

**CONSTITUTION OF THE
SUPPORTIVE PROFESSIONAL STAFF COUNCIL
NORTHERN ILLINOIS UNIVERSITY**

Adopted 6 November 2003

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12 February 2009; 17 January 2013; 14 February 2013; 13 February 2014; 14 January 2016;
8 December 2016; 8 November 2018; 11 April 2019; 8 August 2019; November 2019

Article I: Name

The name of the organization shall be the Supportive Professional Staff Council of Northern Illinois University (hereafter, “the Council”).

Article II: Purpose and Mission

The Supportive Professional Staff Council is established as a deliberative assembly within the Northern Illinois University system of shared governance. As such, it serves as

- a. A channel of communication between the members of the Supportive Professional Staff and other entities of the University community
- b. An advisory body to the University and its administration on matters that affect individual SPS members or the whole of the Supportive Professional Staff
- c. A forum for members of the Supportive Professional Staff to communicate with one another on matters of mutual interest and/or concern.

Article III: Membership

Section 1. Qualifications. As defined by Article 2, Section 2.52 of the Constitution of Northern Illinois University, members of the Supportive Professional Staff are those persons whose appointments designate them as holding no-rank faculty status.

- 1.1 To be eligible for election to the Council, members of the Supportive Professional Staff as defined above must hold an appointment that is at least 50% time for a term of at least nine (9) months. The University’s President, Provost, Vice Presidents/Provosts, and members of the Council of Academic Deans are not eligible for election to the Council.

Section 2. Composition. The Council shall be composed of 24 representatives, elected as hereafter prescribed, and the President of the Council, elected separately as hereafter prescribed.

- 2.1 Representatives to the Council shall be elected, as hereafter prescribed, from each of the following divisions:
 - A. Academic Affairs – College of Liberal Arts & Sciences
 - B. Academic Affairs – All Other Colleges and Offices, Research & Innovation Partnerships
 - C. Student Affairs
 - D. Outreach, Engagement, & Regional Development and University Advancement
 - E. Administration & Finance, Information Technology, Enrollment Management, Marketing & Communication, University Administrative Services

F. Intercollegiate Athletics

- 2.2 Representation in the aforementioned divisions shall be in proportion to the total number of Supportive Professional Staff members employed in each of the divisions. The apportionment of representation shall be reviewed prior to the elections conducted in years evenly divisible by two, and the distribution of representation shall be adjusted as needed to maintain an equal apportionment.
- 2.3 For each elected representative to the Council from the divisions specified above, there shall also be elected, as hereafter prescribed, an alternate representative. Though efforts will be made to have alternates elected in proportion to the voting member seats by division, alternates will serve at-large and can represent any division. In the event that a division does not have enough interest to support a full field of proportional alternates, candidates from other divisions may be used to fill remaining alternate seats.

Section 3. Representatives' Terms of Office. Membership on the Council shall be for two years, and Council representatives may succeed themselves. Elections shall be staggered so that one-half of the Council's membership is elected each year. Members' terms of office shall begin each year on July 1.

- 3.1 Representatives who resign or who are unable to complete their full terms of office will be succeeded by an alternate for the remainder of the representative's term of office. If available, the alternate selected will be from the respective division of the departing voting member. If there is not an alternate available from the respective division, the alternate with the highest vote total from the previous election will be selected to serve as the new voting member. The President of the Council will then, using the most recent election results as a guide and with the concurrence of the Council, appoint a member of the Supportive Professional Staff from the appropriate division as an alternate representative for the remainder of the alternate's term of office. The same procedure is to be followed for alternates who resign or are unable to complete their full terms of office. In the unlikely event that there are no eligible candidates remaining from the most recent election, a special election shall be held. Individuals appointed to fill vacancies on the Council shall begin their service immediately after the Secretary of the Council has been notified, in writing, of their appointment. In the event that an SPS representative changes classification to civil service during their service commitment, the representative will have the choice to finish out the current year of service on the Council and be eligible to serve on committees that do not require SPS classification.
- 3.2 An elected or appointed representative of the Supportive Professional Staff Council may be subject to removal by a two-thirds vote of the Council after three successive unexcused absences from regularly scheduled meetings of the Council. An absence is considered unexcused when the representative fails to notify the Council Secretary in a timely manner, but no more than 48 hours after the meeting.

