



STAFF COUNCIL

GEORGIA COLLEGE & STATE UNIVERSITY

BYLAWS

ARTICLE I. NAME

The name of the body hereby constituted shall be the Georgia College Staff Council, hereinafter referred to as "Staff Council."

ARTICLE II. RESPONSIBILITIES & FUNCTIONS

A. Function

In its representation of all staff employees, the Staff Council will promote better understanding, increased cooperation, and open communication among all constituent groups on our campus. While performing the duty, the Staff Council will endorse and adhere to the [mission and goals of Georgia College](#).

B. Staff Council Responsibilities

1. Enhance the communications network for staff throughout the university community.
2. Nominate staff members to serve on university-wide committees.
3. Coordinate annual elections to Staff Council.
4. Appoint standing committees and ad hoc committees as determined by majority of the Council.
5. Conduct monthly meetings of the Staff Council, annual community meetings and meetings of staff by electing areas.
6. Promote professional development, technical and educational opportunities to enhance and promote employees' skills
7. The Staff Council shall not be authorized to consider or determine individual grievances.

ARTICLE III. MEMBERSHIP

A. Representation

1. Representation for Staff Council shall correspond to five division areas. Each division shall select members of Staff Council in accordance with the following schedule:
 - 1 – 50 staff employees shall have one representative,
 - 51 – 100 staff employees shall have two representatives,
 - 101 – 150 staff employees shall have three representatives,
 - 151 – 200 staff employees shall have four representatives,
 - 201 – 250 staff employees shall have five representatives,
 - 251 – 300 staff employees shall have six representatives,
 - 301 – 350 staff employees shall have seven representatives,
 - 351 – 400 staff employees shall have eight representatives.
2. For every increment of fifty (50) people per division, there will be one representative. The total number of representatives shall be fifteen (15).
 - a. If the total number of elected delegates is less than fifteen (15), the Executive Committee shall appoint members-at-large to fill any remaining seats so that the total number of delegates equals fifteen (15). The Executive Committee will determine the members-at-large based on recommendations from the Bylaws & Elections Committee with consideration given to the last election results.
3. The five divisions are Office of the President, Academic Affairs, Finance and Administration, Student Affairs, and University Advancement. The Office of the President shall include all other administrators who report to the President, their offices, and staff.
4. Employee counts will be conducted in September of every year prior to the upcoming year's apportionment in subsequent elections. "Staff" includes all employees except ranked faculty members employed in the corps of instruction and administrators reporting to the president. To be eligible, a staff member must be employed in a full or partially benefited position and be on active duty.

- a. The Bylaws and Elections Committee shall present the staff count and apportionment among the divisions at the first meeting of Staff Council following September 30th of each year.

B. Election of Voting Members

1. Elections shall be held during the month of January each year in each division to replace members whose terms have expired. The Bylaws & Elections Committee shall solicit nominations and conduct elections to replace delegates whose term will expire in June.
2. Supervisor approval must be given before any new delegate can serve.
3. Membership shall be based upon a popular vote within the designated division. If the election results in a tie within a division, the Executive Committee will vote to break the tiebreaker.

A Staff Council delegate shall serve a three (3) year, staggered term beginning July. Elected terms shall be ideally staggered to allow for retention of Institutional and historical knowledge of the Council. After serving as an elected member for two consecutive terms, equating to six years, members must wait 12 months before they are eligible to seek re-election.

D. Voluntary Resignation

An open call for voluntary resignation should occur to current elected members in January of each year. Voluntary resignations allow the elections committee to properly advertise the number of seats available to the campus community during the nomination committee, including: (1) newly established seats based upon the census, (2) vacant seats from departing members whose term concludes, and (3) voluntary resignations from elected members who no longer wish to serve.

E. Vacancy of Voting Members

Should a vacancy occur during a term of service, i.e., resignation, reassignment to a different division, dismissal, the Chair shall appoint a representative from the proper division to fill the remainder of that term based on results of the last election. The appointment(s) must be approved by the Executive Committee.

F. Removal of Delegates

Any elected delegate can be removed from office for nonperformance of Staff Council duties by a majority vote of the Executive Committee. Nonperformance of Staff Council duties may include but is not limited to: non-attendance defined under Article VII section A, unavailability of the delegate to the staff he/she represents, or conduct injurious to the Staff Council, the University, or the purposes of the Staff Council.

G. Valuable member of Staff Council

This is a volunteer position that would not have voting rights

Serve 1 year

If someone ran for staff council and did not get elected, they could serve in this role or anyone could. They would commit to a year and need to assist with projects and activities but not be obligated to attend every meeting or be required to serve on a committee but help committees with projects as they come up and we need hands.

