

By-Laws

Article I. Name

The name of this organization will be The Classified Employees Advisory Council, hereafter referred to as CEAC or the committee.

Article II. Purpose/Objective

- Section 1. To represent hourly/classified employees of the University of Maine and those hourly University of Maine System employees located on the Orono campus.
- Section 2. To establish rapport and maintain communication among classified employees, the Administration, and the rest of the University community.
- Section 3. To facilitate and/or sponsor the professional and personal growth and development of classified employees by allocating funds to enhance the skills, talents, and career mobility potential of employees through training and educational opportunities.
- Section 4. To host at least one professional development day annually dedicated specifically to enhance the skills, talents, health / wellness and career mobility potential of all classified employees and promote their professional growth and development.
- Section 5. To evaluate the institution's policies not governed by collective bargaining that affect classified employees; make recommendations to the respective administrators for revisions, additions, or deletions of current policies; or propose new policies deemed appropriate by a majority of the CEAC members.
- Section 6. To nominate colleagues to serve on University committees. Preference will be given first to CEAC members wishing to serve, then to other interested classified employees.
- Section 7. To increase awareness of Campus-wide resources available to Classified employees.

Article III. Membership

- Section 1. Any hourly/classified person employed on a regular basis, either full or part time, by the University of Maine or those hourly/classified University of Maine System employees located on the Orono campus are eligible to be a member of the CEAC. Members will not engage in discussions of matters related to collective bargaining during CEAC meetings.
- Section 2. CEAC membership shall consist of a diverse campus representation of classified employees from all areas of campus. The committee will continue efforts to have at least one member from every area on campus (president/vice-president/departmental).
- Section 3. Employees who express interest in the CEAC will be invited to attend one of the meetings. If the employee would like to join the CEAC, the CEAC welcomes them any time of year.
- Section 4. Resignation: A CEAC member wishing to resign will submit a letter of resignation to the CEAC President.

- Section 5. The Professional Employees Advisory Council, the Faculty Senate, and the President's Office will each be invited to send one non-voting representative to attend CEAC meetings and participate in discussions.

Article IV. Officers

- Section 1. Officers of the CEAC will be a President, Vice-President, Secretary, and Treasurer. Officers will be elected at the June meeting by the CEAC for a term of two (2) years. Term of office will run from June 1 through May 31. Nominations for CEAC Officers will be done at the May meeting. Any current CEAC member may be nominated for office. Voting through secret ballot will be done by the members at the beginning of the June meeting. Two members of the CEAC will tally the votes and report the election results to the CEAC by the end of the June meeting. If new CEAC members and returning CEAC members are not able to attend the June meeting, absentee ballots may be requested from the committee. Absentee ballots will need to be returned to a committee member in a sealed envelope with his/her signature across the seal before the start of the June CEAC meeting. Once the meeting has started, absentee ballots will no longer be accepted. The ballots will then be opened by the impartial CEAC member, keeping the identity of the voter secret.
- Section 2. Duties of the officers will be as follows: President develops agenda prior to meetings, presides at all meetings, may sit as member of all sub-committees, presents (or appoints a member of the Outstanding Employee Recognition Committee to present) the Outstanding Classified Employee award, either act as controller of the University of Maine System's umceac@maine.edu Gmail account, Facebook, Twitter, and Instagram and MailChimp or appoints another CEAC member to handle those duties, and assumes responsibility for CEAC affairs between meetings. Vice-President assists the CEAC President in aforementioned duties and acts for the President when necessary, and fulfills the duties of Secretary and Treasurer in their absence at any regularly scheduled meeting. Secretary keeps records of all CEAC meetings, attends to all correspondence of the CEAC. Treasurer maintains records of all CEAC expenditures, manages and disperses the CEAC funds as CEAC directs, reports to CEAC at monthly meetings; and serves on the Development Funds Committee.
- Section 3. In the event that a CEAC member feels that a CEAC officer either consistently neglects his/her duties or acts in a manner that is deemed to be not in the best interest of the CEAC or the hourly/classified employees as a whole, the matter shall be brought to the attention of the remaining officers. If they unanimously agree with the member, the matter shall then be brought before the CEAC. If at least 80% of the CEAC membership agrees with the executive committee members, a vote will then be taken to remove the officer from his/her position. The vote must be taken by secret ballot or absentee ballot and must be at least 80% in favor of the removal of the officer from office. Removal from office will be considered as a resignation and follow those procedures as outlined in Article III Section 4.

Article V. Meetings

- Section 1. Meetings of the CEAC will be monthly except for the months of July, August and September. If there is no business to be discussed the monthly meeting can be canceled. The President may call additional meetings as needed. Regularly scheduled meetings will be one hour in length. Meetings will begin and end on time.
- Section 2. A quorum for voting purposes will consist of membership in attendance at any CEAC meeting. For the purpose of electing officers and changing the by-laws, 80% of the full membership needs to vote for it to be valid. The CEAC President will vote in cases of a tie.
- Section 3. The meeting held in August will be for the purpose of electing CEAC officers. Outgoing officers should work with new officers and provide them with sufficient historical paperwork to allow for a successful transition.
- Section 4. All CEAC meetings are open to all classified employees and they are welcome to participate in discussions but have no voting rights.
- Section 5. In the event that a vote or decision is needed sooner than our regularly scheduled monthly meeting, the CEAC President will email the committee asking for an email vote via response to the CEAC President.

Article VI. Committees

- Section 1. The CEAC's sub-committees include, but are not limited to, the following: Development Funds Committee and Outstanding Employee Committee. New sub-committees can be formed and current sub-committees be eliminated with a majority vote of current CEAC members.
 - Development Fund Committee – reviews and approves Professional Development Fund applications and submits them for payment to CEAC's Treasurer. Information on how the money was spent is included in the annual report to the University of Maine President's Office in July of each year. The purpose of this fund is to provide assistance to classified employees to attend professional development on and off campus.
 - Outstanding Employee Recognition Committee – sends out the Outstanding Classified Employee Recognition form campus-wide the beginning of the year. Reviews the nominations and selects classified employees to receive awards at the campus-wide outstanding employee recognition award ceremony held in the Spring. Maintains a database list of past recipients. One member may also be asked to serve on the campus-wide employee recognition committee. They are also responsible for working with the CEAC President on notifying the winner, posting names of award recipient on the University of Maine Systems CEAC website and notifying the Department of Marketing and Communications.

Article VII. By-Laws

- Section 1. These By-Laws may be amended at any regular meeting of the CEAC by a vote of at least 80% of current CEAC membership. Any proposed changes will be sent

out to the committee and can be voted on via University of Maine email or at the next meeting.

- Section 2. When these by-laws have been approved by the President of the University of Maine, this document will be officially recognized as the By-Laws of the Classified Employees Advisory Council of the University of Maine.

Revision Dates

- Rev. 1. June 6, 1996
- Rev. 2. June 26, 1996
- Rev. 3. July 23, 1997
- Rev. 4. April 15, 1999
- Rev. 5. November 6, 2001
- Rev. 6. October 2004
- Rev. 7. May 13, 2014
- Rev. 8. January 15, 2015
- Rev. 9. August 31, 2015
- Rev 10. November 2, 2016
- Rev 11. December 12, 2017