Section 4. Encouragement of Diversity in Representation. In accordance with Article 9, Section 9.2 of the University's Constitution, it shall be the policy of the Council to encourage, by all legal means not inconsistent with this Constitution and any other applicable University regulations, the

nomination and election of individuals to the Council, its offices and committees, and the election or appointment by the Council of individuals to serve on University committees, boards, commissions, etc., who are members of groups traditionally underrepresented in the University community. Such groups include, but are not limited to, persons of color, persons with disabilities, and lesbian, gay, bisexual and transgendered persons. Members of the Supportive Professional Staff from such groups, or who represent the SPS on the relevant presidential commissions, are encouraged to nominate themselves or other eligible individuals for election to the Council.

Section 5. Election Procedures. As specified in Article VII, Section 6, paragraph (a), the responsibility for conducting all elections to the Council, for the presidency of the Council, and for all Council elective offices lies with the Constitution and Elections Committee. The following general procedures shall apply to elections for Council representatives:

5.1. Nominations. Nominations to fill vacancies on the Council shall be solicited from the members of the Supportive Professional Staff in each of the divisions designated in Article III, Section 2 of this Constitution no later than the first week of March.

5.2. Voting Eligibility. Members of the Supportive Professional Staff with appointments of at least fifty percent (50%) time and at least nine (9) months' duration shall be eligible to vote for and elect a representative from the Council division in which they hold their appointment. Each eligible member of the Supportive Professional Staff may cast one vote for each open position on the Council in his/her division.

5.3. Timing of Elections. Council elections shall be held no later than the third week of April. Ballots with the names of those nominees who have declared their interest in serving on the Council will be distributed to all members of the Supportive Professional Staff who are eligible to vote in each Council division for which there is a vacancy to be filled.

5.4. Election Procedures. When the voting deadline has passed, the Constitution and Elections Committee will tally all the ballots cast in each Council division and record the number of votes received by each candidate. The candidates will then be matched to vacant representative slots within the division in order of their vote total, beginning with the candidate receiving the most votes and continuing until all open representative positions have been filled. The remaining divisional candidates receiving votes will then be matched to vacant alternate representative slots within the division, again in rank order according to their vote totals, until all open positions have been filled or until there are no more candidates available for assignment to open positions. As already noted in Article III, Section 2.3, alternates will be "at-large" and can represent across divisions if necessary, though efforts will be made to identify candidates from the division to serve as alternates to that specific division when possible.

5.4.1. Tie Votes. If a tie vote between two or more candidates would result in one or more candidates being assigned to a representative position and the other(s) to an alternate position, the Constitution and Elections Committee shall draw blind lots, or use some other equitable and random method, to determine which candidate(s) will be assigned to which position(s).

5.4.2. Apportionment of One-Year Terms. When, because of reapportionment or for other reasons, the apportionment of seats within a given Council division is not evenly divided such that half the seats are vacant in any given election cycle, the Constitution and Elections Committee shall adjust terms as needed to restore the proper electoral balance to the division. After completing the election procedures detailed in Section 5.4, the committee will draw blind lots (or use another equitable and random method) to determine which representatives and alternates will serve one-

year terms and which will serve the full two years. This procedure is not necessary when an election has been advertised as a one-year term because of a resignation from the Council.

Section 6. Announcement of Results. After receiving a report of the relevant election results, including a complete tally of votes, from the Constitution and Elections Committee, the President of the Council shall provide written notice of the official results of each election to all candidates and parties thereto. The voting tally shall be retained as part of the Council records for a minimum of one year.

Article IV: Officers

Section 1. Officers and Duties. The officers of the Council shall be: President, Vice President, Secretary, and Treasurer. These officers shall perform the duties prescribed by this Constitution and by the parliamentary authority adopted by the Council.

In years in which there is an Administrative Aide for the SPS Council, the SPS officers (President, Vice President, Secretary, and Treasurer) and the Administrative Aide will meet after the July SPS Council meeting to determine which duties the Administrative Aide will perform in regard to each of the officer positions.

