

Bylaws of the Non-Exempt Council

as adopted on December 4, 2024

I. PURPOSE

The Council functions in the interest of Trinity College Administrative Staff employees on the bi-weekly payroll. The Council serves as a liaison between the Administration of the College and Administrative Staff, and makes recommendations designed to strengthen and improve communications, the working environment, and the Trinity community. On behalf of Administrative Staff, the Council brings forward concerns, issues and ideas to the attention of the appropriate College Administrators via the Senior Administrative Liaison as appointed by the President of the College. The goal of the committee is to represent as many areas of the College as possible.

II. MEMBERSHIP

Membership on the Council is open to any regularly-scheduled administrative staff member in good standing on the bi-weekly payroll, including part-time employees, not represented by another organization or by a collective bargaining unit, who has completed at least six (6) months of employment. The Council will consist of at least five (5), but no more than twelve (12) members. Three (3) members constitute a quorum. Each member has one vote. Each member serves a two-year term. The Council may vote to extend the term of an officer to a third year. Service on the Council is voluntary and carries no monetary compensation.

III. MEETINGS

Meetings are held up to twice each month (August-June) during regular business hours, and are open to all non-exempt staff. Council members are expected to attend all meetings. All sessions will be held in person, but to accommodate everyone, they will also be streamed via Zoom for all non-exempt staff unable to attend in person. The first meeting is to take place during the first week of the month (except in August), and the second meeting is to take place during the third week of the month (except in June). All meetings will be scheduled to last one hour. The first meeting of the month is held to discuss Council business. The second meeting of the month is held to discuss relevant information from the various campus committees the Council members sit on. Exceptions include:

- A. The first meeting in August (held on the third week of August) will be held to prepare for the new academic year.
- B. The June meeting (held on the first week of June) will consist of a welcome and introduction of the Council to new members.

The Council will follow accepted College policies and procedures and consult with the Senior Administrative Liaison before making any recommendations. If proposed changes in College policy or procedures are involved, the Senior Administrative Liaison will bring them to the President's Cabinet for review. In some exceptional circumstances, the Council may choose to go into executive session without the presence of the Senior Administrative Liaison. A report of the substance of this meeting will be promptly provided to the Senior Administrative Liaison.

Council meetings will follow parliamentary procedures. The Council will postpone voting to a later meeting, or conduct voting via email if postponement is not feasible, should a quorum not be present. Each member should be familiar with the Bylaws and have access to past minutes. Issues which cannot be satisfactorily resolved at the Council level will be brought to the attention of the Senior Administrative Liaison, who will consult with the President's Cabinet when necessary.

IV. SELECTION OF OFFICERS

Executive Officers of the Council will consist of the Chair, Vice-Chair, and Recording Secretary. Executive and Non-Executive Officers can fill standing campus committee positions. Officers of the Council will serve a two-year term, from July 1 of the first year to June 30 of the second year. The Chair of the Council normally will be the Vice-Chair from the preceding term. This should be verified at the May meeting. If the Vice-Chair is unable to assume the position, a new Chair will be chosen and voted on from among the returning members. Other officers will be chosen and voted on before the September meeting.

V. DUTIES OF OFFICERS AND MEMBERS

- A. Chair: Presides at all meetings of the Council. Prepares an agenda for each meeting. Informs members of upcoming meetings at least two days in advance. Consults regularly with the Senior Administrative Liaison. Reviews the minutes as prepared by the Secretary, consults with the Vice-Chair at least a week before the scheduled full Council meeting, and returns minutes to Secretary for distribution. Maintains records and prepares them for the next Chair. Represents the Council on the Planning and Budget Council (PBC), and prepares relevant minutes of the PBC meeting to present to the Council at the second meeting of the month. Helps identify and encourage new members to join the Council. Appoints other committees as necessary.
- B. Vice-Chair: Presides at meetings in the absence of the Chair. Consults regularly with the Chair. Consults with the Chair on meeting agenda. Reviews minutes with the Chair at least a week before the scheduled full Council meeting. Assumes the Chair for the remainder of the term in the event the Chair is unable to complete his/her term of office. Maintains and reports on the budget at the first Council meeting of the month. Approving and submitting all receipts for reimbursement. Preserving records of all expenses of the Council, which must be kept for seven (7) years. Represents the Council on the Wellness and Benefits committees (WBC), and prepares relevant minutes of the WBC meetings to present to the Council during the second meeting of the month. Helps identify and encourage new members to join the Council.
- C. Recording Secretary: Records accurate minutes of each meeting. Prepares minutes at least a week before the full Council meeting and forwards to the Chair, Vice-Chair and Senior Administrative Liaison for review. Distributes minutes to Administrative Staff. Maintains the minutes for his/her term of office and passes them on to the successor, along with the historic records. Checks contents of the Council email nsccommittee@trincoll.edu prior to each meeting and forwards any items to the Chair for inclusion in the agenda. Helps identify and encourage new members to join the Council. Serves as the liaison to the Exempt Staff Council (ESC), and prepares relevant minutes of

the ESC meetings to present to the Council during the second meeting of the month. Helps identify and encourage new members to join the Council.

D. Standing Campus Committee Members: When necessary, the Chair will appoint committee members to standing committees to assist with projects and events. These include:

1. Staff Retreat – Chair is responsible for appointing a committee to plan, organize and execute an all-staff retreat yearly during Trinity Days. This event is meant to be a year-in-review with a forward-facing discussion for the upcoming year.
2. New Employee Welcoming Committee – Chair is responsible for appointing a committee that will contact Human Resources monthly for names of new employees, and distributing Council materials. Committee members may be drawn from the administrative staff at large.
3. Special Events – Chair is responsible for appointing a committee to plan, organize and execute special events. Committee members may be drawn from the administrative staff at large.

E. Senior Administrative Liaison: Represents the Administrative Staff to the Vice-President for Finance and President of the College at President's Cabinet meetings in an ex-officio capacity. Serves as advisor for procedural questions and issues, and responds to issues and concerns raised by the Council. Follows through as appropriate with the Vice-President for Finance and/or President.

VI. NOMINATIONS

The committee will be responsible for recruiting new members. During the month of March, the chair/vice chair will send out a call via email to all eligible administrative staff members soliciting recommendations for new members. Recommendations should be forwarded to the Council via email. The Chair will ask via email if the individual is willing to serve on the Council. The email response from the volunteer will constitute willingness to serve.

If staff members agreeing to serve on the Council bring the total membership to more than twelve (12), the Council will review all volunteers and select members who will represent the broadest range of departments and functions on campus. The remainder of staff members will be advised of alternate status, and should someone step down during a term of office, they would be asked to fill the open position on the Council. In the event of multiple volunteers from the same area, years of service to the College will be the determining factor in selection with preference given to those with the most seniority.

VII. REVISIONS TO THE BYLAWS

Revision(s) to the Bylaws may be proposed at any meeting and must conform with all established college policies. If five (5) council members support the proposal, such proposal will be put in writing by its author for consideration at the next Council meeting. If the revision(s) are approved by 2/3 of the Council members by vote, the revision(s) to the Bylaws will be reported to the staff via the published minutes and to the Senior Administrative Liaison.