Constitution and Bylaws of the Operating Staff

Revised

June 13, 2017

Article I

The name of this organization shall be the "Operating Staff (OS) of Plymouth State University".

Article II

The purpose of the OS organization is to keep communication open with all parties regarding policies, procedures, job classifications, pay scale, promotional appointments, working conditions, benefits, retirement, and other related matters.

The Operating Staff (OS) Executive Council composed of seven (7) elected representatives (Executive Council members) acts as liaison to the Principal Administrators (PA's) in an informational and advisory capacity. Its primary purpose is the continual improvement of working conditions for OS members and working relations between the OS and other employee groups at Plymouth State University. The OS Executive Council recommends personnel policies and concerns itself with matters affecting the welfare of the entire Operating Staff.

Article III

Members

All benefits-eligible OS employees of Plymouth State University will be considered members of this organization, effective on their date of hire.

A. The President of the University and the Director of Human Resources are ex officio members of the organization, but may be asked to leave a meeting at any time that their presence is considered to inhibit free discussion.

B. Other administrators may be invited to meetings as issues and discussions dictate.

Article IV

Executive Council members

Section 1. Elected Executive Council members

Seven (7) elected Operating Staff members shall form the Operating Staff Executive Council. OS members shall vote for a representative from each area plus the two positions of Speaker and Speaker-Elect. The five (5) areas are as follows: Administrative Office Support, Academic Office Support, Building Service Support, Maintenance Support, and Student Affairs Support. Additionally, each OS member is eligible and may vote annually for the Speaker-Elect position. The Speaker-Elect will serve for
one year before becoming Speaker. The Executive Council members' primary function is to serve as a resource for all Operating Staff members; to answer questions, seek information, provide counseling relative to the official Operating Staff Handbook; to serve as a communication link with the staff and university administration and USNH Trustees; and to work closely with the OS Committee members and Representatives so that, as a group, they may exercise the wishes of the majority of OS members.

Executive Council members serve a two-year term and may serve no more than two succeeding terms if re-elected.

Elections of Executive Council members for terms beginning on July 1 for the following two fiscal years shall take place yearly in May.

The Executive Council shall hold a ½ day retreat prior to September 1 each year. The purpose of the retreat is to discuss goals and ideas for the upcoming year. This may be held off campus.

Section 2. Ex-Officio Executive Council members

Ex-officio Executive Council member may serve a one-year, non-voting term directly following their active term as an Executive Council member. Their main duty will be to work in an advisory capacity to the current Executive Council members providing direct knowledge and assistance with any business conducted by the Executive Council.

Article V

Officers

Officers of the Operating Staff Executive Council are: Speaker, Speaker-elect, Treasurer, and Secretary. The Treasurer and Secretary are appointed by the Speaker after the election and prior to the beginning of the academic year.

A. The OS Speaker will serve for one year as Speaker-elect before becoming Speaker. The Speaker shall assume office on July 1.

1. The duties of the Speaker will be to call and conduct meetings, enforce Bylaws, maintain the records of the organization (grievances filed according to the guidelines of the OS handbook, minutes of Executive Council business), and to serve as ex-officio member of all committees. In case of tied ballots for committee and representative positions, it will be the duty of the Speaker to break the tie by executive decision.

2. The Speaker shall prepare the agenda for the OS Senate meetings.
3. The Speaker or his/her designee shall attend all meetings of the University Leadership Group.

4. Unanticipated vacancies for a committee may be filled by appointment or by election if deemed appropriate by the Speaker. If there is no one available from the required division the Speaker reserves the right to appoint a person from another division.

5. The Speaker will plan the Sara Jayne Steen Operating Staff Service Award ceremony and will chair the selection committee.

B. The Speaker-elect shall be elected annually by the OS and will assume office on July 1.

1. The Speaker-elect will serve in the Speaker’s place as needed.

2. The Speaker-elect will become Speaker the following year.

3. The Speaker-elect will plan the Distinguished OS Award ceremony and will chair the selection committee.

C. The Treasurer will assume responsibility for any financial matters pertaining to Operating Staff monies and prepare a monthly financial report to the OS Senate. In addition, the Treasurer will assume all duties of the Secretary in his/her absence and will assist the Secretary in the performance of his/her duties.

