



THE CONSTITUTION OF THE WORCESTER POLYTECHNIC INSTITUTE STAFF COUNCIL

Article I

Name

The name of this organization shall be the Worcester Polytechnic Institute Staff Council, hereafter referred to as the Staff Council.

Article II

Mission

The Staff Council's mission is to serve the interests and needs of the WPI non-union staff pertaining to their daily activities and work conditions as they strive to support the university's goals. Toward this effort, the Staff Council promotes understanding and cooperation by facilitating communication among campus constituencies, and by serving as an advocate for staff on issues which affect them. In our efforts to enhance the quality of the WPI work environment, the Staff Council provides leadership and support to work together with all WPI staff, faculty, students, and alumni as well as contractors to enrich community spirit.

Article III

Purpose

The purpose of the Staff Council is to act as the representative body of all non-faculty staff of WPI. Staff shall be defined as all permanent, non-union staff members who are not members of the President's Management Council. As such, it shall have the power to review and make inquiries into matters of the campus community for the benefit of all concerned, and;

1. to increase the sense of identity, recognition, and worth of each staff member in their relationship to the Institution;
2. to identify concerns relating to staff and to seek solutions;
3. to provide a channel of communication with administration and faculty;
4. to promote staff development and well-being and to recommend policies which aid in retaining highly qualified personnel; and
5. to integrate staff into campus governance and existing university affairs, and to organize and conduct meetings in order to make recommendations on all matters affecting the welfare of its constituency and to direct to the appropriate persons or councils.

The composition and responsibilities of the Staff Council shall be outlined by its bylaws, and the Staff Council shall report its recommendations to the Senior Vice President of Talent & Inclusion, or designee for decision.

Article IV

Responsibilities

1. Review present policies of interest to its constituency, gain a consensus on such matters, and communicate these findings to the appropriate persons and councils.
2. Manage a budget in conjunction with the Senior Vice President of Talent & Inclusion for use of Staff Council.
3. Call all-Institution staff meetings when necessary and appropriate to discuss matters of its own



initiative as well as matters directed to it by other Councils.

4. Respond to issues referred to Staff Council by constituents, Faculty Governance, Student Government Association, Graduate Student Association, standing committees, the Vice President for Talent & Inclusion.
 1. Refer items to appropriate existing committees to investigate issues which have an impact on the university community.
 2. Form committees and ad-hoc committees, as needed, to address issues and make recommendations to the full body.
5. Run annual election process for Staff Council.

Article V

Bylaws

The Staff Council shall have the authority to make bylaws on such matters as membership, meeting procedures, voting, committees, and other organizational matters and needs of the Council. Such bylaws may not conflict with this constitution, the charter or bylaws of Worcester Polytechnic Institute, or any other governing body of the university recognized by the Board of Trustees of Worcester Polytechnic Institute.

Article VI

Amendments to the Constitution

1. Any voting member of the Staff Council at any Staff Council meeting may propose an amendment to this constitution, which shall be published to the membership at least fourteen calendar days before final action on it can be taken by the Staff Council.
2. Such an amendment shall be approved by two-thirds of the voting members of the Staff Council.

THE BYLAWS OF THE WORCESTER POLYTECHNIC INSTITUTE STAFF COUNCIL

Article I

Membership

1. All WPI staff as defined in Article III of the constitution are eligible to run for election and for appointment to serve on the Staff Council.
2. WPI staff as defined in Article III of the constitution are eligible to vote in Staff Council elections.
3. The Staff Council will be comprised of 18 members: 14 elected and 4 appointed, with the goal of equitable representation across departments, employee classes, and demographics. Each member represents all eligible staff. Appointed members will be approved by majority vote of Staff Council.
4. For election purposes, areas, and numbers of representatives to be elected from those areas will be designated and reviewed by the Executive Committee each election cycle. Any change in the areas will be determined by a majority of the Staff Council before elections are held on or before the April meeting or when deemed necessary and appropriate.
5. The representative of each area is to be elected by a plurality vote by all eligible members, to serve a two-year term from August 1 through the last day in July, with an approximate equal number of terms expiring each year. Elections shall be finalized on or before the June meeting. Due to confidentiality, numbers of votes received for each candidate will not be released.
 1. If no one comes forth within a designated area to represent that area, the Executive Committee may appoint up to 6 at-large members with the advice and consent of the Staff Council.



