

# Bylaws of Classified and Academic Professional Staff Council



**VCU** College of Humanities  
and Sciences

## I. Name & Governance

- a. The name of this organization is The Classified and Academic Professional Staff Council for the College of Humanities and Sciences. It may be referred to in this document as “CAPS Council.”
- b. The Dean of the College of Humanities and Sciences may be referred to as “the Dean.”
- c. CAPS Council, as a secondary unit of the College of Humanities and Sciences, derives its power from the Dean’s Office and the collective classified staff and university & academic professionals of the College of Humanities and Sciences.
- d. The CAPS Council establishes its agenda through the voice and intentions of the Staff, defined in Article III.B

## II. Purpose

- a. To accept and share responsibility with the administration, faculty, and students to attain the stated goals of the College and University.
- b. To serve as a representative body for the Staff of the College, ensuring equal representation as defined by the University.
- c. To act in an advisory capacity to College administration.
- d. To appoint or recommend Staff representatives to College and University committees as appropriate.
- e. To provide a forum for the exchange of information between the Staff and other College and University groups.
- f. To provide referrals for individual concerns and problems to appropriate College and University resources.

## III. Membership

- a. CAPS Council shall consist of a maximum of thirty (30) members and a minimum of nine (9) members.
- b. Any person who is Classified Staff or University and Academic Professional in the College of Humanities and Sciences is eligible for CAPS Council Membership and may be referred to as “staff” in this document
  1. Senior Level Administration and Leadership are not eligible.
- c. The Dean’s office shall appoint one person to serve as an ex officio member without voting privileges.
- d. CAPS Council Members shall
  1. attend at least 75% of regularly scheduled CAPS Council meetings in a fiscal year.
    - i. The Executive Committee may, by majority vote, excuse a member’s absence due to extenuating or emergent conditions. If excused in such a way, the member shall be counted as present only for the purpose of continuing membership eligibility.
    - ii. If a member of the Executive Committee is absent from a regularly scheduled CAPS Council meeting, that member may not participate in any vote to excuse said absence and the remaining members of Executive Committee may only excuse the absence by unanimous vote.
  2. serve a minimum of one year on CAPS Council, defined as July 1<sup>st</sup> through June 30<sup>th</sup> of the following year except by the provisions of Article III.f.
  3. keep the secretary informed of their contact information, other committee appointments, and campus box address.
  4. be allowed to serve an indefinite number of consecutive terms without reappointment by the CAPS Council so long as the member fulfills their duties as defined herein and remains eligible for membership.

5. vote or abstain from voting on matters brought before the CAPS Council.
  6. serve on College, University, and CAPS Council Committees as appointed or on a volunteer basis.
  7. effectively represent their constituents to CAPS Council and represent matters of CAPS Council to their constituents.
  8. not be excluded from or made ineligible for membership with other university groups as a result of CAPS Council membership.
- e. Should a member be absent from council for an extended period, that member may send an alternate to stand in for the member at a meeting with the approval of the President.
1. Any alternate must be eligible for CAPS Council membership.
- f. Job transfers or reclassifications shall affect membership as follows.
1. A transfer or reclassification of a member that does not alter that member's eligibility for membership shall not affect that member's unexpired term on CAPS Council.
  2. If a member undergoes a transfer or reclassification and believes they can no longer adequately represent their constituents, that member has the option to resign from CAPS Council without finishing their term.
  3. If a transfer or reclassification makes a member ineligible for membership on CAPS Council, that member will no longer be permitted to serve on CAPS Council.