Section 2. Ballot Election. All Council officers shall be elected by ballot in the manner prescribed hereafter.

Section 3. Office-Holding Limitations. No Council member shall hold more than one office at a time.

Section 4. President. The President shall be elected to the Council by and from among the members of the Supportive Professional Staff. The President shall not, however, simultaneously serve as the elected representative of any of the divisions described in Article III, Section 2.

4.1. Eligibility, Nominations. Any member of the Supportive Professional Staff with an appointment of at least 50% time and at least nine (9) months' duration, excluding the president of the University, University vice presidents, and members of the Council of Academic Deans, is eligible for election as President of the Council. However, no one shall be eligible for election as President of the Council who has not served on the Council for a minimum of one year as either a representative or an alternate representative, within three years of being nominated as a candidate for the presidency. Nominations for President will be solicited by the Constitution and Elections Committee from members of the Supportive Professional Staff beginning no later than the first week of March in years evenly divisible by two.

4.2. Ballots, Time of Election, Term of Office. Ballots with the names of those nominees who have declared their interest in serving as President will be sent to all Supportive Professional Staff members eligible to vote. The election for President will be completed and the President named by April 30 in years evenly divisible by two. The President's term of office begins on July 1 and runs for two years or until a successor is elected.

4.3. Number of Votes for Election. To be elected President, a candidate must receive at least forty percent (40%) of all votes cast in the election. In the event that no single candidate receives

the necessary 40% of votes, a run-off election shall be held between the two candidates receiving the most votes to determine the election.

4.4. *Succession to Office.* In the event that the President is no longer able or willing to serve, the Vice President shall assume the duties of the President until such time as the Council elects a successor to complete the remainder of the term of office. Nominations to complete the President's term shall be solicited from the membership of the Supportive Professional Staff at the earliest possible opportunity following the vacancy, and election to the office shall be by a simple majority of the Council membership from among those candidates who have declared their interest in completing the term of office.

4.5. *Duties.* The Council President shall

- a. Preside at all Council meetings,
- b. Represent the Supportive Professional Staff as a voting member of the University Council, and as an *ex officio* (non-voting) member of the Faculty Senate,
- c. Serve on the University Advisory Committee and report to the Council in a timely manner the proceedings of this committee and of the Board of Trustees
- d. Ensure that the Council observes stated policies and procedures relating to the operation of the Council,
- e. Cast the deciding vote in the event of a tie,
- f. Develop and publish an agenda for all meetings of the Council at least two days in advance of the meeting date,
- g. Issue notices of all Council meetings, and
- h. Provide, in a timely manner, brief summaries of the business actually transacted at meetings of the University Council and the Faculty Senate to the Council for its notice and discussion.

Section 5. Vice President.

5.1. *Election, Term of Office.* The Vice President shall be elected by the members of the Council from among their number at the first meeting of each Council year. The Vice President takes office upon election and serves for one year or until a successor is elected.

5.2. *Vacancy in the Office.* In case of a vacancy in the position, the Council members shall elect a replacement from among their number to complete the remainder of the term of office.

5.3. *Duties.* The Vice President shall:

- a. Assume the duties of the President in the event that the President must be absent or, in case of a vacancy in the office, until a replacement may be elected;
- b. Serve as the President's alternate for meetings of the University Council and the Faculty Senate, and attend other meetings as designated by the President;
- c. Act as the Council's liaison with University committees on which members of the Supportive Professional Staff serve, when the representatives to those University committees are not themselves members of the Council. When representatives to University committees are also members of the Council, they shall carry out the following duties as part of their respective offices. Otherwise, the Vice President shall
 - i. Collect minutes of these committee meetings, for inclusion in Council records,
 - ii. Communicate with the Supportive Professional Staff representatives on these committees, and

- iii. Brief the Council on important issues arising from these committees and the business transacted by them
- d. Undertake all other duties deemed necessary and appropriate by the President of the Council.

Section 6. Secretary.

6.1. Election, Term of Office. The Secretary shall be elected by the members of the Council from among their number at the first meeting of the Council year. The Secretary takes office upon election and serves for one year or until a successor is elected.

