

STAFF COUNCIL BYLAWS

Gordon State College

Gordon State College Statutes Appendix C



Appendix C

BYLAWS OF THE GORDON STATE COLLEGE STAFF COUNCIL

ARTICLE I: NAME

The name of the organization shall be "The Gordon State College Staff Council," referred to hereinafter as the "Council."

ARTICLE II: SHARED GOVERNANCE

The Council shall operate under the definition of shared governance as defined by the Gordon State College Statutes Chapter 3.

ARTICLE III: PURPOSE

The purpose of the Council is as follows:

1. Provide a voice to the administration of the college, particularly the President, in decision-making processes of the college that have a direct impact on non-faculty employees.
2. Encourage and support staff training and development.
3. Advocate for transparent, impartial and equitable working conditions and standards for all staff while maintaining ethical excellence.
4. Support and enhance the overall mission of the College.
5. Serve as a mechanism for shared governance at the College.
6. Provide systematic means of recommending changes in policy on behalf of non-faculty members, except those mandated by the University System of Georgia Board of Regents (BOR).

The *Staff Council Bylaws* describe additional responsibilities of the Staff Council. The Staff Council shall create committees necessary to carry out its functions, all of which are described herein.

ARTICLE IV: MEMBERSHIP

Any permanent "regular" employee of Gordon State College, full-time or part-time (as defined by the Employee/Staff Handbook), in a non-faculty position, shall be considered a member of the Council.

The President of the College, Director of Human Resources, and Compliance Officer/Title IX Coordinator are considered non-voting members. They may not serve on committees and do not count towards a quorum. Consultants, contractors, temporary employees, student workers, and administrators at the Vice President-level and above are not considered members of the Council.

All members are encouraged to participate in council meetings. Council and committee work should seek supervisor's approval and should not hinder work performance. It shall be considered part of an employee's regular workweek and shall not generate any overtime pay or comp time.

Should the membership of the Council increase beyond three hundred members, a special Bylaws Committee shall be formed by the Executive Committee to propose amending these Bylaws.

ARTICLE V: ELECTED OFFICERS

The Council's officers shall be Chair, Vice-Chair, Secretary, and Treasurer. All terms of office are for two years and no office shall be held for more than two consecutive terms. Any full-time Council member shall be eligible for election as officers. All elected officers may also serve as ex-officio member of any Staff Council Standing Committee and serve in an advisory role as requested.

Election of Officers

Any Council member who is no longer a provisional employee shall be eligible to be considered for nomination.

Officers shall be elected at the June meeting every two years by a majority vote (50%+1) of the Council members present and eligible to vote (see Article X: Quorum – eligibility to vote). The Nominating Committee shall present a slate of candidates with at least one candidate for each vacancy. A motion for nominations may also be made from the floor which will be added to the ballot.

The chairperson of the Nominating Committee shall present the slate of candidates and shall conduct all aspects of the voting process.

No officer shall serve in any office for more than two consecutive terms. Any officer serving two consecutive terms shall not serve in any office for at least one full term before being nominated again.

RESPONSIBILITIES OF OFFICERS

Chair

The Chair shall act as the staff's elected representative, shall act as liaison for staff concerns, and facilitate communication between the Staff Council and the Cabinet. They will act as a champion for staff welfare and preside at Council meetings; collect and distribute recommendations received through the Staff Council Suggestion Form; call special meetings, as necessary; meet regularly with the President of the College on matters pertaining to the staff, Staff Council, and the College. The Chair is also responsible for upholding the Bylaws of the Council and conducting all meetings.

Vice-Chair

The Vice-Chair shall assist the Chair and assume the responsibility of the Chair in their absence and in the event of the Chair's abdication. They will also act as Parliamentarian at meetings, following and enforcing *Robert's Rules of Order – Newly Revised* and represent the Council as the Faculty Senate Liaison. They will act as an educator for Robert's Rules of Order as necessary to aid in transparency.

