

ARMSTRONG ATLANTIC STATE UNIVERSITY
STAFF ADVISORY COUNCIL
BYLAWS

ARTICLE I. STAFF ADVISORY COUNCIL

A. The name of the organization shall be the Staff Advisory Council. The Staff Advisory Council is an official University organization composed of elected representatives from benefits eligible classified University staff. The staff-elected body of representatives is dedicated to promoting the interest and welfare of Armstrong Atlantic State University staff members. (Hereafter, the term "Council" shall refer to the Staff Advisory Council and the term "Assembly" shall refer to University staff meetings.)

B. The mission of the Council is to advance the exchange of information, provide a common voice for staff ideas and concerns, and maintain a communication link between staff members and University administration.

C. The Council will not serve as a substitute for the University's formal grievance procedure.

ARTICLE II. PURPOSE

The purpose of the Council at Armstrong Atlantic State University is to represent staff employees by increasing communication and involving the staff in the decision making process of the University, thus promoting a positive and collaborative work environment. Responsibilities of the Council shall be as follows:

1. Establish a sense of identity, recognition, and worth of each staff member in his/her relationship to the University
2. Serve as a representative advisory council, identify concerns related to staff, and seek solutions
3. Act as an advocate for the University staff by bringing their concerns to the attention of the appropriate body and following through to resolution
4. Provide a channel for communication of interests, concerns, and issues that affect staff
5. Identify and recommend the need for development and/or modification of University policies directly affecting staff members
6. Suggest and promote activities that provide employees the opportunity to build informal relationships, thus aiding improved communication among staff and faculty members
7. Integrate the staff into existing University affairs
8. Create a stronger bond among the staff through promoting and supporting appropriate university initiatives.

ARTICLE III. DEFINITION OF UNIVERSITY STAFF

Staff is defined as benefits eligible classified employees.

ARTICLE IV. MEMBERSHIP

A. Council membership shall be limited to benefits eligible classified employees with at least one year of service at the University by July 1 of the election year.

B. The Council shall be composed of an equitable representation of all eligible staff. Council members will exemplify all staff within their representative unit.

C. The Council shall consist of nine members with no more or fewer than the designated number elected from each of the following representative units:

Four representatives from Academic Affairs

(Includes all offices that ultimately report to the Vice President of Academic Affairs)*

Two Representatives from Business and Finance

(Includes all offices that ultimately report to the Vice President for Business and Finance)*

One Representative from External Affairs

(Includes all offices that ultimately report to the Vice President of External Affairs)*

One Representative from the President's Staff

(Includes the following offices that report directly to the President: Assistant to the President, Athletics, President's Office, Recruiting, University Relations)*

One Representative from Student Affairs

(Includes all offices that ultimately report to the Vice President of Student Affairs)*

D. The Director of Human Resources or his/her designee shall serve as an ex-officio, non-voting member of the Council and shall not be eligible for election to the Council as a voting member.

E. Council representatives shall receive sufficient time from their regular University positions to fulfill their responsibilities to the Council. The University President shall send a letter to the supervisor of each Council representative to acknowledge and thank the supervisor for the participation of the staff employee.

* See Appendix A for representative units.

F. The Council shall review the campus organization at least once every five years. Proposed changes to the Council's composition shall be submitted to the Council at least two meetings prior to the beginning of the nomination process to ensure each representative unit receives adequate representation.

G. Proposed changes in the composition of the Council shall be presented to all University staff at least 10 days before the next regularly scheduled Assembly meeting. Changes in the composition of the Council become effective when approved by a majority of the staff.

ARTICLE V. ELECTION OF THE COUNCIL

A. The Council shall consist of nine members of the staff. The staff shall elect the requisite number of representatives each year for two-year terms (however, for the first election see (I)). No more than one member from any program or office (i.e., smallest unit within Academic Affairs, Business Affairs, External Affairs, Student Affairs, and the President's Staff) can serve on the Council. No more than four members may serve from the Academic Affairs staff unit, no more than two members may serve from Business and Finance, and no more than one member may serve from External Affairs, Student Affairs, and the President's Staff.

B. The election of Council representatives shall begin with the spring semester Assembly meeting and shall continue at subsequent meetings, if necessary.