#### IV. Officers

- a. The officers of CAPS Council shall consist of President, Vice President, Treasurer and Secretary. They shall have the authority to carry out their duties defined in this article.
- b. The duties of the President shall be:
  1. Preside over all meetings of CAPS Council
  2. Preside over executive committee as defined in Article VI.a.1.
  3. Call special meetings as needed
  4. Review, revise, and approve the CAPS Council organizational chart
  5. Prepare an agenda for each meeting
  6. Appoint members and chairs of all ad hoc committees
  7. Perform other such duties associated with this office
- c. The duties of the Vice President shall be:
  1. Preside in the absence of the President
  2. Serve as the principal assistant to the President
  3. Complete any term vacated by the President
  4. Prepare an annual report on the activities of CAPS Council for distribution to the Dean and all staff prior to the end of the fiscal year.
  5. Ensure that the CAPS Council and its members adhere to the bylaws
  6. Track attendance of CAPS Council members and notify them if they are reaching their maximum number of missed meetings as defined in article III.d.1.
  7. Perform other such duties associated with this office
- d. The duties of the Treasurer shall be:
  1. Maintain fiscal records of CAPS Council
  2. Make authorized disbursement of funds
  3. Make quarterly financial reports of expenditures to the Executive Committee
  4. Manage any budget awarded to CAPS Council
  5. Perform other such duties associated with this office
- e. The duties of the Secretary shall be:
  1. Record attendance and determine whether a quorum is present
  2. Record minutes of all CAPS Council meetings and maintain them as permanent records
  3. Receive and maintain copies of minutes for all committee meetings as permanent records
  4. Receive and maintain copies of annual reports as permanent records

5. Distribute recorded minutes of CAPS Council to each member prior to the next regular meeting
  6. Distribute copies of agendas to members at least 24 hours prior to the applicable meeting
  7. Maintain roster information of CAPS Council
  8. Perform other such duties associated with this office
- f. The terms of officers shall be governed as follows.
1. Each officer shall serve for at least one year, defined as July 1<sup>st</sup> through June 30<sup>th</sup> of the following year.
  2. An officer may serve an indefinite number of terms but must be elected for each term that they serve.

## V. Elections and Nominations

- a. The process of appointing new CAPS Council members shall begin no later than 60 days prior to the beginning of a new year-long term.
1. The Executive Committee shall identify the number of vacancies to be filled in the coming term.
  2. The Executive Committee shall solicit nominations for new members from all individuals eligible for membership until enough nominations are received that would fill the identified vacancies or until the Executive Committee determines that a good faith effort to fill all vacancies has been made.
  3. Current CAPS Council members shall be given a list of nominees as part of the agenda.
  4. The president shall call for a vote on each nominee
  5. Should CAPS Council vote not to appoint a nominee or the nominee declines the appointment, the Executive Committee shall repeat this process until there are no remaining vacancies or until the Executive Committee determines that a good faith effort to fill all vacancies has been made.
- b. The process of appointing new CAPS Council officers shall begin no later than 90 days prior to the beginning of a new year-long term. No appointment shall be valid that is not made through the following process.
1. An ad hoc committee shall be established, consisting of at least two council members who will not seek to serve on the Executive Committee in the coming term. Members of this committee are appointed by majority vote of CAPS Council. This committee shall coordinate and carry out the executive nomination and election process. Once each position has an appointment for the next year-long term, this committee is dissolved.
  2. The committee will solicit nominations, including self-nominations, from current CAPS Council members for each of the four officer positions. A nominee must accept a nomination in order to be placed on a ballot. A member may not accept more than one nomination. Should no nominations be accepted for a given position, the committee will continue to solicit nominations for this position.
  3. The committee will present the ballot of accepted nominations for each officer position to the council at the next CAPS Council meeting.
  4. Each nominee shall be afforded the opportunity to speak on their own behalf prior to any election. Members shall not have the opportunity to speak on behalf of other nominees during a CAPS Council meeting.
  5. Following the closure of the meeting where nominees are presented, the committee will conduct a confidential vote of council members.
  6. The committee will present the results to the entire CAPS Council within one (1) business day of the conclusion of the vote.
  7. The committee shall confer with the Dean's representative regarding any outcome where a majority of the CAPS Council has not appointed an officer for each position.