1. If the Treasurer does not hold a PCard, the Coordinator of Student Accounting will assume financial responsibility, with the exception of reporting to the OS Senate. Deposits are made through the Treasurer who processes them with the office of the Coordinator of Student Accounting.

2. The Treasurer will assume the duty of conducting a 50/50 raffle at each meeting. Monies collected will be counted by two individuals. Half of the proceeds of the 50/50 are deposited in the OS Treasury.

D. The Secretary will record and distributes the minutes of the OS meetings. The Secretary is also responsible for making committee reports available to operating staff members.

E. A member of the Executive Council shall be responsible for maintaining and updating the Operating Staff Blog by getting this information to the appropriate individual or department that maintains the OS Blog. The OS blog serves as a resource for all OS members. It needs to be current with OS events, fundraisers, meeting notes, up to date bylaws, committee members and other OS news. This function will be performed as necessary throughout the year. Formally duties of the Technical Committee which was dissolved in the May 17, 2017 OS meeting.

F. A member of the Executive Council or a volunteer designee will perform the duties previously performed by the Welcoming Committee which was dissolved in the May 17, 2017 OS meeting.
1. Update the welcome packet yearly, distribute packets to new Operating Staff employees, and encourage new OS members to attend meetings via welcome letter included in the packet.

2. Offer new OS employees an on-campus tour of the relevant buildings, departments, and offices.

3. Will offer to take the new OS employee to coffee via a coffee token at any of the University eateries.

4. Will announce and welcome new OS employees at the next OS meeting.

Article VI

Meetings

Regular monthly meetings of the Operating Staff shall be held. A quorum for a regular meeting shall be the members present unless the Speaker deems there are not enough members present for a representative vote. The agenda shall be distributed to all OS members within five days of the meeting.

A. There should be at least six (6) general meetings per year. Dates and locations of OS meetings shall be sent electronically through the HR listserves at the beginning of each academic year to all OS members and OS supervisors. Meetings of the Operating Staff Executive Council shall be held monthly and/or as issues dictate.

B. Any Executive Council member who is absent from three consecutive Executive Council meetings without extenuating circumstances shall forfeit his/her seat and all council appointments. The Executive Council will appoint a member from within the vacated area to fill the vacancy to complete the term.

C. One Observer, elected by their peers in each of the Faculty and Professional, Administrative, and Technical (PAT) groups is welcome to attend our Senate meetings and shall be notified of meeting dates and locations.

[Articles I through VI revised and adopted 11/10/11]

Article VII

Committees and Representatives

The Committees and Representatives serve as an extension of the Senate to facilitate communication and to realize the goals of the Operating Staff. Any reference to a committee member serving as a “division representative” will be chosen from the following division groups:

A. PRP - President’s Office, University Relations, Advancement
B. PAA - Academic Affairs
C. PFA - Finance Administration
D. PSA - Student Affairs
A. Appointed Committees:

1. The Distinguished Operating Staff Award (DOSA) Selection Committee

Function:

This committee will meet annually to review nominations and materials submitted by the nominees. The committee will select a recipient for the Distinguished Operating Staff Award. The committee members will assist the Chair, as needed.

An Operating Staff member is eligible to be selected for the Distinguished Operating Staff Award again after a period of ten (10) years.

Composition:

This committee shall be composed of seven (7) members: The OS Speaker-elect, the Faculty Speaker, the PAT Speaker, two (2) OS members, a past Distinguished PAT Award recipient and a past Distinguished OS Award recipient. The two OS members and the past award recipients will be chosen by the Chair. The OS Speaker-elect will chair this committee. The replacement of members on this committee is at the discretion of the Chair.

[Revised and adopted 09/28/11]

2. The Sara Jayne Steen Operating Staff Service Award (SJSOSSA) Selection Committee

Function:

This committee will meet annually to review nominations and select a recipient for the Sara Jayne Steen Operating Staff Service Award. The committee members will assist the Chair, as needed.

