



# STAFF COUNCIL BY-LAWS

## Clayton State University Staff Council By-Laws

2016

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**ARTICLE I: NAME OF COMMITTEE**

The name of the body hereby constituted shall be the Clayton State University (Clayton State) Staff Council, hereafter referred to as the Staff Council.

**ARTICLE II: PURPOSE**

The Staff Council will provide support and serve as a voice for Clayton State University Staff employees through communication, education, engagement; and also serves as an advisory council to the President.

*The Staff Council shall not serve as a substitute for the grievance procedures of the University.*

**ARTICLE III: RESPONSIBILITIES**

Section A. **Our Functions.** The Staff Council will include a range of representatives of the Clayton State University Staff body in an effort to:

- Promote opportunities for communication and collaboration among members of the staff, and between staff and students, faculty and administrators
- Provide a forum for discussion of staff-related issues;
- Make recommendations, communicate staff related matters, and serve as a resource concerning staff issues, to the University President, appropriate administrator and/or committee;
- Ensure adequate staff representation on University committees, in University planning, and decision-making that affects the institution as a whole, as requested by the President;
- Ensure recognition of the value of staff contributions both individually and collectively.

**ARTICLE IV: STAFF COUNCIL DELEGATES**

Section A: **Qualifications.**

1. Delegates must be deemed to be regular, full-time or part-time, non-faculty employees. The definition of "regular" employees is defined in the BOR Employee Categories Policy.
2. Members of the Administrative Council are not eligible to be elected as delegates.
3. Delegates must be actively employed at Clayton State and have successfully completed his/her probationary period of six months of continuous service at the time of the election and have overall satisfactory performance in their respective unit.
4. Delegates who have been deemed less than satisfactory in their performance from the previous rating cycle or who are under a Performance Improvement Plan may not serve as a delegate, which shall be reviewed in conjunction with Human Resources.
5. Delegates shall be elected by other staff members within their unit of employment or the combined units (see ARTICLE IV, C).

Section B: **Duties.**

1. Delegates shall endeavor to attend all regular meetings, as well as special or called meetings; however, it is understood that there are peak work periods or emergent work situations that may preclude a delegate's attendance.
2. Delegates shall serve on committees of the Staff Council and may be elected as officers of such committees.
3. Delegates shall communicate Staff Council Business with perspective units regarding special issues, concerns or situations discussed.

4. Delegates shall encourage comments and suggestions from their unit concerning staff-related matters and shall forward the feedback to the Staff Council.
5. Delegates shall vote on Staff Council issues and shall endeavor to vote according to the consensus of their unit.

**Section C: Representation.**

Representation shall correspond to the following campus units or unit combinations:

<b>Full-Time &amp; Part-Time Benefits Eligible Regular Staff</b>
1. President ( <i>includes: Office of the President, CE, &amp; Spivey Hall</i> )
2. Athletics
3. Business and Operations ( <i>includes: HR, Facilities, Auxiliary Services, Controller's Office &amp; Public Safety</i> )
4. OITS
5. Provost
6. Student Affairs
7. University Advancement

8. Each of the seven (7) major university areas in the table above should have approximately five percent (5%) staff representation per area based on total eligible staff employees.

**Section D: Terms of Service.**

1. Each delegate shall serve a two-year term beginning August 1 after the annual election in June.
2. Terms are staggered with approximately half of the delegates rotating off Staff Council each year.
3. A delegate may be elected for a maximum of two (2) consecutive terms.
4. If a delegate fulfills an unexpired term vacated by another representative, the individual may serve up to one (1) year in that capacity and be elected to two (2) additional consecutive terms.

**Section E: Election of Delegates.**

1. The Vice-Chair, as Chair of Elections shall endeavor to coordinate the annual election process to be completed between May 1 through June 30.
2. The Vice Chair may appoint a Committee on Elections to assist in the Election process.
3. During May/June, the Vice Chair shall send out communications to all staff members and their supervisors of the upcoming election times and processes, including delegate eligibility requirements.
  - a. Notification shall be provided through email, bulletin boards, and other appropriate venues.
4. Each Senior Executive's Key Administrative Assistant in the areas listed in the table above shall assist the Vice Chair in coordinating the election process in their respective area.
5. An email or notification will be sent to all eligible staff employees to self-nominate or nominate an employee who wishes to serve as a delegate on Staff Council by either the Vice Chair or the Senior Executive's Key Administrative Assistant.
6. The nomination period shall occur during the months of May/June.
7. The Senior Executive's Key Administrative Assistant will collect nominations in their respective major areas.

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8. If the number of eligible nominations exceeds five percent (5%) of the number identified for a major area, then an election of the nominees to serve as a delegate will occur. If not, the slate of nominees will be certified as delegates by the Vice-Chair of the Staff Council.
9. The election may be done through an electronic ballot or by paper ballot sent to or distributed to eligible staff employees in the key area.
10. The Senior Executive's Key Administrative Assistant will certify the result with the Vice-Chair of the Staff Council.
11. In event of a tie, then a drawing of the names from a box will occur in front of two witnesses and the Vice-Chair of the Staff Council will certify this was done properly.
12. The Vice Chair shall announce results to the campus via email, written notices, and other appropriate media.

