

**Charter of the Higher Education Officers Council
Revised & Approved by the Membership, May 7, 2014**

Mission Statement

The Higher Education Officers Council is an organization of professionals employed in the Higher Education Officer series at John Jay College of Criminal Justice. We are committed to improve our quality of life and professionalism, as affected by contractual and policy issues. We affirm our common commitment to strengthen the institution in which we work to advance quality education and the effectual delivery of services.

Article I: Powers of the Higher Education Officers Council

The Higher Education Officers Council of John Jay College is the voice of its non-teaching and teaching membership. The Council shall engage in on-going dialogue with the Administration, College Council, and other college constituents to assure the well being of its membership and make recommendations to promote effective management of the College.

Article II: Membership of the Higher Education Officers Council

Section 1 - Executive Committee

The Higher Education Officers Executive Committee consists of five Executive Officers, four Members At-Large, and the five elected College Council Representatives including the alternate. Executive officers and Members at Large serve a two year term beginning July 1 of even-numbered years and ending June 30. College Council representatives serve a one-year term beginning July 1 and ending June 30. All members of the Executive Committee have voting privileges. All members of the Executive Committee serve on at least one additional standing committee.

Section 2 – Powers and Duties of the Executive Officers

The President presides over the Higher Education Officers Council and Executive Committee meetings. The President represents the Higher Education Officers Council within the college community. The President is a statutory voting member of the College Council and the following College Council committees: Executive Committee of the College Council, Budget and Planning Committee, and both the Financial Planning sub-committee and Strategic Planning sub-committee of the Budget and Planning Committee.

The Vice President presides over the Higher Education Officers Council and Executive Committee meetings when the President is absent or when the President yields in order to participate in a motion or discussion. In the event that a seat normally occupied by a HEO Council representative to a collegewide committee becomes vacant, the Vice President coordinates the filling of the vacancy. If the President is unable to complete the term of office,

the Vice President assumes the role of Interim President until, at the discretion of the Executive Committee, either a special election is held or regular elections occur.

The Corresponding Secretary creates and distributes the meeting calendar for the HEO Council and Executive Committee and posts the meetings on the college governance calendar online. The Corresponding Secretary obtains rooms on campus for all HEO Council meetings and events and submits the necessary work orders. During elections, the Corresponding Secretary publishes the call for nominations, collects nominations and candidate statements, prepares and mails ballot materials, and records receipt of ballots as they are returned. The Corresponding Secretary convenes the Elections Committee to count the ballots, receives the certified results, and publishes them.

The Recording Secretary prepares the agendas for meetings of the Higher Education Officers Council based on items submitted by members and approved by the Executive Committee, and for meetings of the Executive Committee based on items submitted by committee members and approved by the President and Vice President. The Recording Secretary also records the minutes of those meetings and submits them for approval. In the absence of the Recording Secretary, one of the four Members at Large records the minutes. The Recording Secretary maintains the HEO Council records archive and website. The Recording Secretary obtains an official list of active HEOs from the Office of Human Resources at the beginning of each month to be used for the following purposes: To update the HEOCOUNCIL listserv (monthly), to determine the number of current HEOs in each division for the purpose of determining the composition of the board for the upcoming term (March of even-numbered years), and to generate ballots for elections (April) and other necessary mailings.

The Treasurer manages the budget and financial planning for the HEO Council. The Treasurer reports on expenditures at the Executive Committee meetings and at the first and last general meetings of the Council in each fiscal year. The Treasurer submits copies of these reports to the Recording Secretary to be posted to the HEO Council website.

Section 3: Members at Large

The Members At-Large take turns recording the minutes in the absence of the Recording Secretary. Each Member At-Large is charged with chairing one of the Standing Committees of the HEO Council.

Section 4 – HEO Council & HEO Council Representatives

The HEO Council shall consist of the members of the Executive Board (14) and a group of elected HEO Council Representatives that proportionally represent the HEOs on campus across the five divisions of the college (Academic Affairs, Enrollment Management, Finance & Administration, Marketing & Development, Student Affairs) and the President's Office/Legal Counsel. Each of the six areas shall have one Divisional Representative. Additionally, there shall be 1 representative for every 15 HEOs working on campus as of March 1 of each election cycle. These individuals all carry one equivalent vote in meetings of the HEO Council.

HEO Council Representatives serve a two year term beginning July 1 of even-numbered years and ending June 30. No individual can be elected to be a HEO Council Representative concurrently with any other position on the HEO Council. The HEO Council Divisional Representatives are charged with representing the other HEOs in their division, bringing any business, issue, or notification to the Executive Committee on behalf of others or themselves.

Section 5 – Term Limits

No member of the Executive Committee may serve consecutive terms in the same position totaling more than four years.

Article III: Voting & Participation

Section 1 – Voting

A quorum shall be a majority of the voting membership. A majority vote of members present is required to pass a motion. While only members may vote, all HEOs are welcome and encouraged to attend and speak.

Section 2 – Elections

Nominations: Nominations may be made in person at meetings, in writing, or electronically to the Corresponding Secretary during the period beginning with the first meeting of the Higher Education Officers Council held in March and continuing through a date designated by the Executive Committee.

Acceptance: Nominees must notify the Corresponding Secretary in person at a meeting, in writing, or electronically of their choice to accept or decline a nomination by a deadline set by the Executive Committee.