An Operating Staff member is eligible to be selected for the Sara Jayne Steen Operating Staff Service Award again after a period of (10) years.

Composition:

This committee shall be composed of seven (7) members: The OS Speaker, one (1) member from Dining Services or the Bookstore (alternate years), one (1) member from the community at large, one (1) faculty member, one (1) member of the student body as appointed by the Student Senate, the current Distinguished OS Award recipient and the current Distinguished PAT Award recipient. The Dining Services/Bookstore member, the community member and the faculty member will be chosen by the Chair. The OS Speaker will chair this committee. The replacement of members on this committee is at the discretion of the Chair.

(New Committee: Adopted 09/09/09)
[Revised and adopted 09/28/11]
B. Elected Committees:

Members will be elected in alternate years, representing area divisions as outlined in the bylaws, each serving a two year term. A person may only serve in two (2) positions at a time. The Operating Staff Senate is committed to having equal representations and reserves the right to appoint a person from another division when necessary.

<table>
<thead>
<tr>
<th>Type</th>
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<tr>
<td></td>
<td>System Human Resource Council Rep (SHRC)</td>
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[Revised and adopted OS mtg. of 5/17/17, 10/14/09]

1. The Bylaws Committee

Function:

The Bylaws Committee shall review all amendments to the Operating Staff organization’s Constitution and Bylaws as presented at the OS meetings on a regular basis. This will be done by either attendance at each meeting or as necessary by the review of posted minutes and reports. Any and all additions and deletions must be presented and voted on at a posted OS meeting before changes can be made to the bylaws.

See appendix for further information.

Composition:

The Bylaws Committee will be made up of two (2) members, elected in alternate years, each serving a two year term.

[Revised and adopted 09/28/11]

2. The Nominating Committee

Function:

The Nominating Committee shall be responsible for ascertaining which positions will be open, preparing the nominating ballot, contacting eligible nominees to determine their willingness to serve, and preparing for the formal elections to be held in May.
See appendix for further information.

Composition:

The Nominating Committee will be made up of three (3) members, elected in alternating years, each serving a two year term.

[Revised and adopted 09/28/11]

3. The Professional Development Fund Committee (Joint OS/PAT)

Function:

Meetings are held once a month throughout the year with an end-of-the-year summary meeting. The functions are as follows:

a. To develop policies and procedures for professional development funding.
b. To evaluate applications for professional development funding.
c. To award and administer this funding.

Composition:

Five (5) PAT including one at-large and five (5) OS. One (1) OS member will be from each of these groups:

a. PRP - President’s Office, University Relations, Advancement
b. PAA - Academic Affairs
c. PFA - Finance Administration
d. PSA - Student Affairs
   one (1) OS at-large member.

Each OS member serving a two (2) year term.

[updated 10/8/13]

4. The Safety Committee

Function:

The purpose of the committee is to review accident and investigation reports, generate recommendations for safety standards and rules and assign responsibilities and target dates for implementation. The committee will communicate to all employees and/or students their mission and activities. They will discuss and recommend for approval or disapproval new safety policies and procedures. They will make recommendations for specific safety training topics and participate in safety training. Current safety programs and policies will be communicated to all employees. Any received reports of safety concerns or issues brought forward by individuals from
the campus community will be conveyed to the committee. Meetings will be held quarterly with minutes taken and reviewed. All recommendations will be followed up on. A chairperson will be elected annually.

See appendix for further information.

Composition:

a. Administrative representatives shall consist of the following:
   i. Manager – Campus Environmental Health & Safety and/or his/her Departmental designee
   ii. PSU PD Director of Public Safety

b. Employee representatives shall be selected by employees, and shall include at least the following:
   i. Operating staff: 4 members each serving a 2 year term. 2 of the 4 members shall be from the Physical Plant
   ii. PAT: 2 members
   iii. Faculty: 2 members
   iv. Student: 1 selected by the Student Senate

c. Other members shall be:
   i. Human Resources Assistant with workman’s compensation responsibilities
   ii. Manager of Building Services or his/her departmental designee
   iii. Athletic Director or his/her designee

[Revised and adopted 06/08/11]

5. The Scholarship Fundraising Committee

Function:

To raise monies through a minimum of two fundraisers per year. Fundraisers will be determined by committee. Proceeds to be used towards the Operating Staff Endowed Scholarship and OS administrative and operating costs as voted on by the OS Constituency. Number of scholarships will be recommended by the committee and approved by the Operating Staff members.