### Section F: Vacancy/Removal of Delegates

1. Any delegate position vacated due to assignment to a different unit, resignation, dismissal from the Staff Council, or separation of employment shall be replaced by the alternate identified during the election process or by calling for nominations/self-nominations. This delegate shall complete the term of the vacant position.
2. A delegate can be removed from a position on Staff Council by action of his or her constituents or by Staff Council. Possible causes of dismissal shall include, but not be limited to the following:
  - a. Non-Attendance;
  - b. Failure to report or communicate on Staff Council activities to constituents or communicate to Staff Council on behalf of constituents;
  - c. Conduct injurious to the Staff Council, the University, or the purposes of the Staff Council.
3. Removal by Constituents. A petition signed by half of the delegate's constituents shall be presented to Vice Chair. Following validation of the petition, the Committee shall conduct a special, confidential vote. A two-thirds majority of present members at a meeting shall be sufficient to remove the delegate from the Staff Council.
4. Removal by Staff Council. Removal by the Staff Council requires a two-thirds majority delegates present vote conducted by a confidential vote.

### Section G: Ex-Officio Member.

1. An *ex-officio* member of the Staff Council, is a member who has no voting rights and does not need to be present in order for the meeting to take place. Ex-Officio Members include:
  - a. President of the University or their designee
  - b. Chief Human Resources Officer or their designee
  - c. Assistant Director of Employee Relations or their designee

## ARTICLE V: OFFICERS

Section A: Staff Council officers should be as follows: Chair, Vice-Chair, Communications Secretary, Recording Secretary, and Fiscal Officer.

Section B: Members will be voted into their respective positions through and with a process, so determined by Staff Council either electronic or manual implemented by the Staff Council.

Section C: Elections will convene annually between June through July to allow each officer the opportunity to prepare for the fall semester.

- a. Past-Chairs, currently employed by Clayton State University, will be invited to remain as non-voting Staff Council members of the Staff Council serving in an advisory role.

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They will have other rights and privileges of membership (i.e., service on ad hoc and standing committees and attendance to closed meetings).

Section D: The maximum term for each Staff Council Officer is two years; however, the officer may be elected to serve a second term, not to exceed two consecutive terms.

Section E: After the second term of service, all officers must roll off the Staff Council no later than August of each year.

Section F: Chair

- a. Uphold the By-Laws of the Staff Council.
- b. Preside at all meetings of the Staff Council. \*
- c. Convene the April meeting and coordinate the election of officers for the new term.
- d. Appoint Standing Committees annually and Ad-Hoc committees as needed. Assign council officers to serve as ex-officio committee members as needed.
- e. Confer with and report regularly to the University President.
- f. Represent Staff Council on Administrative Council.
- g. Work with the University President to call special meetings as needed.
- h. Work in conjunction with Fiscal Officer to provide a brief report of the budget for financial matters associated with Staff Council.

May serve as *ex-officio* member of any Staff Council Standing Committee and provide leadership as needed.

Section G: Vice-Chair (and Chair of Elections)

- a. Assume the duties of the Chair in his or her absence. \*
- b. Assist the Chair in performing leadership responsibilities.
- c. Call a meeting of any committee that is not fulfilling its responsibilities and establish organization by dictum.
- d. If the Chair is unable to complete the term of office, the Vice-Chair shall immediately assume the duties of Chair and be eligible for election to one additional term as Chair.
- e. Oversees election's process.

May serve as *ex-officio* member of any Staff Council Standing Committee and provide leadership as needed or assigned.

Section H: Recording Secretary

- a. Record minutes of each Staff Council meeting.
- b. Endeavor to distribute minutes of the previous meeting and the agenda for upcoming meeting to delegates before the next scheduled meeting. Provide hard copies for review at the meetings.
- c. Maintain roster of Staff Council Delegates and their attendance at meetings.
- d. Maintain other Staff Council records, including committee memberships.

May serve as *ex-officio* member of any Staff Council Standing Committee and provide leadership as needed or assigned.

Section I: Communications Secretary

- a. Post the minutes to the designated web site and to the entire campus staff body.
- b. Ensure that Staff Council meetings are included on the University calendar.
- c. Endeavor to publish the agenda for upcoming meeting before the next scheduled meeting.
- d. Publicize meeting dates, times, locations, and agendas to entire campus community.

May serve as *ex-officio* member of any Staff Council Standing Committee and provide leadership as needed or assigned.

Section J: Fiscal Officer

- a. Maintains and reports all financial matters.
- b. Provides a budget report at every Staff Council meeting that is inclusive of all staff events, fundraisers, professional development grant funds, and any other financial matters related to funding from or to the Council at large.

May serve as *ex-officio* member of any Staff Council Standing Committee and provide leadership as needed or assigned.