C. Human Resources shall provide the Council with a current list of eligible staff members in each representative unit.

D. The Election Committee shall be composed of the Council Chair, Vice-Chair, and Secretary. The Election Committee shall coordinate the nominations and the election process

E. Prior to the spring semester meeting, each program or office shall receive from the Election Committee a list of eligible staff members for nomination for membership in the Council. Each program or office shall elect one nominee from each staff unit not represented on the Council. No later than March 31, nominations shall be forwarded to the Vice-Chair of the Council. The names of the nominees will be distributed to the staff at least five calendar days before the spring semester Assembly meeting.

F. At the spring semester Assembly meeting, the staff shall vote by written secret ballot, with each ballot voter voting for a number of nominees no greater than the number of seats to be filled. Ballots violating this condition will be invalidated.

G. The Election Committee shall tally the votes immediately after the ballots are collected and shall report the total number of both valid and invalid votes. Any nominees who receive a simple majority of valid votes shall be declared elected provided the election does not violate the provisions for staff unit membership outlined in paragraph (A) above. In the event of such a violation, the unfilled seats shall be filled later by a runoff election. The Director of

Human Resources, ex-officio, non-voting member of the Council, shall audit the Staff Assembly's votes and validate the election.

H. The entire annual nomination and election process should be completed prior to May 30 following the initial spring semester Assembly meeting. Under unusual circumstances, the Chair of the Council may call for a June meeting to complete the election process.

I. The first year of the Council will be an exception to the election process in that, the Assembly will elect by a majority of those present and voting, all nine members. Special procedures shall be followed at the initial election. At the first meeting of the Assembly, the five candidates receiving the highest number of votes cast shall be elected to serve two-year terms, and the four candidates receiving the next highest votes cast shall be elected to serve one-year terms.

ARTICLE VI. TERM OF OFFICE

Members will be elected for two-year terms, each term lasting from July 1, following the election, to June 30, two years hence. Members may serve no more than one two-year term and are not eligible to succeed themselves within one year after a term of service.

ARTICLE VII. VACANCIES

A. A vacancy is created when a member is no longer a benefits eligible classified employee, transfers to a position in another designated area, or requests to be relieved of duties.

B. A special nomination and election shall be held to fill any vacancy of an unexpired term on the Council. The Council shall solicit eligible nominations consistent with Article V. The staff shall then elect by majority of those present and voting at the Assembly meeting, the replacement, who shall be seated immediately. Elections to unexpired terms shall not be held simultaneously with regular elections of Council representatives. Elections for vacancies may be held sequentially at the same meeting in an order determined by the chair of the Council.

C. Council representatives accept the responsibilities of performing the duties assigned them as staff advocates, and regular attendance at Council and Assembly meetings is expected. Representatives shall attend all meetings unless extenuating circumstances prevent attendance. Representatives may be excused by notifying an officer prior to the meeting. If a member misses two unexcused consecutive meetings, the Chair will inquire as to the representative's intentions and may suggest that the member withdraw from the Council. A representative who misses three meetings within twelve consecutive months will automatically have his/her name listed on the Council agenda for discussion of removal. If a fourth un-excused absence occurs, it will be assumed that the incumbent has vacated the seat.

ARTICLE VIII. COUNCIL OFFICERS, ELECTION, AND DUTIES

A. Officers

The officers of the Council shall be the Chair, Vice-Chair, and Secretary. Officers shall serve for one year and be elected annually by the Council representatives.

B. Election

Officers of the Council will be elected at the conclusion of the June meeting. The newly elected Council members shall be invited to attend the current Council's June meeting. Prior to adjournment of the June meeting, the current Chair shall ask for nominations and conduct the election for a succeeding Chair. The succeeding Chair shall conduct the election process for the next term's Vice-Chair and Secretary respectively. Each representative may vote for one candidate only for each office. Candidates receiving a majority vote shall be elected to office. If no candidate receives a majority vote, a run-off election will be held between the two candidates receiving the most votes. Newly elected officers shall immediately take office and serve until the next annual election. No representative shall hold more than one office at a time. Representatives are ineligible to succeed themselves consecutively in any one office.