A minimum of one (1) scholarship of at least five hundred dollars ($500.00) will be awarded each year.

Composition:

The Scholarship Fundraising Committee is made up of seven (7) OS members, with four (4) members being elected on the odd years and three (3) members being elected on the even years, each serving a two (2) year term.
6. The Welfare Committee

Function:

The purpose of the Welfare Committee is to examine and evaluate the strengths and weaknesses of the present salary enhancement system and benefit package at Plymouth State University. This committee should pay particular attention to evaluation of merit, pay-scale and reallocation. As representatives of the Operating Staff, it is their responsibility to make recommendations to the Administration to improve the way Operating Staff employees are compensated.

Composition:

Two (2) SPPC representatives and one (1) OS member from each of these groups:

a. PRP - President’s Office, University Relations, Advancement
b. PAA - Academic Affairs
c. PFA - Finance Administration
d. PSA - Student Affairs

The OS member shall be elected by the OS constituency for a two year term. A chairperson shall be elected from and by the committee members.

C. Elected Representatives:

Eleven (6) members are needed to represent the Operating Staff in the following capacities. With the exception of the Administrator Selection Task Force and the President’s Commission on Diversity all representatives serve a two (2) year term.

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<thead>
<tr>
<th>Type</th>
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<td>Term limits do not apply</td>
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<tr>
<td>System:</td>
<td>System Human Resources Council (SHRC)</td>
<td>2</td>
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1. Administrator Selection Task Forces
Function:

The Steering Committee shall call a special election to create a Task Force to search for any Cabinet level position within the University. Each Task Force shall follow Human Resources guidelines for searches. For Presidential searches, the USNH Trustees shall consult with the Steering Committee to elect faculty members to the search committee.

Composition:

Elected faculty members should comprise a plurality on most Administrator Selection Task Forces; that is, the number of faculty should exceed the number of any other constituency on the Task Force. In the case of dean or cabinet level positions in Academic Affairs—such as Provost, Vice President for Academic Affairs, academic deans, and similar positions—the faculty should constitute the majority of the Administrator Task Force. The Steering Committee shall consult with the administration, as well as representatives of the Student Senate, P.A.T. Senate, and O.S. Senate, to determine the appropriate composition for each task force. All faculty members of the Task Force must be elected by the faculty. Faculty members shall be elected to serve for the duration of the Task Force as specified by the Steering Committee.

[amended 2-4-09 in Faculty Bylaws]

Whenever an administrative selection task force is established for one of these positions, the OS will hold a special election run by the OS Nominating committee to elect the OS representative(s) to serve on that task force for its duration. If there is not enough time to hold an election, the OS Senate will appoint the OS representative(s) after soliciting volunteers.

[Updated 05/17/17, 10/8/13, 11/07/07]

2. Honorary Degrees & Awards Advisory Group

Function:

To screen and recommend candidates for honorary degrees and for Granite State Awards and to propose building names.

Composition:

The Vice President for Academic Affairs, the Alumni Trustee, four faculty members appointed by the Faculty Speaker, one P.A.T. representative, one operating staff representative, and two students selected by the Student Senate. The Vice President for Academic Affairs chairs the committee. Faculty members serve three (3) year terms. No faculty member may serve successive terms. OS members serve two (2) year terms.

Information taken from faculty by-laws document

[Revised and updated 4/11/08]
3. **Observer to the Faculty**

Function:

As elected OS representative, the OS Observer to the Faculty shall be responsible for attending all Faculty meetings, as appropriate, and reporting back to the Operating Staff general body.

Composition:

One (1) OS member serving a two (2) year term.

[Revised and adopted 9/10/08]

4. **Observer to the PAT**

Function:

As elected OS representative, the OS Observer to the PAT shall be responsible for attending all PAT meetings, as appropriate and reporting back to the Operating Staff general body.

