

BYLAWS
OF THE
COUNCIL OF PROFESSIONAL EMPLOYEES
of
IDAHO STATE UNIVERSITY

Article I –NAME

Section 1: The name of this organization shall be: The Council of Professional Employees (COPE) of Idaho State University.

Section 2: Definitions.

- A. “The Council” shall refer to the general membership of the COPE organization. Additional references may include “the membership” or “the association.”
- B. “The Board” shall refer to the COPE members elected to represent the general COPE membership.
- C. “Staff Council” shall refer to the individuals from COPE and CEC representing their respective organizations on the President’s Cabinet.

Article II – PURPOSE

Section 1: General Function. The COPE Board is an elected body that represents the

interests of the professional employees by working with other components of Idaho State University for the improvement of personnel management, morale, work environment, and productivity.

Section 2: Specific Functions.

- A. To provide leadership to professional employees in the promotion and development of programs, policies, and procedures which enhance Idaho State University in the pursuit of its mission.
- B. To promote an active role for the professional employees in the University governance structure.
- C. To study and make recommendations concerning the establishing, interpreting, and publicizing of the University's operating policies and procedures affecting professional employees.
- D. To make recommendations on behalf of the professional employees in policy matters pertaining to personal and professional welfare.
- E. To study problems and/or potential problems of professional employees and to cooperate with the Faculty Senate and the Classified Employees Council in the formulation of joint recommendations concerning the solution of problems common to faculty, classified and professional employees.
- F. To provide representatives to serve on the Staff Council, which advises the University President regarding matters affecting or involving COPE membership.

- G. To form committees, as required, to study special or continuing problems and report to the Board.
- H. To recognize and honor professional employees for their service to Idaho State University.

Article III - CONSTITUENCY AND MEMBERSHIP

Section 1A: Membership in the association shall be all professional personnel who are filling an administrative-professional position, half time or more and are exempt from:

- A. personnel policies of the Idaho Personnel Commission (non-classified)
- B. governance by faculty personnel policies and stipulations (non-faculty)

Section 1B: Personnel serving in the following positions shall be exempt from membership in this Association:

- A. University President
- B. University Vice Presidents

Section 2: A membership roster shall be maintained by the secretary of the association.

Section 3: A person ceases to be a member of the association upon termination of employment.

Section 4: Representation on the Board shall be based on distribution of professional employees in the groups identified below:

1-50 Members = One Representative

51-100 Members = Two Representatives

101-150 Members = Three Representatives

151+ Members = Four Representatives

A. Group I - Instruction - Academic Support

1. Graduate School, Office of Research, Sponsored Programs, University Library, Idaho Museum of Natural History, Experiential Learning Assessment, Continuing Education and Conferences, Institutional Research, Registration and Records, Financial Aid, Scholarship, University Programs - Idaho Falls, University Programs- Twin Falls, University Programs – Boise, Academic Support and University Summer Programs, Academic Advising, Native American Academic Services, Enrollment Management, Admissions, Recruitment, Information Technology Services, Information Security and Operating Systems, Enterprise Applications, Networking and Telecommunications, Educational Technology Services, Center for Teaching and Learning, College of Technology.

B. Group II - Student Services

1. Campus Recreation, Career Services, ADA & Disability Resource Center, Early Learning Center, Counseling and Testing Center, International Student Services, Student Health Center, Student Unions and Involvement, TRiO Student Services, University Housing, Public Safety, Maintenance and Operations, Shops, Transportation Services, Facilities Services, Campus Planning, Energy Conservation, Anderson Gender Resource Center.
- C. Group III - Financial Services
1. Controller, Budget, Grants Accounting, Mail Center, Business and Technology Center, College of Technology Fiscal Officer, Facilities Services Fiscal Officer, Athletics Fiscal Officer, ASISU Fiscal Officer, Internal Auditor, Human Resources, Purchasing Services, Stores/Central Receiving.
- D. Group IV - Auxiliary Enterprises and Institutional Support
1. University Relations, Development/ISU Foundation, Alumni Relations, Government Relations, Event Services, Athletics, Holt Arena, General Counsel, Risk Management, Affirmative Action, Records Management.

Before each annual election, the total number of employees within each group will be evaluated to determine how many need to be on the Board from that given area.