6.2. Vacancy in the Office. In case of a vacancy in the position, the Council members shall elect a replacement from among their number to complete the remainder of the term of office.

6.3. Duties. The Secretary shall

- a. Maintain all records of the Council, including minutes and correspondence;
- b. Keep minutes of all meetings of the Council and distribute same in a timely manner to Council members for their approval prior to regularly scheduled meetings;
- c. Be responsible for the timely deposit in the University Archives of at least one copy of the minutes of each Council meeting and any other supporting documents as directed by the President or the Council as a whole;
- d. Keep a record of the attendance of members and alternates at each Council meeting. If a Council member or alternate notifies the Secretary that he/she is unable to be present, the Secretary shall record the absence as having been excused. The tally of members and alternates present, excused, and absent at each meeting of the Council shall be entered on the minutes of that meeting;
- e. Prepare correspondence for the Council and its business as directed and shall receive copies of any correspondence written on behalf of the Council by others for inclusion in the official records; and
- f. Undertake all other duties deemed necessary and appropriate by the President of the Council.

Section 7. Treasurer.

7.1. Election, Term of Office. The Treasurer shall be elected by the members of the Council from among their number at the first meeting of the Council year. The Treasurer takes office upon election and serves for one year or until a successor is elected.

7.2. Vacancy in the Office. In case of a vacancy in the position, the Council members shall elect a replacement from among their number to complete the remainder of the term of office.

7.3. Duties. The Treasurer shall

- a. Prepare a budget for the Council, in consultation with the Council, to be submitted as required to the appropriate University officer(s);
- b. Keep, receive, and disburse funds from the Council budget as directed by the Council and its officers and in accordance with applicable University regulations and procedures;
- c. Present a monthly statement of the Council budget to the Secretary for inclusion in the Council records; and
- e. Undertake all other duties deemed necessary and appropriate by the President of the Council.

Section 8. Committee Chairs.

In years in which there is an Administrative Aide for the SPS Council, the Chairs of the Standing *ad hoc* Committees and the Administrative Aide will meet to determine which duties the Administrative Aide will perform for each of the committees.

Article V: Meetings

Section 1. Council Year. The Council year shall begin on July 1 of each calendar year and shall end on the following June 30, inclusive.

Section 2. Regular Meetings. Regular meetings of the Council shall be held each calendar month. The day and time of all regular meetings shall be determined by the Council, or the Council's Executive Committee, after due consultation with the Council membership. The Council, or the Council's Executive Committee, may elect not to hold regular meetings during the summer months. A schedule of all regular meetings in a given Council year will be distributed to all Council members at the earliest possible opportunity after its completion; copies thereof shall be publicly posted, deposited in the University Archives, and sent to other interested University entities as required by relevant University policies and as directed by the Council or its Executive Committee.

Section 3. Special Meetings. The President or the Executive Committee may call special meetings of the Council, and such a meeting shall be called upon the written request of ten (10) Council representatives. The purpose of any special meeting shall be stated in the call of the meeting. Except in cases of emergency, at least three days' notice of any special meeting shall be given.

Section 4. Committee Meetings. All regular and *ad hoc* committees of the Council are subject to the call of their respective chairs or of the Council President.

Section 5. Quorum. A simple majority of the Council voting members shall constitute a quorum for the transaction of business by the Council.

Section 6. Voting. A member must be present in order to vote at meetings (regular or special) of the Council or any of its committees. No votes shall be cast at meetings of the Council or any of its committees by proxy or absentee ballot. A majority of the voting members present shall carry a motion, unless otherwise prescribed in this Constitution or by the parliamentary authority adopted by the Council. In the event of a tie, the Council President shall cast the deciding vote.

Section 7. Representatives. Representatives to the Council are entitled to both voice and vote on matters brought before the Council. Representatives may also bring new business before the Council as specified by the parliamentary authority adopted by the Council.

7.1 Representatives are expected to attend Council meetings regularly. Representatives who must be absent from a particular meeting shall notify the Secretary in a timely manner who will contact the alternate pool, starting first with alternates from the same division, to identify an alternate to vote in place of the absent representative.

