



**CONSTITUTION OF THE COLLEGE OF ENGINEERING  
STAFF ORGANIZATION (CESO)**

THE WILLIAM STATES LEE COLLEGE OF ENGINEERING  
THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

**PREAMBLE**

We, the staff of The William States Lee College of Engineering (“COEN”) at the University of North Carolina at Charlotte (“UNC Charlotte”), in order to create a system of governance which will permit the exercise of such authority as may be granted to us and the sharing thereof with other elements of the University community, do establish this Constitution for the College of Engineering Staff Organization (“CESO”).

The term “staff” as used in this document refers exclusively to those persons defined in Article I.

**ARTICLE I: MEMBERSHIP**

The staff of CESO shall consist of any full-time or part-time employee of the COEN subject to the State Human Resources Act (SHRA), any full-time or part-time employee of the COEN exempt from the State Human Resources Act (EHRA) who is not a faculty member as defined by University Policy 102.13, tenure Policies, Regulations and Procedures of the University of North Carolina at Charlotte. Any member of the staff may vote and hold office in CESO pursuant to Article II, Section I of the Bylaws of the CESO.

**ARTICLE II: PURPOSE AND RESPONSIBILITY OF COUNCIL**

The CESO was established to support staff engagement and collaboration in the COEN. The CESO shall have the responsibility to enact such bylaws consistent with this Constitution as it deems necessary to conduct its affairs.

**ARTICLE III: OFFICERS, DUTIES AND POWERS**

**Chair:** The initial Chair of the CESO shall be elected at-large, shall preside over all meetings of

the CESO and shall serve as Chair of the Executive Committee. The Vice Chair shall assume the position of the Chair at the conclusion of their term.

**Vice Chair:** The Vice Chair of the CESO shall be elected at-large and will assume the duties of Chair of CESO in the absence of the Chair and at the conclusion of the Chair's term.

**Secretary:** The Secretary of the CESO shall be elected at-large and shall keep minutes and all other records of the meetings of the staff and of the Executive Committee.

#### **ARTICLE IV: RESPONSIBILITY OF THE EXECUTIVE COMMITTEE**

The Executive Committee of the CESO shall have the responsibility to conduct the affairs of the staff organization as provided in Article II of the Constitution. The composition of the Executive Committee shall be provided in the Bylaws of the CESO.

#### **ARTICLE V: MEETINGS OF THE COLLEGE OF ENGINEERING STAFF ORGANIZATION**

Meetings of the CESO shall be held according to guidelines in the Bylaws of the CESO.

#### **ARTICLE VI: CONSTITUTIONAL AMENDMENTS**

Amendments of this Constitution shall be in accord with procedures prescribed in the Bylaws of the CESO.



**UNC CHARLOTTE**

***The WILLIAM STATES LEE COLLEGE of ENGINEERING***

**BYLAWS OF THE COLLEGE OF ENGINEERING STAFF ORGANIZATION (CESO)**

<b>ARTICLE I: PURPOSE AND RESPONSIBILITY OF THE CESO</b>	<b>2</b>
<b>ARTICLE II: CESO MEMBERSHIP</b>	<b>2</b>
Section I. Right to Vote and Hold Office	2
<b>ARTICLE III: THE COLLEGE OF ENGINEERING STAFF ORGANIZATION</b>	<b>2</b>
Section I. Composition	2
Section II. Standing and Special Committees	2
Section III. Election Process	2
Section IV. Qualifications, Removal, Terms of Office, Term Limits, and Elections Schedule	3
Section V. Unexpected Vacancy of Officers	3
Section VI. Meeting of the CESO	4
<b>ARTICLE IV: OFFICERS AND MEMBERS: DUTIES AND RESPONSIBILITIES</b>	<b>4</b>
Section I. Chair	4
Section II. Vice Chair	4
Section III. Secretary	4
Section IV. Past Chair	4
Section V. CESO Members	4
<b>ARTICLE V: CONSTITUTIONAL AMENDMENTS AND BYLAW AMENDMENTS</b>	<b>4</b>
Section I. Proposal	4
Section II. Adoption	5

# **BYLAWS OF THE COLLEGE OF ENGINEERING STAFF ORGANIZATION (CESO)**

## **ARTICLE I: PURPOSE AND RESPONSIBILITY OF THE CESO**

The CESO shall have the purpose and responsibility defined in the Constitution of the College of Engineering Staff Organization of The William States Lee College of Engineering at the University of North Carolina at Charlotte (hereinafter the "Constitution").