Article IV- AMENDMENTS OF BYLAWS

Section 1 Amendment proposals. An amendment may be proposed by the Board or by a majority vote of those present in a regular or special meeting of COPE. Members of COPE wishing to propose an amendment may do so by submitting a proposed amendment to the Board through their constituent group representative. Proposed amendments shall be posted or distributed among the membership by any commonly employed methods of communication, including but not limited to, posted mail, electronic mail, online survey or other means, for a period of no less than seven calendar days.

Section 2: Ratification. Any material change to the bylaws may be amended by a majority of the COPE voting membership. Voting may be by any commonly employed methods of communication, including but not limited to, posted mail, electronic mail, online survey or other means. Results of the vote shall be posted or distributed among the membership by similar means in a timely fashion. These bylaws and amendments thereto are subject to review and approval by the President of Idaho State University.

Article V - OFFICERS AND THEIR DUTIES

Section 1: Officers. The Board shall elect two officers, Chair and Vice Chair, at the first regular meeting following each election. The term of office will be for one year. Only continuing Board members or newly-elected Board

members will be eligible to vote for the Chair and Vice Chair. Only those persons who have served on the Board for at least one (1) year shall be eligible for election to the office of Chair. If such a qualified Board member is not available or is unwilling to serve as Chair, this requirement may be waived. The Vice Chair may be elected from the newly-elected Board members.

Section 2: Duties of the Chair. The Chair shall:

- A. Appoint a Secretary, subject to the approval of the Board.
- B. Appoint a Treasurer, subject to the approval of the Board.
- C. Appoint a Historian, subject to the approval of the Board.
- D. Preside at all meetings of the Board or Council.
- E. With the approval of the Board, appoint required subcommittees.
- F. Maintain lines of communication between the Staff Council, the University President, the faculty, and classified employees.
- G. With the approval of the Board, nominate representatives to University-level standing committees, where appropriate.
- H. Perform all other duties pertaining to the office of Chair.

Section 3: Duties of the Vice Chair. The Vice Chair shall:

- A. Assume the duties and responsibilities of the Chair in the event of absence or disability.
- B. Carry out responsibilities pertaining to election proceedings as outlined in these bylaws.
- C. Perform such other duties as may be assigned by the Chair or Board.

Section 4: Duties of the Secretary. The Secretary shall:

- A. Maintain an accurate record of all meetings of the Board.
- B. Submit news articles to employee newsletter.
- C. Prepare reports of recommendations for presentation at the request of the Chair.
- D. Maintain membership roster and be responsible for all mailings.
- E. Work with the Chair and Board on the COPE newsletter.
- F. Work with the Historian and others to ensure relevant information is provided to the COPE Web site.

Section 5: Duties of the Treasurer. The Treasurer shall:

- A. Maintain accurate fiscal records for COPE.
- B. Complete purchase orders as needed.
- C. Check quarterly to confirm employees who receive professional development scholarships complete write-ups on the benefits to them and their departments.

Section 6: Duties of the Historian. The Historian shall:

- A. Be responsible for taking pictures and documenting COPE functions.
- B. Document past and current history of COPE.
- C. Be responsible for distributing COPE information to new members and explaining the purpose of the organization.
- D. Help maintain the COPE Web site and any other archiving or communication on behalf of COPE and its membership.
- E. Honor a past COPE member at the annual luncheon.

- F. Work with the Vice Chair to contact alumni to invite as special guests to the annual luncheon.

Section 7: Staff Council. Through a majority vote, the COPE Board shall appoint, in alternating appointments, a representative to the Staff Council Executive Committee. This individual must be a current member of the COPE Board and may:

- A. Have served, or currently be serving, as an officer of COPE, including but not limited to Chair, Vice Chair, Secretary, Treasurer, or Historian;
- B. Serve as President-elect and then President of the Staff Council.
- C. Upon completion of a term of President of Staff Council, serve as the Past President of Staff Council.
- D. Attend COPE Board meetings as a non-voting member. In the event of a tie vote, the Staff Council representative may cast a tie-breaking vote.
- E. Attend Classified Employees Council (CEC) meetings as a non-voting member.
- F. Comply with the bylaws and other governing directions of the Staff Council.
- G. Perform any other functions, as directed by the University President or the Staff Council, as they relate to representing COPE in matters of concern to the University or to COPE's membership.