7.2 If no alternate has been identified prior to the meeting by the representative, the Council Secretary shall designate an alternate at the start of the meeting to act and vote in place of the representative.

7.3 Representatives to the Council are required to serve on at least one of the regular committees of the Council and may serve on more than one committee (regular or *ad hoc*) if their duties permit.

Section 8. Alternate Representatives. Alternate representatives to the Council are encouraged to attend all regular and special meetings of the Council.

8.1 Alternate representatives are entitled to speak on matters coming before the Council and to bring new business before the Council as specified by the parliamentary authority adopted by the Council. Except as prescribed below, however, alternate representatives do not vote.

8.2 If a representative to the Council is absent from a meeting of the Council, then the alternate representative chosen as specified in Section 7, shall be entitled to vote at that meeting.

8.3 Alternate representatives to the Council are required to serve on at least one of the regular committees of the Council and may serve on more than one committee (regular or *ad hoc*) if their duties permit.

Section 9. Conflicts of Interest. Members of the Council and/or any of its committees shall recuse themselves from participating in any proceeding or item of business if they believe they may have a conflict of interest or are otherwise unable to render an impartial decision in such matters.

Article VI: The Executive Committee

Section 1. Composition. The Executive Committee of the Council shall consist of the elected officers of the Council, the second SPS representative to the University Council, the chair/s of all regular standing committees, and the SPS Personnel Advisor.

Section 2. Duties and Powers. The Executive Committee shall have general supervision of the affairs of the Council between its business meetings, make recommendations to the Council, and

perform such other duties as are specified in this Constitution. The Executive Committee shall be subject to the orders of the Council, and none of its acts shall conflict with action taken by the Council.

Section 3. Meetings. The Executive Committee meets at the direction and discretion of the Council President. Special meetings of the Committee shall be called upon the written request of three (3) members of the Committee.

Article VII: Committees

Section 1. University Council. The Council shall elect, at its regular meeting in May, or at a special meeting called for that purpose as detailed in Article V, Section 3, a second SPS voting representative to the University Council to serve on that body along with the Council President. This second representative shall serve for a term of one year or until a successor is elected, beginning on July 1. The person receiving the second-largest number of votes in the election for the second SPS representative's position shall be elected as the alternate for the second representative. If the second SPS representative or his/her alternate is not already a member of the Council, his/her duties shall include regular attendance at meetings of the Council.

Section 2. Other University Committees. Representatives to other University committees, boards, commissions, etc., shall be recommended or appointed, as appropriate, by the Council at its regular meeting in May, or at a special meeting called for that purpose as detailed in Article V, Section 3. Nominations and appointments shall be made by a simple majority vote of the Council after soliciting nominations and letters of interest from the membership of the Supportive Professional Staff. In the event of a midterm vacancy on such a committee or when SPS representation is requested on an *ad hoc* committee of the University, the Council President may, with the concurrence of the Council, appoint an SPS member to fill the vacancy for the remainder of the regular term or until the work of the *ad hoc* committee is completed.

Section 3. Committees of the Council. The following regular committees of the Council are established: Advocacy, Awards, Communications/Technology, Constitution and Elections, Events, SPS Dependent Scholarship Fund, SPS Professional Development, and SPS Regional Community Relations. Additional regular and *ad hoc* committees of the Council may be established, by the Council itself or by the President to serve as needed. With the concurrence of the Council, members of the Supportive Professional Staff who are not members of the Council may be appointed to serve on all Council committees.

3.1. Appointment to Council Committees, Terms of Office. At the first meeting of the Council year, all representatives and alternates will indicate to the President the committee(s) on which they wish to serve for that year. The President shall then make appointments to the regular committees, taking due consideration both for the preferences of appointees with regard to committee service and for the needs of the various committees and shall present a complete list of committee appointments to the Council at the second meeting of the year. Committee members' terms begin immediately and last for one year or until a successor is elected.

3.2. Committee Chairs. Each committee shall elect from among its members a chair of the committee and such other officers as it shall deem necessary to carry out its assigned functions.

The committee chairs take office upon their election by the committee and serve for one year or until their successor is elected.