**ARTICLE VI: MEETINGS**

Section A: Schedule

- a. The Clayton State University Staff Council will endeavor to meet every 45 days/6 weeks during regular business hours. Meeting dates and times will be posted on the calendar at the beginning of the fiscal year.
- b. The Communications Secretary shall endeavor to notify the campus community regarding meeting dates, times, locations, and agendas after approval from the Chair and email reminders along with a copy of the agenda to each Staff Council delegate prior to the scheduled meeting.
- c. The Chair may call special meetings as designated by the University President or as needed. Notification of the date, time, place, and purpose of special meetings shall be emailed (or mailed) to each Staff Council member prior to the special meeting. Only business specified in the call of the meeting shall be discussed at special called meetings.

Section B: Attendance

- a. Staff Council meetings are open to all members of the Clayton State community, specifically; full-time, part-time, temporary, and casual labor employees. Attendance by non-delegate staff members is strictly voluntary and is not considered work time unless approved by the employee's supervisor.
- b. Duly-elected delegates to Staff Council may attend meetings and participate in Staff Council activities during their regular work time, provided arrangements for attendance have been made with the appropriate supervisor.

Section C: Majority Vote. A simple majority (50% plus 1) of the elected delegates of Staff Council shall constitute sufficiency for passing resolutions or actions of the Staff Council. A majority of delegates may be present or may vote electronically in order to pass resolutions requiring a vote of the Staff Council delegates. Items may be introduced at a Council, with the concurrence of the Chair, and a majority vote is only required to act on resolutions. Quorums are *not* necessary for the conduct of business, introducing resolutions, and voting on items.

Section D: Meetings. Meetings shall be conducted in accordance with meeting structure norms. Meeting structure norm will be a call by the Chair for a motion, second to the motion, and vote by delegates in attendance or the Chair may propose that a vote be held electronically. Motion will either pass or fail. If no motion is entered, delegate may address officers and request discussion of the topic at another council meeting.

**ARTICLE VII: COMMITTEES**

Section A: **Elections Committee.** Elections Committee may be constituted by the pleasure of the Vice Chair as necessary to assist in conducting of the election process. The Vice Chair may ask for two

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volunteers from the Staff Council in May/June of each year. The Vice Chair shall coordinate with the Senior Executive's Key Administrative Assistant in the units identified in the table above, annually or as necessary, in May/June. The Vice Chair and members of the Elections Committee shall be elected members of the Staff Council. The Vice Chair and as needed, the Elections Committee shall operate as outlined in ARTICLE IV of the Staff Council By-Laws.

Section B: **Special Events Committee.** Special events committee shall consist of a chair and a minimum of four additional members and shall be either volunteers or appointed by the Chair in August of each year. The Special Events Committee is responsible for planning, organizing, and executing participation in Council events and initiatives, as well as various University events. The committee will work to enhance staff interactions with the campus community by hosting campus events for the enrichment of the staff. This committee will also coordinate with Human Resources to reach out to all new staff employees and provide them information pertaining to Staff Council and their representation. Examples of Special Events include Staff Appreciation, Smith Awards, New Staff Reception, etc.

Section C: **Professional Development Committee.** Professional development committee shall consist of a chair and a minimum of two additional members and shall be either volunteers or appointed by the Chair in August of each year. The Professional Development Committee is responsible for discussing with CSU Human Resources what are best practices for professional development, advising the University President of professional development needs, working with Human Resources to notify staff of professional development opportunities, availability of staff development funds, as well as the review and approval of staff development fund requests.

Section D: **Ad Hoc Committees.** Staff Council as well as committee chairs, as needs arise shall appoint ad hoc committees. An ad hoc committee will be disbanded when its purpose has been served. The Staff Council will determine the number of members. The duties of each ad hoc committee will be to accept the business assigned to the committee by the Staff Council, to complete each item of business in a responsible and timely manner, and to provide the Staff Council with progress reports, as well as a final report, on its activities. (Example of ad hoc committees are By-Laws Committee and Fundraising Committee).

Section E: **All Committees.** All committees, with the exception of the Elections Committee, are encouraged to meet prior to each scheduled Staff Council meeting. One representative from each committee must be present at each Staff Council meeting providing copies of the minutes from the last committee meeting and applicable activity reports. Each committee is responsible for electing its own chairperson.

### ARTICLE VIII: AMENDMENTS

Amendments to the By-Laws may be proposed by any delegate to the Staff Council at a regular meeting and may be voted on at the next regular meeting. The Staff Council must approve amendments by a two-thirds majority vote of the delegates, which may be conducted in a meeting or conducted electronically. Amendments approved by Staff Council shall be communicated to all staff members, campus-wide, for their information. Amendments then shall be submitted to the President of Clayton State for approval.

Date Adopted: 5/18/16

SIGNED BY:

Heidi B. [Signature]

Staff Council Chairperson

DATE: 5/18/16[Signature]

Clayton State University President

DATE: 5-18-16