6. The outgoing chairperson shall be a non-voting, ex-officio member of the Council for one year following that person's term as chairperson if that person is not continuing to serve as an elected member of the Council.
7. If a vacancy occurs more than three months before the end of the term for that member, the runner-up candidate in that area will be appointed. If that person declines, if applicable, the third-place person will be appointed and so-on. If no one from the area accepts, the procedure outlined in Article I(3)(i) shall be followed. At the discretion of the Executive Committee, an election will take place, or a proxy will be chosen if less than half of the term remains.
8. Current Staff Council members with expiring terms are permitted to run for re-election through the standard Staff Council election process.¹

Article II

Attendance

1. Attendance at Staff Council meetings by members is expected. Members unable to attend a Staff Council meeting must notify someone on the Executive Committee.

Article III

Responsibilities and Duties

1. Representatives are expected to:
 1. Actively participate in regular, special, and committee meetings.
 2. Communicate meeting information and minutes to constituents.
 3. Solicit concerns from constituents.
 4. Fulfill the responsibilities of any respective committee appointment.
 5. Maintain appropriate level of discretion and confidentiality as needed.
2. Representative members may be removed from their seat if they are not fulfilling the outlined responsibilities and duties at the discretion of the Executive Committee. In the event that this occurs, the procedure outlined in Article 1(3)7 shall be followed, allowing Staff Council to appoint a replacement member. If the removed member fills an executive committee seat, the procedure outlined in Article 1(4)1 shall be followed at the first available scheduled meeting following the appointment of the replacement member.²

Article IV

Meetings

1. Regular Meetings
 1. Staff Council shall meet monthly unless otherwise indicated by the Chairperson and Executive Committee.
 2. For a regular meeting, a simple majority of the active membership shall constitute a quorum for the transaction of business.
2. Special/Emergency Meetings
 1. Special/emergency meetings of the Staff Council may be called at any time by the Chairperson, Executive Committee, or 1/3 of the members of Staff Council. Notice shall be

¹ Amended December 7, 2023

² Amended December 7, 2023



five (5) days in advance. Special/emergency meetings may act only on such business as clearly indicated in the notice of the meeting.

2. For a special/emergency meeting, a simple majority of the membership shall constitute a quorum for the transaction of business.
3. All-staff Meetings
 1. Staff Council may convene all-staff meetings twice per year or as needed to provide a forum for all staff to come together to discuss matters of importance to the constituency.
4. Invited Guests
 1. The Executive Council may, at its discretion, invite non-members, either to individual meetings or as a standing invitation, to any meeting. These may include non-eligible staff members, the Secretary of the Faculty (or designee), the President of Student Government Association (or designee), the President of Graduate Student Association (or designee), or members of the President's Management Council. Invited guests may not vote on Staff Council matters.

Article V Committees

1. Standing and Ad-hoc Committees
 1. The Staff Council or Executive Committee shall establish, as needed, any standing or ad-hoc committees. Each committee shall have a chairperson. The chairperson shall be appointed by the Council membership. Each committee may elect a co-chairperson as necessary.
 2. A standing committee is defined as an ongoing committee.
 3. The standing committees shall follow the Staff Council Committee Charges document.
 4. An ad-hoc committee is defined as a committee with a set charge established for a limited time to address a specific issue.
 5. Work performed by Staff Council Committees (Standing and Ad-hoc) must be presented to the Staff Council body for discussions, motions, and votes before any action can be taken.
2. Each staff council representative is expected to serve on a standing or all-college committee. Representatives must be approved by plurality vote of Staff Council at its first organizational meeting to serve during his/her elected term.
3. Members of the campus community may serve on a Staff Council committee or subcommittee.
4. Each committee shall maintain files that contain meeting minutes and other relevant information. These files will be kept by the committee chairperson and will be made available to the Executive Committee of the Staff Council upon request. The committee chairperson or designee is responsible for a committee report at a regularly scheduled Staff Council meeting.

Article VI Officers of the Staff Council Executive Committee

1. The following officers shall be elected by a plurality vote of the Staff Council at the last meeting of the current term to serve a one-year term from August 1 to July 31: Chairperson, Vice Chairperson, Secretary, Communications and Public Relations Officer, and Treasurer. These officers shall comprise the Executive Committee.³
2. Qualifications for serving on the Executive Committee
 1. Have served at least one year as a representative of Staff Council (except in FY22/23, when council was first established).