3.3. *Ad Hoc Committees.* When the Council, or the Council President, decides that an *ad hoc* committee is necessary, its members shall be appointed, with the concurrence of the Council, after soliciting nominations or self-nominations from interested parties. The members of the *ad hoc* committee shall elect from among their number a chair and any other officers deemed necessary to carry out the functions assigned to the committee. The committee members and the duly elected chair shall serve until the completion of the duties assigned to them by the Council or the Council President. If a member of a standing *ad hoc* committee is unable to continue serving on the committee, a replacement may be appointed by the Council. Upon completing the task(s) assigned to it by the Council or the Council President, an *ad hoc* committee shall present a written report to the Council at its next regular meeting detailing the work done by the committee and its findings, if any. The committee will then dissolve.

Section 4. Awards Committee. The Awards Committee shall

- a. Solicit applications, evaluate candidates, announce recipients, and make the award each year of the Supportive Professional Staff Presidential Award for Excellence and the Gary Gray Award for Service to the SPS Council;
- b. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President.

Section 5. Communications/Technology Committee. The Communications/Technology Committee shall

- a. Utilize campus and other resources to promote the visibility of the Council. Such efforts include, but are not limited to, revising and updating the Council's web presence to keep SPS members informed about developments on matters of mutual concern; providing documents and other information about the Council, its meetings and procedures, elections, etc., including links to relevant University resources; and using the SPS mailing list to communicate with SPS members;
- b. Help maintain a current database of SPS employees and use it to update SPS mailing lists and other resources;
- c. Provide assistance to the Council and its members in the use of the various technologies available to them. This assistance includes, but is not necessarily limited to, ensuring that all Council representatives and alternates know how to use SPS mailing lists to communicate with their constituents and that the Secretary (or other designated responsible personnel) is enabled to update Council minutes, agendas, and other working documents on the Council's website;
- d. Assist the Constitution and Elections Committee in conducting SPS elections by maintaining or enhancing an electronic voting procedure;
- e. Assist other regular and ad hoc committees of the Council by investigating, developing, altering, or maintaining technological solutions or procedures (such as online surveys, self-reporting tools, etc.);
- f. Suggest electronic options to the Council when appropriate technologies exist to

assist with any aspect of the communication or distribution of appropriate information; and

- g. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President.

Section 6. Constitution and Elections Committee. The Constitution and Elections Committee shall:

- a. Administer and supervise all elections for the Council, for the President of the Council, and for all other offices the Council determines to require an election;
- b. Solicit and obtain approval of nominees to be placed on the ballot and make final rulings on the eligibility of members of the Supportive Professional Staff as candidates for Council elections and all other election matters not specifically covered in this Constitution;
- c. At least two months prior to the election, in years evenly divisible by two, review the ratio of Supportive Professional Staff members in each Council division to the total number of Supportive Professional Staff members and recommend to the Council an adjustment of the distribution of representation, if in the opinion of the Elections Committee such adjustment is either necessary or desirable;
- d. Administer and supervise all referenda requiring a vote by members of the Supportive Professional Staff;
- e. Prepare amendments and revisions to this Constitution for subsequent consideration by the appropriate bodies. In carrying out this task, the committee may act either on its own motion as it deems necessary or at the direction of the Council; and
- f. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President.

Section 7. Events Committee. The Events Committee shall

- a. Coordinate, plan, facilitate, and evaluate special events sponsored by the Council as directed by the Council and/or the President,
- b. Assist the Council in determining the advisability or necessity of such events and in identifying and securing appropriate venues for such events,
- c. Prepare budgets for such events, and
- d. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President.

The Events Committee may, at its discretion, recruit additional auxiliary members to assist the regular members of the committee in staffing and supervising special events on behalf of the Council.

Section 8: SPS Professional Development Committee. The SPS Professional Development Committee shall include the current ad hoc Leadership Workshops Initiative Committee.

The committee shall be tasked with identifying professional development opportunities for SPS employees and developing professional development opportunities for SPS employees such as

those presented by the Leadership Workshop Initiative. Duties will also include educating university on importance of SPS staff distinction and what it means to be an NIU SPS employee.

- a. Coordinate, plan, facilitate, and evaluate special events sponsored by the Council as directed by the Council and/or the President,
- b. Assist the Council in determining the advisability or necessity of such events and in identifying and securing appropriate venues for such events, and
- c. Prepare budgets for such events, as necessary.