## VI. Committees

- a. Standing Committees are established by amendment to the bylaws and are defined in this section. They are convened indefinitely. If members are not appointed directly in the bylaws, they are appointed by majority vote of the Executive Committee.
  1. Executive Committee of CAPS Council shall:
    - i. be comprised of the current President, Vice President, Treasurer, and Secretary.
    - ii. Evaluate issues brought forth from within the council and from other sources to be placed on the agenda for the next regular meeting.
    - iii. Act on behalf of CAPS Council between regular meetings. All such actions shall be reported to CAPS Council at the next regular meeting.
    - iv. Address proposed changes to the regular meeting schedule with CAPS Council's input and majority vote.
    - v. Act as liaison between the Dean of the College of Humanities and Sciences and CAPS Council.
    - vi. Approve disbursement of funds by the Treasurer.
    - vii. Perform other such duties associated with this committee.
  2. New Staff Coaching Committee shall:
    - i. be comprised of a minimum of three current members of CAPS Council who will serve a minimum of one, single-year term concurrent with their council membership.
    - ii. coordinate with appropriate HR personnel within the University and the College to obtain and maintain an accurate list of new persons hired to staff positions in the College.
    - iii. welcome new persons hired to staff positions in the College.
    - iv. obtain and maintain a list of specific job competencies from each CAPS Council member
    - v. facilitate contact between new persons hired to staff positions in the College and CAPS Council members able to assist those persons in their job competencies.
    - vi. submit quarterly reports to the Vice President on the activities of the committee.
- b. Ad Hoc committees are established by motion and majority vote as defined in Article VII to carry out a specific purpose or task.
  1. An Ad Hoc committee is dissolved by majority vote of council or when the committee has successfully carried out its mission.
  2. An Ad Hoc committee is afforded the authority to carry out its defined purpose or task through consensus of its members.
  3. The chair of the ad hoc committee shall preside over all committee meetings, maintain & report minutes of each meeting, provide recommendations to CAPS Council on behalf of the committee, and submit quarterly reports to the Vice President.
- c. The Executive Committee can recommend the appointment of any staff member to College and University committees.
- d. When a CAPS Council Officer is appointed to a College or University committee by virtue of their office, that officer may designate a CAPS Council member to serve on said committee instead with the consent of that member, unless expressly disallowed by the parameters of the appointment.

## VII. Meetings

- a. CAPS Council shall hold at least four (4) meetings per fiscal year at regular intervals. These shall be referred to as regular meetings.
- b. In addition to the regular meetings, the President may call special meetings to discuss specific emergent topics. Special meetings are subject to quorum requirements.
- c. Quorum shall be the minimum number of council members who must be present at a meeting for the proceedings to be valid. Quorum shall be 50% of the council's total voting membership plus one (1) voting member.
- d. Agenda and Minutes

1. Each regular meeting shall have an agenda assembled containing the following items:
    - i. Continuing business that was not resolved at the previous meeting
    - ii. Specific topics that were submitted to the President at least 3 working days prior to the scheduled meeting or that the President has elected to place on the agenda
    - iii. New business not already on the agenda as time allows
  2. The Secretary shall record minutes at all regular and special meetings.
- e. Motions
1. A motion is any recommendation that the council or its members take a certain action. If passed, and not in violation of the bylaws, a motion shall compel such action.
  2. Any voting member present at the meeting may make a motion. A motion may follow any report or discussion, or it may introduce new business.
  3. After a motion is made, a different voting member must second the motion in order for the council to discuss it. If a motion is not seconded, it is immediately defeated.
  4. Once seconded, the motion is now on the table for discussion. At this time, each voting member may have at least one opportunity to speak regarding the motion. The President shall give the floor to each member who wishes to speak who has not already spoken. The President may, at their own discretion, recognize members to speak more than once. During discussion, no member may put forth any new motion.
  5. A motion is tabled either by majority vote of the council, or when discussion has ceased while quorum is not established.
  6. Once discussion has ceased and a quorum is established, the President shall call for a vote on the motion. If a majority of the council members vote in favor of the motion, the motion is passed. The motion is defeated if there is not a simple majority in favor of the motion.
  7. If a motion is passed or defeated, a new motion on the same topic may not be made during the same meeting. The President shall find any such motion to be improper and will not recognize it.

