A Message from the CESO Chair

Greetings! Welcome to the CESO - Dean Keynton’s suggestion has quickly become a reality, and we have our own College of Engineering Staff Organization.

I’m both proud and delighted to be leading this endeavor alongside Eric Huhn and Jennifer Carlson. We hope to establish the framework for a lasting and vibrant organization. Every single staff member of the College of Engineering is an important part of this organization, and I’m excited to see what happens through the rest of 2021.

The CESO is an opportunity for our staff to network and connect socially, recognize outstanding work and achievements, leverage professional development opportunities and connect with the broader campus and local communities.

Look for more content on our webpage soon and wishing everyone a great end to the spring semester!

- Tracy Beauregard, CESO Chair 2021
Congratulations!
To Erica Tadlock, for her nomination as a UNC Charlotte Employee of the Year in the Devotion to Duty category.

Golden Nugget Recipients: View past recipients here.

Nominate a colleague for a Golden Nugget here.

Just for fun!
Starting the week of May 3rd, we’ll begin having a Photo of the Week submission - check your email for details!

Also, look for a Pop-Up Poll this week.

Thanks to Lori Bernard for both of these great ideas!

Committee Updates
Thank you to everyone who signed up for a committee!

Staff Social and Welcome Committee
- Cricket Bonnetaud
- Fredrica Higgs
- Joan Lemcke
- Kristy Lowman
- Courtney Stephens
- Sara Watson

Staff Education and Development Committee
- Linda Hargrove
- Xiuli Lin
- Courtney Stephens
- Kim Wilson

Staff Relations and Recognition Committee
- Joan Lemcke
- Jill Rogers
- Jessica Waldman
- Sara Watson

Want to get involved? Email tlbeaure@uncc.edu.

CESO Constitution and Bylaws
Following the vote through Google Forms, the Constitution and Bylaws for the College of Engineering Staff Organization has been established. There were 25 responses total, with 24 voting Yes, 0 voting No, and 1 voting to Abstain.

All comments received were incorporated into the final documents, and included only minor updates for clarification or correction.

Final versions of the documents will be uploaded to the CESO webpage and are included as an attachment to this edition of the newsletter.

Thanks to all who voted and contributed!
STAFF SPOTLIGHTS

Alexis Jennings
Academic Advisor, Department of Systems Engineering & Engineering Management

**Degrees:** B.S. in Child and Family Development and M.Ed. in Higher Education

**Hometown:** Augusta, GA

**Hobbies/Interests:** DIY projects and Crate Digging (shopping for Vinyl Records)

**Favorite Local Hangout:** Park on a nice sunny day!

**Favorite Place You've Been:** My favorite vacation spot is Pigeon Forge, TN.

**Fun Fact About You:** I married my high school/college sweetheart.

Michele Wallace
Business Services Coordinator, Department of Electrical & Computer Engineering

**Degrees:** Associates Degree in Horticulture from the University of New Hampshire

**Hometown:** Prattsburgh, NY

**Hobbies/Interests:** Reading is my favorite pastime. I love the outdoors and enjoy weekend hikes with my family.

**Favorite Local Hangout:** The U.S. National Whitewater Center

**Favorite Place You've Been:** The Caribbean. I love how the color of the sea changes throughout the day.

**Fun Fact About You:** I grew up living off the grid. Without indoor plumbing, running water and electricity. My parents still choose this lifestyle.
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.
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<td>Section II. Adoption</td>
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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:

<table>
<thead>
<tr>
<th>Position</th>
<th>Qualifications for Office</th>
<th>Removal from Office</th>
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</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Must have at least one (1) year of employment in COEN.</td>
<td>The Chair shall be removed from office upon a simple majority vote of the CESO.</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>Must have at least one (1) year of employment in COEN.</td>
<td>The Vice Chair shall be removed from office upon a simple majority vote of the CESO.</td>
</tr>
<tr>
<td>Secretary</td>
<td>Must have at least one (1) year of employment in COEN.</td>
<td>The Secretary shall be removed from office upon a simple majority vote of the CESO.</td>
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Length of Term, Term Limits and Election Cycles for Executive Committee

<table>
<thead>
<tr>
<th>Position</th>
<th>Length of Term</th>
<th>Term Limits</th>
<th>Election Schedule</th>
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<tbody>
<tr>
<td>Chair</td>
<td>1 year</td>
<td>None; Vice Chair assumes Chair position.</td>
<td>Initial Chair elected at-large; Vice Chair is Chair Elect.</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>1 year</td>
<td>None</td>
<td>Yearly</td>
</tr>
<tr>
<td>Secretary</td>
<td>1 year</td>
<td>None</td>
<td>Yearly</td>
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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.
Section VI. Meeting of the CESO

1. The CESO will meet once per quarter, upon the request of the Dean, or upon the request of a simple majority of members of the CESO.
2. No business requiring the voting decision of the CESO can be conducted unless a simple majority of the voting members of the CESO are present.
3. There shall be no proxy voting privileges without prior approval from the Chair of the Executive Committee of the CESO.
4. The Executive Committee shall prepare and distribute an agenda to all CESO members prior to a designated meeting date.

ARTICLE IV: OFFICERS AND MEMBERS: DUTIES AND RESPONSIBILITIES

Section I. Chair

1. The Chair will preside over all regular and special CESO meetings and represent the staff in all other duly-constituted COEN forums, meetings and standing or special committee meetings.
2. The Chair will communicate as needed with the Area 8 Representative of the UNC Charlotte Staff Council about CESO business that extends beyond the COEN.

Section II. Vice Chair

1. The Vice Chair will preside over all regular and special CESO meetings and represent the staff in all other duly-constituted COE forums, meetings and standing or special committee meetings in the absence of the Chair.
2. The Vice Chair will serve on committees and assume any tasks as delegated by the Chair.
3. The Vice Chair is Chair Elect and will assume the position of the Chair at the conclusion of their elected term.

Section III. Secretary

1. The Secretary will be responsible for recording minutes of the meetings of the CESO.
2. The Secretary shall conduct all other clerical requests of the CESO and its Executive Committee as described in Article III, Section III.
3. The Secretary will be responsible for communication of CESO business to COEN staff through appropriate means.
4. The Secretary will maintain/update the CESO website and any social media accounts.

Section IV. Past Chair

1. The Past Chair shall serve as an advisor to and ex officio member of the Executive Committee.
2. The Past Chair will have no voting privileges except if such a vote is needed to break a tie.

Section V. CESO Members

All CESO Members are invited to attend all the meetings of the CESO and communicate the ideas and concerns of the CESO to the staff in their areas, and the ideas and concerns of the staff from their particular area back to the CESO Executive Committee.

ARTICLE V: CONSTITUTIONAL AMENDMENTS AND BYLAW AMENDMENTS

Section I. Proposal

Any member of the COEN staff (as defined in Article I of the Constitution) may propose an amendment to the CESO Constitution or Bylaws. The proposal shall be in writing and shall be directed to the Executive Committee
of the CESO. The proposed amendment shall be placed on the agenda and distributed by the Executive Committee to all COEN staff members.

Section II. Adoption

1. Amendments and revisions shall require two-thirds majority of all COEN staff.

Revision History:

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<td>3 May 2021</td>
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