Article VI – ELECTIONS

Section 1: Term of Office. Board members shall be elected for a three- (3) year term. To provide continued membership on the Board, approximately one-third (1/3) of the membership positions shall be filled each year. At no time may all members of the same group serve the same term.

Section 2: Elections. The Vice Chair of the Board shall annually, no later than the last day of February, appoint an elections committee from the Board membership. Prior to elections, the elections committee shall call for nominations from the membership-at-large. The call for nominations shall be publicized throughout campus media at least twice by the last day of March.

Nominations must be submitted to a COPE Board member. The nominee and nominator must be from the same group. Names of nominees shall be published throughout campus media at least once by the last day of April. Voting shall be by constituent group.

The COPE Board shall: (1) Confirm the eligibility and availability of each nominee; (2) Prepare and distribute ballots, ensuring that each eligible staff employee has an opportunity to vote; (3) Collect and count the ballots; (4) Report the election results.

Election shall be by simple majority of the members voting.

Elections shall take place prior to the annual COPE luncheon.

Section 3: Certification. Prior to the annual luncheon, the election results shall be certified. Those elected shall be seated as Board members at the first regular meeting in May.

Article VII - VACANCIES

Section 1: Vacancies that need not be filled. Vacancies occurring less than 60 days before May 1 need not be filled before the regular elections.

Section 2: Appointment to vacancies. When possible, vacancies shall be filled by appointment of the candidate who, at the most recent election for the position vacated, had the second highest number of votes. If the vacancy cannot be filled in this way, the Chair shall appoint, subject to Board approval, a person from the same constituent group to complete the unexpired term. A person appointed to serve less than half a full term shall be eligible for election to the succeeding term.

Section 3: Vacancies due to unexcused absence. A vacancy may occur when a member of the Board, unless excused by the Chair, is absent from three consecutive and properly-called meetings.

Section 4: Replacement of officers. In the event of a vacancy in the office of Chair, the Vice-Chair may assume that office. In the event of a vacancy in the office of Vice-Chair, or if the Vice Chair refuses the office of Chair, the Board may elect a replacement.

Article VIII - BOARD MEETINGS

- Section 1: Regular meetings. Meetings of the Board shall be held monthly during the regular school year, preferably at a time and place to be designated at the first meeting each year.
- Section 2: Special meetings. The Chair may call a special meeting at any time. Notice of a special meeting may be oral and must be given at least twenty-four (24) hours prior to the meeting. Each Board member shall be notified, either orally or in writing, of the meeting and informed of its purpose. Special meetings will be restricted to the stated purpose for which they are called. Special meetings may be conducted in person, via electronic mail, or teleconference.
- Section 3: Quorum. A quorum shall consist of not less than half plus one of the voting members of the Board.
- Section 4: Agenda. The Chair shall be responsible for the preparation of the agenda, and it shall be distributed to the Board members preferably no later than 48 hours prior to each meeting.
- Section 5: Record of attendance. The minutes of each meeting shall show the names of Board members present, those excused, and those unexcused.
- Section 6: Open meetings. The open meeting laws of the state of Idaho will be observed.

Article IX - MEETINGS OF COPE

Section 1: Regular meetings. There shall be at least one open meeting held each semester of the regular school year for the purpose of conveying information, receiving constructive suggestions, and conducting other relevant business. Notification of an open regular meeting shall appear in the campus media at least one week before a meeting. The Chair shall preside over these meetings.

Section 2: Special meetings. Special meetings of COPE may be called by: 1) any member of the Board, subject to approval by a majority of the Board; 2) the Chair; or 3) the Chair following a written request of at least twenty-five (25) members of COPE. Notification of the special meeting and its purpose shall be publicized at least seven calendar days before the meeting. The Chair shall preside at these meetings.

Article X - PARLIAMENTARY AUTHORITY

Section 1: General. "Roberts Rules of Order," in its most recently revised version, shall govern all meetings of the Board and of COPE in all cases to which they are applicable and in which they are not in conflict with these bylaws or with any other rules that are adopted by the Board or COPE for the conduct of their meetings.