Ballots: The Corresponding Secretary prepares and distributes ballots early in May to all HEOs after nominations are confirmed. Completed ballots must be returned within two weeks of the date distributed.

Results: The Higher Education Officers Council Elections Committee tabulates the votes and certifies the election results.

Notification: The election results will be published prior to the end of the fiscal year.

Article IV: Regular and Special Meetings

The Higher Education Officers Executive Committee plans the annual schedule of meetings for both the Executive Committee and the HEO Council. This schedule will be distributed by September 15th.

The Higher Education Officers Executive Committee meets every month during the fall and spring semesters. The Executive Committee can alter this schedule when necessary. The Higher Education Officers Council meets twice during the fall and spring semesters. The Executive Committee can alter this schedule when necessary. All HEOs are welcome and encouraged to attend.

The Higher Education Officers Executive Committee can invite members of the college community, university, and guests to participate in Council meetings.

Article V: Agenda

The agenda for the Higher Education Officers Council is set by the Executive Committee. Higher Education Officers Council members can forward electronic or written agenda items for HEO Council meetings to the Recording Secretary at least ten working days prior to the preceding Executive Committee meeting. Late agenda items may be tabled for the next Executive Committee meeting.

The Executive Committee establishes priorities, approves the agenda items, and sends the agenda to the Recording Secretary to distribute to members prior to a Council meeting.

Council members can amend agenda items at Council meetings.

The Executive Committee can convene a Council meeting without an approved written agenda.

Article VI: Representation on the College Council

Section 1 – Selection

The Higher Education Officers elect four members as representatives on the College Council. In addition, the President of the Higher Education Officers Council is a statutory voting member of the College Council.

The Executive Committee appoints the person with the fifth largest number of votes as the alternate member to the College Council.

Section 2 - Representatives

President: The President is a statutory member of the College Council.

Four Elected Council Members: The Higher Education Officers annually elect four voting members to the College Council.

Alternate Member: This person will have voting rights if one of the elected members is not present at College Council.

Other than the President, no College Council Representative may simultaneously hold another office on the Executive Committee.

Terms of service on the College Council are determined in the College Council Charter.

Article VII: Vacancies

The HEO Council may declare a vacancy in membership or in an office of the HEO Council by adopting a resolution to that effect if a member resigns, can no longer serve, or no longer meets the requirements for membership. A member may resign from the HEO Council by submitting notice in writing to the HEO Council President. To remove a member or officer for cause requires a 2/3 vote of the Executive Committee. After declaring a vacancy, the Council shall determine what action, if any, is to be taken to fill the vacancy.

See Article II for a special exception for vacancies in the role of President.

Article VIII: Committees

Section 1 – Establishment of Committees

The Higher Education Officers Executive Committee may establish Standing and Ad-hoc committees to advance the mission of the organization. These Committees determine their goals and objectives in consultation with the Executive Committee. The various chairs report to the Executive Committee and the Council. Membership on committees other than the Executive Committee is open to all HEOs whether or not they are members of the HEO Council. Membership is voluntary, with the following exceptions: Membership on the Executive Committee is by election, the chairperson of the Budget Committee shall be the HEO Council representative to the College Council's Budget and Planning Committee, and the chairpersons of the four remaining committees shall be the Members at Large.

The Higher Education Officers Council establishes the following Standing Committees:

Executive Committee (Chairperson is the President of the HEO Council)

Budget Committee (Chairperson is the HEO Council representative to the BPC)

Charter Review Committee (Chairperson is a Member at Large)

Elections Committee (Chairperson is a Member at Large. In the event that the chairperson is nominated to run for an elected position, the chairperson must step down as chair prior to the convening of the Elections Committee to count the ballots)

Quality of Life Committee (Chairperson is a Member at Large)

Membership Committee (Chairperson is a Member at Large)

Section 2 – Representation on College-Wide Committees

The Higher Education Officers Council selects representatives to serve on various campus committees in other than an ex officio capacity, including but not limited to the following:

The Higher Education Officers Screening Committee: One representative, selected by the HEO Council Executive Committee and approved by the College President

Budget and Personnel Committee: One representative, must be approved by the College Council

Campus-Wide Assessment Committee: Three representatives serving two-year terms such that two representatives are appointed to begin in even-numbered years and one is appointed to begin in odd-numbered years. The three representatives to the College-Wide Assessment Committee must come from three different divisions of the college.

Campus Safety Advisory Committee: Three members

HEOs also serve on various campuswide committees in an ex officio capacity based on the positions they hold on campus.

Any HEO can nominate a representative for a collegewide committee, and any HEO can be nominated. The process of nomination and selection is coordinated by the Vice President. Except where noted above, the HEO Council shall approve selections by a simple majority.

Article IX: Amendments

The Higher Education Officers Council can propose charter amendments to the Charter Review Committee. The Charter Review Committee submits revisions to the Executive Committee for discussion and placement on the HEO Council calendar as follows: Proposed changes to the

charter will be presented at two successive meetings of the HEO Council, with discussion to take place at the first meeting and a vote to be held at the second meeting. A quorum must be present to vote on a proposed amendment (See Article III), and a majority of members present must vote in favor for an amendment to pass.