## **ARTICLE II: CESO MEMBERSHIP**

### **Section I. Right to Vote and Hold Office**

Any member of the staff of The William States Lee College of Engineering, as defined in Article I of the Constitution, shall have the right to attend all regular and special business meetings of the CESO to make nominations and vote in CESO elections, and shall have the right to hold office and be an officer on the Executive Committee upon election according to procedures described in these Bylaws.

## **ARTICLE III: THE COLLEGE OF ENGINEERING STAFF ORGANIZATION**

### **Section I. Composition**

1. The CESO shall consist of the Executive Committee (Chair, Vice Chair, Secretary) and all staff of the William States Lee College of Engineering, as defined in Article I of the Constitution.
2. The composition of constituency representation shall be revised as deemed necessary upon approval by the majority of the CESO at any regular or special meeting held in accordance with these Bylaws.

### **Section II. Standing and Special Committees**

1. The Chair shall have the authority to establish such special or standing committees as deemed appropriate and shall appoint the membership thereof.
2. Chairs of standing or special committees shall be elected by the members of the standing or special committee.
3. The standing committees consist of the following:
  - **Staff Social and Welcome Committee** - This committee organizes the annual luncheon and other college events, as well as coordinates a welcome and serves as an initial contact point for on-boarding. This committee also plans and/or coordinates special events incorporating business and/or social activities relevant to the COEN staff and the mission of the CESO.
  - **Staff Education and Development** – This committee promotes professional development opportunities and assistance, recommends educational development opportunities for staff, and develops and coordinates service projects for the CESO.
  - **Staff Relations and Recognition** – This committee organizes efforts to recognize outstanding effort and performance among staff in the COEN, including length of service and other milestones or achievement. This committee also reviews issues and concerns regarding University and departmental procedures and practices that affect the work environment, productivity and efficiency of COEN staff members. After review and consideration, the committee may recommend method(s) of addressing such issues and concerns to the CESO Executive Committee. The CESO Executive Committee will submit to appropriate administrators when deemed necessary.

### **Section III. Election Process**

1. Elections will be conducted annually as outlined in Article III, Section IV. Secretary solicits nominations of candidates beginning no later than June 1st.
2. Each staff member will receive information for upcoming elections of open positions and/or for the position(s) on the Executive Committee that need to be filled each year.
3. The Secretary will solicit a list of nominees. After confirmation of eligibility, the list is set up to initiate electronic voting. The staff is notified of the nominations and provided voting instructions.
4. Each ballot will list all candidates for Vice Chair, and Secretary, as outlined Article III, Section IV.
5. Each staff member shall be entitled to one (1) vote thereon as follows:
  - one (1) candidate for Vice Chair
  - one (1) candidate for Secretary
6. The ballots will be submitted electronically. The candidate receiving the most votes in their respective category shall be declared elected.
7. The runner-up in each respective area shall be declared Alternate.
8. Elected candidates will be notified by a member of the Executive Committee.
9. In case of a tie vote, a run-off vote will be held, following the guidelines outlined above.

**Section IV. Qualifications, Removal, Terms of Office, Term Limits, and Elections Schedule**

1. Executive Committee:

Qualifications required for service on the Executive Committee and protocols for removal from office:

<b>Position</b>	<b>Qualifications for Office</b>	<b>Removal from Office</b>
Chair	Must have at least one (1) year of employment in the COEN.	The Chair shall be removed from office upon a simple majority vote of the CESO.
Vice Chair	Must have at least one (1) year of employment in the COEN.	The Vice Chair shall be removed from office upon a simple majority vote of the CESO.
Secretary	Must have at least one (1) year of employment in the COEN.	The Secretary shall be removed from office upon a simple majority vote of the CESO.

Length of Term, Term Limits and Election Cycles for Executive Committee

<b>Position</b>	<b>Length of Term</b>	<b>Term Limits</b>	<b>Election Schedule</b>
Chair	1 year	None; Vice Chair assumes Chair position.	Initial Chair elected at-large; Vice Chair is Chair Elect.
Vice Chair	1 year	None	Yearly
Secretary	1 year	None	Yearly

**Section V. Unexpected Vacancy of Officers**

1. Chair - A vacancy in the office of the Chair shall be filled by the Vice Chair for the unexpired term.
2. Vice Chair - A vacancy in the office of Vice Chair shall be filled by election by majority vote of the CESO.
3. Secretary - A vacancy in the office of Secretary shall be filled by appointment of the Chair upon approval by a majority vote of the CESO.