Composition:

One (1) OS member serving a two (2) year term.

[Revised and adopted 9/10/08]

5. **President’s Commission on Diversity**

Function:

To act as a think tank for the President on institutional issues relating to diversity and to propose policies that will address any identified gaps. Potential members are invited to meetings and then are nominated to the President for appointment. There are currently no term limits.

Composition:

Details of complete membership should be available by the Fall of 2014.

(1) OS member.

[Information obtained from Njelle Hamilton Co-Chair 3/12/14]

6. **System Human Resource Council (SHRC)**

Function:

To meet with all System-wide SHRC representatives for the purpose of reviewing all aspects of personnel policies and programs which affect the employment conditions of all employees. The
Operating Staff SHRC representatives are voting members of the OS Welfare Committee attending all their scheduled meetings for the purpose of bringing forward from the SHRC system-wide meetings any recommendations for changes to personnel policies and programs which affect the employment conditions of the Operating Staff. In keeping with the university mission to be environmentally sustainable, carpooling to SHRC events is strongly encouraged. Mileage reimbursement is available through the Vice President of Financial Affairs Office.

Composition:

Two (2) OS members from UNH, KSC, PSU, GSC and the USNH central offices. One (1) administrator from each campus who has significant supervisory responsibilities. The Administrative Board shall appoint the Chairperson or request the Council to elect one. The USNH Director of Human Resources shall be the Executive Secretary. The incoming SHRC member may attend SPPC meetings immediately following the election as a non-voting observer through June 30th. This is to allow for a smooth transition between outgoing SHRC member and incoming SPPC member. The current SHRC representative may seek re-election. The OS member will serve a two (2) year term.

[Revised and adopted 05/17/17, 06/08/11]

**Article VIII**

**Revision of By-Laws**

All proposed changes to the Bylaws of the Operating Staff shall be announced at a regularly stated meeting; voted on at that same meeting and passed by majority vote. The exception to this would be if any OS member present requested to hold the vote for further consideration to the next meeting.

[amended 9/28/11]. At the September 28, 2011 Special OS Bylaw Meeting it was voted that the Bylaws Committee does not have to bring editorial changes to grammar, spelling, punctuation, and/or changes to the format/layout of the bylaws up for a vote as long as any of these changes have no effect on the meaning or purpose of the statements involved.

[Revised and adopted 10/14/09]

At the May 17, 2017 a major revision was done to the Bylaws precipitated by a request from the President to cut down on the number of committees in each constituency. At this May meeting these committees were dissolved: Parking, Technical, Welcoming and PBLG. The Executive Council will take over the duties of the Technical and Welcoming Committees, the UPD took over the Parking Committee and the PBLG was dissolved entirely.

**Appendix**

At the June 2011 Operating Staff meeting an appendix section was approved for addition to the bylaws. It was also decided that this section will list details of the duties and commitments etc. of the various committees and or representatives in the bylaws. These lists are informational and do not require a vote of the constituency for changes/deletions or additions.
Bylaws Committee:

The committee is responsible for making sure all changes and updates are added to the constitution and reflected in the online documents and that the change/update date is added to the document. The committee will ensure that the Operating Staff Senate, Committee Members & Representatives List of elected positions and the corresponding references to these positions in the constitution are the same and that all positions that are elected have a description in the bylaws. The committee is responsible for maintaining a digital and hard copy version of the current bylaws along with maintaining historical paper versions. The committee will also retain digital and hard copies of the bylaw change/update requests. These documents both digital and paper will be passed onto newly elected members. At the September 28, 2011 Special OS Bylaw Meeting it was voted that the bylaws committee does not have to bring editorial changes to grammar, spelling, punctuation, and/or changes to the format/layout of the bylaws up for a vote as long as any of these changes have no effect on the meaning or purpose of the statements involved.