Section 9: SPS Regional Community Relations Committee. The SPS Regional Community Relations Committee's duties shall

- a. Identify ways in which SPS staff can interact with the regional community to advance NIU mission,
- b. Research and communicate all SPS led events that are reaching out to our regional area, NIU regional media mentions (positive or negative), and
- c. Identify community organizations or events that should have a presence from NIU SPS employees through either attendance or partnering.

Section 10. SPS Scholarship Fund Committee. The SPS Scholarship Fund Committee will be composed of at least the following: three (3) SPS Council members, one (1) SPS Retiree – selected from the NIU Annuitants Association, and one (1) additional SPS or Operating Staff member not on Council. At least one committee member should be from the Financial Aid and Scholarship Office. The Chair will be one of the three (3) SPS Council members and will be elected by the committee each year. The Committee shall:

- a. Review guidelines and selection processes to ensure best practices (e.g. creating or approving rubric for review) are followed,
- b. Participate in letter writing campaigns,
- c. Send thank you notes to donors,
- d. Advertise the scholarship,
- e. Review applications,
- f. Determine recipient(s) of the scholarship,
- g. Notify recipient(s) and applicant(s) of the decision,
- h. Recognize recipient(s) during the SPS Awards Ceremony,
- i. Chair will liaison with the Financial Aid and Scholarship Office to monitor the scholarship budget and share with committee and Council, and
- j. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President.

Any applicant, nominee, or committee member must disclose a conflict of interest, which will be addressed by the committee. The committee may defer consideration of the matter to the SPS Council Executive Committee.

Section 11. Advocacy Committee. The Advocacy Committee will be composed of the President *ex officio* and such other members as may be needed to carry out its duties. The Committee shall

- a. Define workplace issues critical to members of the SPS by eliciting concerns and feedback from the SPS as a whole;
- b. Research and report to the Council on these issues or issues developed by the Council, the President, and/or the Executive Committee;
- c. Facilitate actions that will assist SPS members to be more effective in the performance of their duties and that will enhance the political, cultural, economic, and motivational climate in the SPS workplace;
- d. Maintain contact with the University's legislative liaison staff to facilitate the sharing of information on matters of interest and concern and to communicate those matters to the Council for appropriate action;
- e. Maintain contact with relevant local, state, and regional organizations to facilitate the sharing of information on matters of interest or concern and to communicate those matters to the Council for appropriate action;
- f. Maintain contact with members of the professional staff and their representative bodies at other Illinois public universities to facilitate the sharing of information on matters of interest or concern at a state level;
- g. Assist the Council in researching and framing legislative issues of concern and to communicate to the Council regarding such issues when they arise; and
- h. Perform other duties, not inconsistent with this Constitution, as requested by the Council and/or the President.

Article VIII: Parliamentary Authority

Section 1. Authority. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Council may adopt.

Section 2. Rule Interpretations. If there is a question regarding which rule of procedure to apply or whether a particular rule applies in a given instance, the Council officers or any member of the Council may seek an interpretation from the Council's parliamentarian, if such a person has been designated, or from the parliamentarian of the Faculty Senate or other appropriate University official.

Article IX: Amendments, Ratification

Section 1. Procedures. This Constitution may be amended at any regular meeting of the Council by a two-thirds vote, provided that either notice has been given in the call of the meeting that such an amendment is pending, together with a copy of the proposed amendment, or that the amendment has been previously submitted to the Council in writing at one of its regular meetings.

Section 2. Eligibility for Presenting Amendments. Any member of the Supportive Professional Staff, even if he or she is not a member of the Council, may propose an amendment to this Constitution by presenting it, in writing, to the President and/or the Secretary of the Council. The Secretary shall include the proposed amendment as an agenda item at the next regularly scheduled meeting of the Council and shall inform all members of the Council of the proposed amendment in advance by providing them with a copy of the proposal.

Section 3. Ratification. This Constitution shall become effective upon a favorable vote by two-thirds of the members of the Supportive Professional Staff voting in a duly constituted referendum as specified above.