Secretary

The Secretary shall notify members of Council meetings, provide necessary secretarial services including taking minutes, maintaining records and distributing minutes to the Council members and the President of the College. The Secretary shall also maintain the Council website; a roster of all Council members; receive and report "Rumor Has It" and "Tell Me Something Good" news; and will report on the progress of recommendations via the minutes. Minutes, agendas, Staff Council Bylaws and Employee/Staff Handbook must be kept up to date on the website and shall be posted within 10 business days.

Treasurer

The Treasurer shall be responsible for recording and disbursing funds, in conjunction with the Chair, which have been allocated or raised for the conduct of Council business and programs, including Staff Development funds. The Treasurer shall be provided access to all budget reports for all Staff Council business. The Treasurer shall also provide financial reports concerning Council expenditures at every Council meeting.

REMOVAL OF OFFICERS

If an executive officer has been significantly negligent of their duties or in violation of GSC Statutes, a petition with a minimum of seven signatures may be presented to the Executive Committee. An ad-hoc committee shall be created to review and provide a recommendation to the Executive Committee. Upon suggestion of the ad-hoc committee, the individual may be asked to resign. If the officer refuses to resign, a special meeting of the Council shall be called to vote on their removal from office.

VACANCIES OF OFFICES

If the Chair resigns for any reason, the Vice-Chair will step in as Interim Chair until the next regularly scheduled vote. If any other executive officer needs to resign for any reason, a special vote may be called if deemed necessary by the Executive Committee. The Nominating Committee shall present a slate of candidates for any vacated office.

Nominations may also be made from the floor.

ARTICLE VI: ADVISORS

Any content expert may be requested to serve in a temporary capacity to advise on specific matters which may be relevant. The most recent past Staff Council Chair shall serve in a temporary transitional capacity to the Council and Executive Committee. Any advisor shall be considered a non-voting member of the Executive Committee and may be discharged at the Chair's discretion.

ARTICLE VII: MEETINGS

Five meetings of the Council shall be held annually during the months of February, April, June, September, and November. The Secretary of the Council shall make announcements of the specific date and time at least two weeks prior to the meeting. The month of June shall be designated to elect offices and committees of the Council biennially.

The Executive Committee shall prepare and distribute to the Council through the Secretary an agenda for all Council meetings at least three days prior to the meeting. Any recommendations made along with their progress since the last meeting as well as the previous meeting's minutes will be dispersed with the agenda. Members of the Council wishing to submit items to the Executive Committee for the agenda, or recommendations to the Council must do so in writing at least ten days prior to the meeting.

The unapproved minutes of Council meetings shall be distributed by the Secretary no later than ten (10) business days after the meeting and will incorporate the following:

- a) indication of a quorum being met
- b) the recommendations sent to the Council and their respective progress
- c) any updates on previous recommendations sent to the Council
- d) the "Rumor Has It" questions and their respective answers
- e) any GSC statute amendments and their respective progress

SPECIAL MEETINGS

The chair may call special meetings as they deem necessary. A written request to call a special meeting may be proposed if signed by 10 sponsoring Council members. Incidents of special meetings may include, but are not limited to:

- a) vote to replace a vacancy of office
- b) a time-sensitive vote which cannot wait until the next regularly scheduled meeting on a proposal to amend Staff Council Bylaws, GSC Statutes or Faculty Senate business
- c) a vote to remove an Executive Officer
- d) a special or time-sensitive announcement

ARTICLE VIII: COMMITTEES

The Executive Committee may form other ad-hoc committees as necessary. Membership and duties performed on behalf of these committees shall be considered part of an employee's normal workweek and shall be compensated at regular pay rate and should not generate any overtime pay or comp time. Standing Committees of the Staff Council are laid out in this article. Standing Committees of the College and Faculty Senate which Staff Council are a member of are laid out in Appendix I.

Committee Memberships

The membership of each committee shall be elected at the biennial June Council meeting when officers of the Council are elected. Nominations for committee membership shall be received by the Nominating Committee and from the floor. After nominations are closed, a vote will be taken to determine committee membership. In case of a tie, a runoff will be held.

