

OFFICE OF RECORD: Office of the President
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DSU CAREER SERVICE COUNCIL BY-LAWS

POLICY

The Career Service Council is hereby established as the CSA employee's liaison to the President of Dakota State University. The Council is charged with the duty of bringing to the local CSA President all concerns expressed by any CSA employee of Dakota State. The Council is also charged with recommending to the President of Dakota State University training, incentive, and recognition programs for his approval. The Council will implement these programs.

PROCEDURES

Composition:

The Career Service Council will be composed of a number of voting members. The Council members are elected as representatives from their respective areas using an approximate ratio of 1 per 10 members. The CSA President and Vice President will be non-voting members. Representatives are divided into the following groups:

Group	Description
Clerical	Classifications with class code of 20000 to 29999
Custodial	All employees with a Custodial Worker or Facility Worker title
Maintenance	All employees with class code from 60900 to 61045 and 80000 to 89999 but excluding the Custodial Workers or Facility Workers
General or Institutional Administrative	All employees with class code from 10000 to 19999 or 30000 to 39999 and 51021
General or Institutional Admin-Technical	All employees with class code from 10713 to 10781 or 40341 to 40375

Election:

Elections will be held in March of the current year with the term of office beginning on June 1 of the current year. Council members will be elected by members of the DSU Career Service Association. A list of eligible members in each classification group will be provided by the Director of Human Resources. The CSA President, Vice President, and Secretary/Treasurer will be elected by the general CSA membership. The State Career Service Advisory Council representative will be elected from the general CSA membership. If no member is willing to take the position, the CSA Council will elect the President, Vice-President, secretary/treasurer, or State Career Service Advisory Rep from within the Council. Other officers will be appointed, as it deems necessary. The Council may at any time request additional CSA employees to serve on advisory committees.

Term:

All voting members will serve a two-year term. The President will serve a one-year term. The Vice President will serve a one-year term and then serve one year as President. The representative to the State Career Service Advisory Council will serve a two-year term. The Secretary/Treasurer will serve a two year term. Ex-officio will be the tie-breaking vote in case of a tie.

Resignations:

If a Council member resigns due to a job change, classification change or extenuating circumstances, the affected group will elect a CSA employee to fill the remaining term of the resigning member.

If an officer resigns, the general CSA membership will elect a CSA employee to fill the remaining term of the resigning officer.

Duties:

The CSA President will preside over all meetings of the Career Service Council. The CSA President will call a meeting of the Council at least one week prior to the monthly CSA meeting. The President serves as a liaison between the Council and the President of Dakota State University.

The Vice President will assume the duties of the President when the President is absent.

The University recognizes CSA employee participation in this organization's activities during the regular work week as compensable time. If questions arise regarding whether or not an activity should be considered compensable time, the employee and/or supervisor should contact the Director of Human Resources for guidance.

Committees:

The CSA organization is responsible for providing representation to several university committees:

Parking Committee - 3 CSA members serving 2-year terms

University Club Funding Committee - 2 CSA members serving 2-year terms

Bookstore Users Committee - 2 CSA members serving a 1-year term

Caring Committee – minimum of 3 CSA members serving 2-year terms

Each year, the CSA organization forms committees to organize social, fund raising, and recognition events for the benefit of its members, as well as projects associated with advancing the mission of the university. Committee members serve on a volunteer basis.