C. Duties

1. Duties of the Chair

- a. Preside at all Council and Assembly meetings and enforce the Staff Advisory Council Bylaws
- b. Prepare, in consultation with the Vice-Chair and Secretary, an agenda for each regular and any special meetings of the Council and the Assembly and distribute the agenda to appropriate parties within five days prior to the meetings
- c. Call regular and, with the petition of a majority of the Council, special meetings of the Council and the Assembly
- d. Appoint ad hoc committees as appropriate
- e. Present to the Council all staff matters and concerns
- f. Represent the Council and consult with University administration regarding staff matters as appropriate
- g. Refer staff matters and recommendations to the appropriate committee chair or administrator
- h. Participate as a member of the Election Committee

- i. Prepare a written annual report of the Council's activities and progress and distribute to the University President and all staff employees.

2. Duties of the Vice-Chair

- a. Perform duties and exercise powers of the Chair in his/her absence or resignation
- b. Act on behalf of the Chair upon request
- c. Act as recording secretary in the absence of the Secretary
- d. Participate as a member of the Election Committee
- e. Prepare and distribute annual election ballots
- f. Represent the Council at various University functions as requested by the Chair
- g. Assist the Chair in determining agenda for Council and Assembly meetings
- h. Assist the Chair with other matters as requested.

3. Duties of the Secretary

- a. Keep minutes of regular and special meetings of the Council and of the Assembly and distribute official minutes to all staff within ten working days of each said meeting
- b. Ensure that past Council records are maintained according to University Policy on Record Management and Retention
- c. Assist the Chair in determining agenda items for Council and Assembly meetings
- d. Reserve meeting places for the Council and Assembly meetings
- e. Participate as a member of the Election Committee
- f. Preside at meetings in the absence of the Chair and Vice-Chair and appoint a secretary protem to record the minutes of such meetings
- g. Represent the Council at various University functions as requested by the Chair
- h. Assist the Chair and the Vice-Chair with other matters as requested.

ARTICLE IX. MEETINGS

All meetings shall be conducted under the latest edition of *Robert's Rules of Order*. The meetings shall proceed according to the agenda prepared by the Chair.

A. Regularly Scheduled Meetings

1. The Council shall hold monthly meetings on the first Wednesday of each month
2. The Assembly will meet once per semester on the third Wednesday of April and September. A special meeting may be held during the summer term if necessary.

B. Agenda

The agenda for Council meetings shall be prepared by the Chair and distributed to members of the Council. The minutes of the Council meetings will be prepared by the Council Secretary and distributed to all University staff members.

C. Voting

Voting is limited to Council representatives, exclusive of ex-officio members. Voting on all matters shall be by voice vote unless a secret ballot is requested or the Council Chair rules otherwise. Voting by proxy shall not be allowed.

Two-thirds of the Council representatives eligible to vote shall constitute a quorum.

Article X. BUDGET

The Human Resource Department shall provide Council funding.

ARTICLE XI. AMENDMENT OF BYLAWS

Proposals for change or repeal of any Bylaws shall be submitted in writing to Council representatives at least five days before the meeting at which they will be proposed. The proposal shall contain the exact wording of the amendment and an indication of its place in the Bylaws. The proposed amendment shall be voted on at the following Council meeting and must be approved by a quorum of Council representatives. The amendment must be circulated to all staff members at least ten working dates prior to the scheduled Assembly meeting. The proposed amendment shall then be approved by a majority vote of the staff.

Appendix A

Academic Affairs

Academic Affairs Office
Army ROTC Department
College of Arts and Science
College of Education
College of Health Professions
Computer and Information Services
Enrollment Services
Financial Aid
Institutional Research
International Programs
Liberal Studies & Faculty Development
Library
Office of Student Success
Registrar and Admissions
School of Computing
School of Graduate Studies
Sponsored Programs

Student Affairs

Career Services
Counseling and Volunteer Services
Disability Services
Elderhostel Programs
Housing and Resident Life
Minority Affairs
Student Activities
Student Affairs Office
Testing Services

President's Staff

Assistant to the President
Athletics
President's Office
University Relations

Business and Finance

Accounting
Bookstore
Central Supply
Financial Services
Human Resources
Mailroom
Payroll Services
Plant Operations
Procurement and Auxiliary Services
Student Accounts
University Police

External Affairs

External Affairs Office
Liberty Center
Professional and Continuing Education
Public Service Center
Videoconferencing Services