If a vacancy occurs on any committee except the Executive Committee during a term, the remaining members of that committee along with the Executive Committee shall appoint a member of the Council to fulfill the remaining term.

STANDING COMMITTEES OF THE STAFF COUNCIL

Executive Committee

The Executive Committee shall consist of persons elected as officers for the Council and any advisors appointed to the Council. This committee shall carry out the day-to-day business of the Council. The committee shall work with the College's administration as required in conducting business. The committee shall meet with the President of the College at least once per month to discuss Council business. The committee may call special Council meetings as needed.

Staff Development and Programs Committee

The Staff Development and Programs Committee shall consist of five members elected by and from the Council. The committee shall choose its chairperson. The committee shall be responsible for addressing staff development issues, processing paperwork pertaining to staff development funding requests in a timely manner, arranging short programs for regular Council meetings and special workshops and pursuing activities to enhance staff training, and cultivating staff-to-staff, and staff-to-faculty relations. The committee shall work with the Treasurer of the Council in acquiring any funding necessary for Council programs, professional development and events.

Staff Welfare Committee

The purpose of the Staff Welfare Committee is to review policies affecting staff welfare, provide feedback to the Executive Committee when applicable, and ensure support to staff when requested.

The Committee shall consist of five members elected by and from the Council, and shall choose its Chairperson. The committee shall:

- a) maintain accessibility to and integrity of the *Employee/Staff Handbook* and *Staff Bylaws* and ensure that the most recent versions are available on the Council website
- b) process the Proposal to Amend Staff Bylaws form; amendments made to the *Handbook* must also be approved by the Human Resources Director
- c) encourage and support programs and seminars which aid in increasing staff morale
- d) act as an official Welcome Committee for new hires and foster awareness of campus and Council processes and opportunities
- e) review and provide feedback on policies and concerns regarding staff welfare, including working conditions and staff development
- f) conduct staff recognitions and work with the Treasurer of the Council for procuring funds relevant to this purpose

Grievance Committee

The Grievance Committee shall consist of seven members with a minimum length of service of 2 years, and shall be elected by and from the Council. The committee shall choose its chairperson. The purpose of the committee is to hear grievances by staff members involving other persons employed by Gordon State College. The election process will be handled in the same manner as other Staff Council Committees. Due to potential conflicts of interest, any Council member at a Director's level and above are ineligible to serve on this committee and will be removed from any ballot by the Nominations Committee before any vote is cast.

All members of this committee shall arrange to have informal training by a certified mediator on campus within the first year of being elected. Upon the filing of a grievance, the committee shall elect a panel from the existing committee members. A different panel is elected for each grievance and shall consist of three panel members. The committee shall adhere to the official Staff Grievance and Disciplinary Review Policy; the Employee/Staff Handbook; and the GSC Statutes (Chapter 4). Upon completion of a review, the panel will provide the President of the college with one recommendation.

Nominating Committee

The Nominating Committee shall consist of three members elected by and from the Council. The committee shall choose its chairperson. This committee shall be responsible for preparing a slate of office and committee member candidates from the current members of the Council. It shall handle all nominations and election procedures as outlined in the Bylaws. It shall also be the responsibility of this committee to contact nominated candidates before the annual June Council meeting to gain acceptance of nominations and agreement to serve if elected. The committee shall provide to each nominated candidate the current Bylaws which outline the duties and responsibilities of each position of office.

COLLEGE COMMITTEES WITH STAFF INVOLVEMENT

The following Faculty Senate and Campus Wide Committees shall have staff representatives nominated during the regular election cycle. The descriptions can be found in Appendix I.

- Collaborative Learning Center (CLC) & Library Committee
- Information Technology and Information Security Governance Committee

ARTICLE IX: AMENDMENTS

A two-thirds majority vote of the Council members present and voting may amend these Bylaws. Amendments shall not be in direct contradiction to the *Board of Regents Policy Manual* or *Gordon State College Statutes*.