³ Amended December 7, 2023



2. Must currently be serving as an active council representative.

Article VII

Duties of Officers

1. Chairperson

1. Acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the bylaws and standing rules of the Staff Council.
2. Preside and maintain order at all meetings.
3. Serve as spokesperson for the Staff Council.
4. Preside over the Executive Committee of Staff Council and see that the responsibilities of each member of the Executive Committee and Standing Committees are carried out.
5. Serve as chairperson at any all-college staff meeting (staff as defined in Article III of the Constitution of the Worcester Polytechnic Institute Staff Council) called by the Staff Council.
6. Maintain open communication with the Senior Vice President of Talent & Inclusion.
7. Report on all Executive Committee meetings to Staff Council representatives at Staff Council meetings.
8. Collaborate with the chairs of the other governance councils to convene the executive committees of those groups on a regular basis to discuss issues of mutual interest.
9. Represent the Staff Council on the Administrative Policy Group (APG) and the Joint Coordinating Council (JCC) or designate another Council member to do so.

2. Vice Chairperson

1. Assist the Chair and the Policy and Operations Committee in conducting the election of executive officers and the appointment of staff representatives to serve on all university committees.
2. Assume duties of Chair if the Chair resigns or is removed.
3. Take minutes of the meeting of the Staff Council in the absence of the Secretary.
4. Call a meeting to order in the absence of the Chairperson and preside over the meeting of Staff Council.
5. Coordinate new representative orientation activities and assist in the compilation of materials for orientation.
6. Represent the Staff Council on the Administrative Policy Group (APG) and the Joint Coordinating Council (JCC) or designate another Council member to do so.

3. Secretary

1. Keep the minutes of Staff Council meetings.
2. Schedule meeting times and locations.
3. Distribute minutes and the agenda to the representatives at least five business days prior to each meeting of Staff Council.
4. Take charge of all documents belonging to the Council when requested.
5. Draft the Staff Council Annual report with assistance from the Chairperson and Vice Chairperson.
6. Call a meeting to order in the absence of the Chairperson and Vice Chairperson and preside until the election of a *chairperson pro tempora*.
7. In conjunction with the Vice Chair, coordinate and complete all facets of Staff Council representatives' election process.



4. Communications and Public Relations Officer

1. Maintain a list of all officers and Council representatives, including term expirations.
2. Provide representatives with a report of their constituents.
3. Provide/initiate drafts of all correspondence from the Staff Council.
4. Liaise with Marketing and Communications.
5. Develop an educational campaign that promotes/markets the Staff Council to the campus community and, in particular, to the staff.
6. Collaborate with Talent & Inclusion to identify reporting needs for Staff Council.
7. Oversight of the Staff Council website, email, and social media account.

5. Treasurer

1. Liaise with Talent & Inclusion on any monetary needs to support events and programming, including collecting receipts, providing costs for proposed events/programs, and any additional duties as required to facilitate this.
2. Serve as a representative of any ad hoc committee involved in coordinating events.
3. Provide direct, on-going assistance for the Vice Chair and the Secretary with the representative election process.
4. Purchase supplies for Staff Council use as needed.

6. Responsibilities Shared by All Officers of Staff Council

1. Plan the annual Staff Council retreat.
2. Assist in the development of all correspondence.
3. Formulate the agenda for Staff Council meetings.
4. Approve drafts of Staff Council meeting minutes.
5. Attend all Executive Committee meetings.
6. Each Executive Committee Officer will serve as Ex-Officio to at least one Standing Ad- Hoc Committee of Staff Council.
7. Reach out to Committee Chairs about attending an Executive Council meeting or when the business of a Standing or Ad-Hoc Committee needs to be placed on the agenda for Staff Council meetings.
8. Plan an orientation for new representatives after elections in April and before the June meeting.
9. Assist the Chairperson as spokesperson for the Staff Council, as appropriate, in all matters with university officials.
10. Monitor adherence to operating procedures within Staff Council in accordance with Robert's Rules of Order.
11. Act on behalf of the Staff Council between meetings within the limits of the Staff Council Constitution and Bylaws.

Article VII

Elections

1. Representative

The Vice Chairperson, in conjunction with the Executive Committee and Elections Committee, will complete all facets of the representative elections.

2. Officers

The officers will be determined at the last meeting of the term prior to assuming the role by plurality



vote by the Staff Council.⁴

Article X

Robert's Rules of Order

1. All other rules and procedures are to be congruent with *Robert's Rules of Order Newly Revised*.

Article XI

Amendment of the Bylaws

1. To amend or suspend the bylaws of the Staff Council requires a $2/3$ vote of the membership. The procedure shall be the same as stated in Article VI of the constitution.

⁴ Amended December 7, 2023