ARTICLE IV. OFFICERS OF STAFF COUNCIL

A. Officers and Duties

1. Chair: The Chair shall preside at Staff Council meetings, serve as Chair of the Executive Committee, call special meetings as necessary, perform other duties usual to the office, and confer with and report regularly to the president of the university on matters pertaining to the staff, Staff Council, and the University. The Chair is responsible for upholding the Bylaws of the Staff Council and conducting all meetings in accordance with the rules of order. The Chair is an ex-officio member of all committees. This person will also be responsible for certifying the officer and senator elections. The Chair shall be elected by and from the Staff Council membership to serve a one (1) year term.
2. Chair Elect: The Chair Elect shall assist the Chair, perform the duties of the Chair in his/her absence, serve on the Executive Committee and assume the role of Chair the following year. The election of the Chair Elect shall be nominated from the incoming Staff Council Delegates. Should this result in more than one nominee for Chair Elect, Staff Council members shall vote by secret ballot. The nominee receiving the most votes shall be the Chair Elect. If the Chair is unable to complete the term of office, the Chair Elect shall immediately assume the duties of Chair and convene a special session of the Executive Committee to present nominations to the Staff Council for the election of a new Chair Elect. The newly-elected Chair Elect shall complete the remainder of the current term.
3. Immediate Past Chair: Maintains voting rights as a staff council member. Only serves on the Executive Committee as an ex-officio member in an advisory role.
4. Secretary: The Secretary shall serve on the Executive Committee, notify members of meetings, provide necessary secretarial services including taking minutes, maintaining records, and distributing minutes to the Staff Council delegates, to the President of the University and to the Official University Minutes Page. The Secretary shall also maintain a current roster of the Executive

Committee members and all other committee members, including the expiration dates of each member's term of office.

5. Treasurer: The Treasurer shall serve on the Executive Committee and shall be responsible for recording and disbursing funds allocated for the conduct of Staff Council business and for any required financial reports concerning Staff Council expenditures.
6. USGSC Delegate: The USGSC Delegate will be the Representative to the University System of Georgia Staff Council (USGSC). The delegate shall serve as a resource person in an advisory capacity to the Staff Council in matters that affect the Staff Council's relationship with the USGSC. This person is required to attend Executive Committee meetings to ensure congruency and continuity with the USGSC.
 - a. This role shall be filled by the chair-elect or by another individual designated by the executive committee.
7. The Office of Legal Affairs and the Chief of Staff shall serve as a resource in an advisory capacity to the Staff Council.

B. Election Procedures for Officers

1. The Officers of Staff Council shall be elected during the month of February of each year using the following procedures:
 - a. Nominations shall be accepted during the month of February.
 - b. Nominations may be made to the Chair of the Bylaws & Elections Committee.
 - c. Only incoming delegates shall be eligible for nomination as Chair Elect; all other officer positions may be filled by current or new members.
 - d. The Bylaws & Elections Committee shall contact the nominees. Each person named on the ballot must accept the nomination and consent to their name being placed on the ballot.
 - e. Once the nominations have been confirmed, the ballot shall be prepared for the election.
2. Elections shall occur before the March University Senate meeting. Should a vacancy occur during a term of office, the above election process shall be followed starting with the next regularly scheduled Staff Council meeting.

ARTICLE V. UNIVERSITY SENATE STAFF COUNCIL REPRESENTATION

A. University Senate Seats

Staff Council shall send six staff members to the University Senate, with four being full voting members and two serving only on University Senate Committees.

Of the four voting members, one shall be the Chair of Staff Council with the remaining three seats being filled by a Staff Council member in accordance with Article V, Section B. Three of the staff Senators shall serve on Resources, Planning and Institutional Policy Committee (RPIPC) and one staff Senator shall serve on the Student Affairs Policy Committee (SAPC).

Of the two committee members, one serves on SAPC and shall be filled with a staff member elected in accordance with Article V, Section B. One committee member serves on the Belonging and Inclusion Policy Committee (BIPC)) and shall be filled with a staff member elected in accordance with Article V, Section B.

B. University Senate Elections

The four University Senate Seats and the two University Senate Committee Seats shall be elected before the March University Senate Meeting using the following procedures:

1. Nominations shall be accepted during and after the February Staff Council meeting. Nominations may be made to the Chair of the Bylaws & Elections Committee. Current and new delegates shall be eligible for nomination to a University Senate Seat.
 - a. The Bylaws & Elections Committee shall contact the nominees. Each person named on the ballot must accept the nomination and consent to their name being placed on the ballot. Once the nominations have been confirmed, the ballot shall be prepared for the election.
2. Elections shall occur before the March University Senate meeting. Should a vacancy occur during a term of office; the above election process shall be followed starting with the next regularly scheduled meeting.

ARTICLE VI. COMMITTEES

A. Membership

With the exception of the Executive Committee, Standing Committees shall consist of no fewer than three (3) full voting members. The full members of the committees shall choose a Chair. Standing Committees shall be charged by the Chair.