Proposals for amendments to these Bylaws and the Gordon State College *Employee/Staff Handbook* shall be made by any voting member by submitting the *GSC Proposal to Amend Staff Bylaws Form* to the Executive Committee at least 20 calendar days prior to the next scheduled Council meeting. The Executive Committee will inform the President and shall disperse the proposed amendments at least 15 calendar days prior to the next scheduled meeting and again with the agenda for the next meeting.

The reading of the proposed amendment(s) shall be at the following scheduled Council meeting whereupon duly made motions, seconds, discussions and votes shall be conducted by show of hands. An anonymous paper ballot shall be conducted by a seconded motion by any member. An amendment to the *Gordon State College Employee/Staff Handbook* shall become effective upon approval of the President.

ARTICLE X: QUORUM

A quorum of Council members shall be required to conduct business at any Council meeting. A quorum of committee members shall be required to conduct business at any committee meeting.

A quorum of the Council shall be defined as two-thirds of the members in attendance. A quorum of any committee shall be defined as more than one-half of its members in attendance.

Eligibility to vote: Any votes submitted by a member traveling on official College business or unable to attend due to personal leave may do so in a sealed envelope to the Chair or Vice Chair prior to the meeting. The votes shall count toward the quorum.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The latest revision of Robert's *Rules of Order - Newly Revised* shall be the parliamentary authority for this organization.

APPENDIX I STANDING COMMITTEES WITH STAFF INVOLVEMENT

APPROVED COMMITTEES

The Committees below have been approved and are considered *Standing Committees of The College, Standing Committees of the Faculty Senate, or are considered Ad-hoc Committees of the College*. Faculty elections are held once per year, at the beginning of the new Academic Year.

INFORMATION TECHNOLOGY AND INFORMATION SECURITY GOVERNANCE COMMITTEE

Purpose: In compliance with requirements¹ and recommendations² from the University System of Georgia (USG), Gordon State College (GSC) charters a governance committee with responsibilities for Information Technology (IT) and Information Security (IS).

Composition: The Gordon State College Statutes Committee shall be composed of:

- a) 1 Faculty Senator
- b) 3 Faculty members, 1 per school
- c) 1 Student, elected by SGA
- d) 1 Information Technology representative
- e) 1 Staff Council representative
- f) 1 IT & eLearning Committee representative
- g) Director of Library Services
- h) Provost & Vice President for Academic Affairs, non-voting

Duties: The duties of the committee shall be to:

1. Undertakes a leadership role in information technology and information security goals and practices to ensure alignment with the goals of the institution and compliance with USG requirements.
2. Defines and manages implementation of policies and procedures for the governance and management functions of institutional data, information technology, and information security.
3. Establishes, collects, and validates metrics and other performance measures to monitor the effectiveness of GSC IT /IS policies, and reports these results to the President's Cabinet on an annual basis.

COLLABORATIVE LEARNING CENTER (CLC) & LIBRARY COMMITTEE

See Chapter 3.1.2, GSC Statutes

Purpose: The purpose of the Collaborative Learning Center (CLC) & Library Committee shall be to help the CLC & Library staff support the teaching, learning, and research of the college community.

Composition: The Gordon State College Statutes Committee shall be composed of:

- a) 1 Faculty Senator
- b) 3 Faculty members, 1 per school
- c) 1 Student, elected by SGA
- d) 1 Information Technology representative
- e) 1 Staff Council representative
- f) 1 IT & eLearning Committee representative
- g) Director of Library Services
- h) Provost & Vice President for Academic Affairs, non-voting

Duties: The duties of the committee shall be to:

1. Promote library services, resources, and sponsored events.
2. Communicate library rules and procedures to the faculty/staff and students.
3. Seek input from faculty/staff and students regarding library services and technology provided.
4. Provide recommendations from faculty/staff to the library staff on the growth of the print and electronic collections.
5. Provide feedback on library rules and procedures.
6. Serve as an advocate for content, services, funding, and human resources as needed.