Nomination Committee:

Duties:

- The Nominating Committee does not meet on a regular basis. The work of the committee is somewhat limited to the months of March through June. Meetings are called on an as needed basis.
- One member of the Nominating Committee will be assigned the Record Keeper. This person will hold the electronic files for the committee along with keeping the original document up to date throughout the year with changes. The Speaker should be reminded at the beginning of each academic year the need for communication to the Nominating Committee for all committee member changes as they occur.
- Committee meets mid-March to discuss process/create timeline for upcoming elections.
- Beginning of April attain a list of eligible OS members from Human Resources to determine voting pool.
- If approved by Speaker, send Nominating Ballot to be created as an electronic survey to whoever is current campus contact. During the 3rd week of April Nominating Ballots are sent out via email to the OS list serve and includes an attachment of the OS member list from HR for voter reference sorted by area first then alphabetically.
- The Nominating Ballots should have write-in box for each vacant position and a text box that includes this statement in the header:
  - “Nominees can voluntarily submit a one paragraph statement that would be included on the Voting Ballot about why they are interested in the position. Please note the submission of a statement is voluntary and is not reflective of a candidate’s level of interest in the position if they choose not to submit one.”
- Send paper copies to Physical Plant for employees without access to a computer.
- Allow 7 business days to return the nominations, deadline is noted on the ballot.
- Send out an email reminder on the 6th day. Tally nominations, determine eligibility and contact each person (by email or phone) for denial or acceptance. Along with a link to the bylaws that explains the committee’s role/responsibilities.
- Process responses.
- Contact current committee members whose term is expiring to see if they wish to stay on in the position for the next term. If they agree the nominating committee would then nominate them, if they were not already nominated by the OS members.
- When the official ballot is made the word incumbent in parentheses should be placed by the name of those current members who wish to have their name on the ballot again.
- Create ballot and send to Speaker for approval.
- Send ballot to be created as an electronic survey to whoever is current campus contact. By the 3rd week of May send out the voting ballot. The voting ballot will include a write-in box for each vacant position. Create the ballot in a word document and send to the representative that creates the survey. This representative creates the online ballot and sends it out to OS via email.
- Send paper copies to Physical Plant.
- Allow 7 business days for the ballots to be returned.
- Tally votes and contact newly elected members by phone or email. Candidates with most votes will be elected. List fellow committee members in the email.
- Notify the Technical Committee of the election results so that they can be posted.

Notes and Special Policies:
OS members may only serve on two committees at a time. If they have another year to serve on a current committee, they will need to complete that term. If elected to two new committees in the current election, they will need to choose only one to serve on.

Vacant SPPC positions will appear on the ballot. These two SPPC representatives also serve as the Welfare representatives in the “At-Large” category. These two Welfare positions should not appear on the ballot.

New members are announced at the June OS meeting.

When tallying votes each position on the ballot will be tallied separately.

If an OS member receives the most votes on any committee, but has won more than two committee positions, they will have the option of choosing which two committees they wish to serve on. The second person with the most votes would win the position on the committee not chosen by the first.

The Nominating Committee will work with the Speaker to communicate vacancies for appointed and elected positions that open after the formal elections by asking for volunteers. If there is more than one volunteer for a vacancy, it will go to a ballot vote. Volunteers can submit a one paragraph statement about why they are interested in the position, which will be included on the ballot. The ballot should include that a submission of a statement is voluntary and is not reflective of a candidate’s level of interest in the position if they choose not to submit one.

If you have just write-ins – you would find who had the most votes and that person would be offered the position. If they decline, the person with the next highest number of votes is asked. If you have names and write-ins – the only time you offer the position to the write-ins is if the write-ins have more votes than someone on the ballot.
Please be aware that Physical Plant operating staff members may not be reading emails. Please use additional methods to reach these staff members throughout the election process. Methods may include, paper notifications in mailboxes, messages sent to supervisor or admin assistant.

**Safety Committee:**

1. Any employee who participates in committee activities shall be paid at his/her regular rate of pay for all time spent on such activities during normal working hours.

2. A quorum for a meeting shall be 50% of the assigned membership. All matters requiring a vote must have a quorum present.

3. Individual members who cannot attend a Committee meeting may and are encouraged to appoint a designated alternate to serve during their absence. The name of the designated alternate must be provided to the Committee Chair prior to the meeting.

4. All Committee members, including properly assigned designated alternates will have voting rights.