## VIII. Voting

1. Simple Majority Vote
  - i. Any vote referenced in the bylaws is considered a simple majority vote unless otherwise specified.
  - ii. In a simple majority vote, the vote is in favor of the given proposition if at least 50% of the present voting membership plus one (1) member votes in favor.
2.  $\frac{2}{3}$  Majority Vote
  - i. A  $\frac{2}{3}$  majority vote shall only be required for disciplinary actions, and where otherwise specified in the bylaws.
  - ii. In a  $\frac{2}{3}$  majority vote, the vote is in favor of the given proposition if at least two of every three voting members present vote in favor.
3. Confidential Voting
  - i. Any vote may be deemed a confidential vote by the President if the vote is of a sensitive nature.
  - ii. All votes regarding the election of CAPS Council officers shall be performed as a confidential vote.
  - iii. A confidential vote shall be coordinated such that no other members may know how a given member has voted.
  - iv. Except for elections and nominations, confidential voting shall be coordinated by the Executive Committee.

## IX. Amendments

- a. The approval process of amendments to the bylaws shall be as follows:

1. Any member of the College staff may propose an amendment to the Executive Committee to be placed on the agenda for the next regular meeting.
  2. The amendment shall be discussed at the next regular meeting as part of its agenda.
  3. A member may make a motion to accept this amendment pursuant to Article VII.e. This motion shall be passed only by  $\frac{2}{3}$  majority vote. The Dean's representative shall be included in this vote.
  4. If the motion is passed by CAPS Council by a simple majority but by less than a  $\frac{2}{3}$  majority, the Executive Committee shall coordinate a vote amongst the entire staff of the College. The staff shall have a minimum of 5 working days to vote on the proposed amendment. At this time, the Executive Committee shall make the proposed amendment publicly available.
  5. If the amendment is passed by a  $\frac{2}{3}$  majority pursuant to Article VIII.a.3 or pursuant to Article VIII.a.4, the bylaws shall be changed to incorporate the proposed amendment no later than five (5) business days after the close of the vote. CAPS Council shall be bound by the new bylaws at this time.
  6. A summary of the amendment shall be included in this article once passed, including the date it was passed and the affected article(s).
- b. Amendment I, passed June 20, 2018
1. Article III.d.1 was amended to include sub articles i and ii allowing the Executive Committee to excuse absences under certain circumstances.
  2. Article III.d.2 states that it is superseded by Article III.f as applicable.
  3. Articles V.a.2 and V.a.5 allow for Executive Committee to cease attempts to fill vacant membership positions when a good faith effort has been made.
  4. Added Article VI.2 which details the New Staff Coaching and Onboarding Committee.
  5. Added Article VI.d which allows Officers to designate other members to serve on ex officio committee appointments in their place.
  6. Article VIII.a.4 is changed to only require a full College staff vote if Staff Council fails to reach a  $\frac{2}{3}$  majority on an amendment but does reach a simple majority. Article VIII.a.5 also reflects this change.
  7. Article IX is updated to reflect the actual course of ratification as approved by the Dean's Office.
- c. Amendment II, passed February 10, 2020
1. The name of the organization, Article I.a, was changed to "Classified and Academic Professional Staff Council" with "CAPS Council" as its allowable shorthand name. References to "Staff Council" were altered throughout the document to instead refer to CAPS Council.
  2. Articles IX.a, IX.b, and X, detailing historical action only, were not amended to reflect this name change.
- d. Amendment III, passed March 16, 2021
1. The maximum size of membership was increased from twenty (20) members to thirty (30) members, Article III.a. The minimum number of members was not changed.

## X. Ratification

- a. These bylaws shall be ratified by a  $\frac{2}{3}$  vote of the Staff Council of the College of Humanities and Sciences and approval by the Dean's Office.
- b. The Staff Council, at the time of ratification who shall have the collective authority to ratify these bylaws, shall be comprised of:
  1. Michelle Carpenter, Eli Christman, Wanda Clary, Hayley Darwin, Cyndi Finefrock, Jeannie Friedrich, Lucy Hudson, Patrick Hurley, Amie Knapp, Ron Lloyd, Corey Martin, Will Moran, Monique Morton, Kathleen Murphy, Dae Newman, Ginny Schmitz, Pamela Williams
- c. Once ratified, these bylaws shall be in full effect and shall govern the Staff Council of the College of Humanities and Sciences as of July 1, 2017.