B. Standing Committees

1. Basic Charge to Standing Committees
 1. Each committee is empowered to investigate issues in its area of responsibility for report to the Staff Council.
 2. The initial meeting of each committee shall be convened within three weeks of appointment.
 3. Each committee shall present a written report of its activities to the Executive Committee at the June meeting for inclusion in the History of the Staff Council. The report shall include a list of all items placed on the committee agenda and note the disposition of each.
 4. Reports providing information and results of investigations shall be submitted to the Executive Committee for inclusion on the agenda. Each committee shall report on its activities at each Staff Council meeting.
 5. Elections for committees will be held at the first meeting of the fiscal year. If not serving on a University Senate committee or Executive Committee, all delegates are encouraged to serve on at least one Staff Council committee.
 6. Committees will elect their own chair from the body of Staff Council delegates.

a. Executive Committee

The Executive Committee shall consist of the Chair, Chair Elect, Secretary, Treasurer, Immediate Past Chair, and chair of each committee. The Chair of Staff Council shall serve as Chair of the Executive Committee. The Past Chair shall serve on the Executive Committee in an ex-officio capacity and shall serve in an advisory capacity to the Chair.

b. Bylaws & Elections Committee – at least 3 Members

The Bylaws & Elections Committee will consist of at least three members of the Staff Council. The duties of the Bylaws & Elections Committee include reviewing any proposed amendments to the Bylaws, upholding all parts of the Bylaws, administering all nominations and elections of staff council members, officers, and Senate positions.

c. Staff Development Committee – at least 3 Members

The Staff Development Committee will consist of at least three members of the Staff Council. The duties of the Staff Development Committee include addressing staff development issues such as career and professional development, basic skills development, and technical training geared toward professional growth. It administers the Staff development program and its funds.

d. Communications Committee – at least 3 Members

The Communications Committee will consist of at least three members of the Staff Council. The duties of the Communications Committee include implementing means for communications to and for all staff and providing an annual Staff Survey to solicit ideas for consideration and resolution through the Staff Council and/or other responsible parties.

e. Special Projects Committee – at least 3 Members

The Special Projects Committee will consist of at least three members of the Staff Council. The duties of the Special Projects Committee include overseeing Staff Council's participation in the annual University Celebration of Excellence program and planning the annual Staff Appreciation event and any other projects such as employee recognition, support/morale, (etc.) as well as various other activities to enhance the GC staff community.

f. List of At-Large Committees

Mandatory Student Fee- 2 delegates

Parking and Transportation Advisory- 2 delegates

IT Governance- 1 delegate

Strategic Planning- 1 delegate

Public Art- 1 delegate

Holiday Calendar- 1 delegate

Parking Appeals- 1 delegate

*List is subject to change

ARTICLE VII. MEETINGS

A. Meeting Schedule

The Staff Council shall meet, at least bi-monthly, commencing in July of the Fiscal Year and at a time agreed upon by the Council. All Staff Council meetings shall be announced in a media widely available to the University. Attendance at all Staff Council delegate meetings and activities by duly elected delegates is considered work time, provided arrangements have been made with the appropriate supervisor for attendance. It is expected that elected delegates shall attend, at a minimum, fifty percent of Staff

Council meetings and other activities and shall be given permission to adequately represent their constituencies in this manner.

B. Agenda for Regular Meetings

1. Items to be reported or discussed should be sent to the Executive Committee at least 3 business days prior to the meeting.
2. A member of the Executive Committee is encouraged to assist the Chair with preparation of the agenda for each meeting. The order of business shall be:
 - a. Call to order
 - b. Approval of the minutes
 - c. Committee reports (Standing & Ad Hoc)
 - d. Reports from the Chair
 - e. Old business
 - f. New business
 - g. Adjournment

C. Special Meeting

Any elected staff representative on the Staff Council shall have the right to call meetings of this group of staff members for deliberative and informational purposes regarding issues being considered by the Council.

D. Quorum

A 2/3 majority of the membership shall constitute a quorum.

E. Items of New Business

No item of new business shall be voted on until the next regularly scheduled meeting following the meeting at which the item was first discussed by Staff Council. This rule may be waived by a 2/3 majority vote of those in attendance.

F. Roll Call Votes

A roll call vote may be called for by 2/3 majority vote of the membership.

G. Executive Session

When matters of a confidential nature shall be discussed, a member of the Executive Committee may call an Executive Session (subject to the requirements of Georgia law concerning open records and open meetings).

ARTICLE VIII. CHANGES TO THE BYLAWS

Amendments to the Bylaws may be proposed by any delegate to the Staff Council at a regular meeting. The Bylaws & Elections Committee will review any proposed amendments and make recommendations back to the Staff Council body for their consideration and possible action. Amendments to the Bylaws shall be approved by a two-thirds (2/3) vote of the full membership of the Staff Council. If there are not enough members in attendance at the meeting to meet this requirement, the vote shall be held over until the next regularly scheduled meeting.