absence of the President.
2. To become President of the Staff Council in the event that a vacancy occurs in the office of the President and to fill out the unexpired term of office.
3. Shall act on behalf of the President upon his/her request.
4. In the absence of the secretary, shall act as recording secretary.

E. Duties of the Secretary.

1. To keep minutes of regular and special meetings of the Staff Council and to distribute copies of minutes to all Staff Council members at least five (5) working days prior to the next Staff Council meeting and all members upon request.
2. To keep a roll call of the membership and an accurate record of each representative's attendance at meetings of the Staff Council.
3. Assist the president in determining agenda for meetings of the Staff Council and distribute to all Staff Council staff members five (5) working days prior to the next Staff Council meeting.
4. To maintain the schedule for meeting places of the Staff Council.
5. To preside at meetings in the absence of the President and Vice-president and to appoint a secretary Pro-tem to record minutes of such meetings.
6. Once a month, obtain from the Personnel Office a listing of new staff members and send these members a letter of welcome from the Staff Council President and a copy of By-Laws.

F. Duties of the Treasurer.

1. Maintain checking account including deposits, withdrawals and reconciling of statement.
2. At each meeting, submit in written form (with copy to Secretary) monthly activity of the account, including details of income, expenses and resulting balance. (Prior approval from Prel.

