

BYLAWS
Staff Council
Georgia Highlands College

Article I. Name

The name of this council will be the Staff Council of Georgia Highlands College.

Article II. Mission

- a. Subject to the laws of the State of Georgia, the regulations of the Board of Regents, and the Statutes of Georgia Highlands College, the Staff Council shall function in an advisory capacity directly to the President of the College, as the official representative of the Staff in regard to all matters of importance to the Staff and the welfare of the college or any other matters which the President brings before it.

Article III. Purpose

- a. The purpose of the Staff Council is to be a collective voice for those who work in non- faculty employee roles.
- b. The Staff Council will work to advance the mission of the college as a whole and promote and foster the welfare of employees through the combined creativity of staff representation.
- c. The Staff Council will provide opportunities to increase campus-wide staff involvement in shared governance.

Article IV. Duties

- a. To represent and advocate the concerns of the Staff;
- b. To maintain communication between the Staff and the college administration;
- c. To make recommendations to the President as to the development, welfare, and morale of the Staff;
- d. To conduct research and review on matters of importance to the Staff and the general welfare of the College, including forming and charging committees;
- e. To maintain communication with Faculty Senate, Academic Affairs, and the President's Cabinet;
- f. To foster a cooperative spirit within college governance

Article V. Organization and Structure

- a. Officers shall include Chair, Chair Elect, Secretary, Treasurer, Immediate Past Chair.
- b. A Parliamentarian will be appointed at the discretion of the current Chair.
- c. The fiscal year (July 1 – June 30) will be the business year of the Staff Council.
- d. Staff Council will meet once per month.
- e. Additional meetings may be scheduled by the Executive Committee or by vote of a simple majority of members.
- f. Meetings will be conducted according to Robert's Rules of Order Manual.

Article VI Membership

The Staff Council should be comprised of 15 voting members. Each Staff Representative Group shall select representatives to the Staff Council.

- a. Eligibility for Georgia Highlands College Staff shall be defined as all persons employed in full-time non-faculty positions at the college not serving on the President's Cabinet and excluding deans, vice-presidents, employees holding the rank of executive administrator or faculty. Persons must also be in good standing according to Human Resources.
- b. The term of office for representatives shall begin with the July meeting of the Council.
- c. Terms shall be for 2 years and a representative can be appointed for a maximum of two consecutive terms.
- d. However, if a representative fulfills an unexpired term vacated by another representative, the individual may serve up to two years in that capacity.
- e. Staff Council members must allow for a one-year absence from Staff Senate before running for another term.
- f. The Committee on Elections will call for new membership each year via email in May to all Staff members. Any Staff member as staff, by Staff Council Bylaws, is eligible to apply for Staff Representative Group (SRG) membership.
- g. Representatives shall be elected in June and begin serving in July.
- h. If no new Staff are willing to serve for a department, the original Staff member may continue to serve. This should be a last case scenario.
- i. Staff Council vacancies will be filled by working with the Department Leadership. Nominations and replacements must be made within 60 days.

Article VII Duties of Voting Members and Attendance

- a. Members will disseminate information from Staff Council meetings to the fellow Staff in their represented body.
- b. Members will attend each Staff Council meeting. If the member is unable to attend he/she is responsible for sending an alternative representative to the Staff Council in his/her place. If a member is unable to attend a meeting they will give the Chair forty-eight (48) hours notice and notify the chair who your alternate representative will be.
- c. If a representative misses two Staff Council regular or special meetings per fiscal year without sending an alternate in their place, they may be considered in forfeit of the position, and may be replaced by a nominee from their Staff Representative Group.
- d. Members will vote on items before the Staff Council.
- e. Members-elect must attend the June meeting of the Staff Council, where they will vote to elect officers for the following year.

Article VIII. Representatives shall be elected from each of the following departments on campus. 3 representatives will be elected from each group.
These will be known as Staff Representative Group (SRG). Staff Representative Groups are decided on by the Human Resources Department.

Grouping 1

Academic Affairs
Academic Success
Admissions
Auxiliary
CETL
New Student and Retention
Student Life

Grouping 2

Athletics
Plant Administration
Building Maintenance
Grounds
Campus Safety

Grouping 3

Audio Visual Services
Marketing and Communications
Continuing Education
Digital Media Services/GHTV
IESI
Information Technology
Controller's Office

Grouping 4

Atrium Health Floyd School of Health Science
School of Bus and Prof Studies
Campus Admin-Cartersville
Accounts Payable Office
Procurement
Accounting Office
Budget Office
Bursar Office
Financial Aid
Advancement
Human Resources

Grouping 5

School of Humanities
Library
Campus Admin-Marietta

Campus Admin-Paulding
President
Etowah GYST Program
Registrar
Student Support Services
School of Social Sci and Edu
School of STEM
Veteran's Affairs
Tutorial Center

Article XI. Officers and Duties

- a. Officers shall include Chair, Chair Elect, Secretary, Treasurer, Immediate Past Chair.
- 1. Chair- Preside at all meetings of the Staff Council.
 - a. Develop the agenda for each meeting.
 - b. Work with the Staff Council Secretary to publicize meetings to the campus.
 - c. Ensure that Staff Council meetings are included on the college calendar.
 - d. Appoint and discharge ad hoc committees as needed.
 - e. Confer with and report regularly to the College President.
 - f. Work with the College President to call special meetings as needed.
 - g. Uphold the Bylaws of the Staff Council.
- 2. Chair Elect
 - a. Assume the duties of the Chair in his/her absence.
 - b. Assist the Chair in performing leadership responsibilities.
- 3. Secretary
 - a. Record minutes of each Staff Council meeting.
 - b. Post approved minutes.
 - c. Maintain roster of attendance at meetings.
 - d. Set up virtual meetings and send calendar invites to members.
- 4. Treasurer
 - a. Report account balances at each meeting.
 - b. Disburse funds allocated for the conduct of the Staff Council business.

Article XII. Elections

- a. Election Procedure
 - i. Nominations for staff members shall be accepted college-wide by full-time staff members. Candidates can self-nominate.
- b. Member Elections
 - i. Terms of office for council members shall be staffed for two-year terms.
 - ii. The Staff Council year shall coincide with the Georgia Highlands College fiscal year and will run from July 1 through June 30.
 - iii. All departmental members as defined above are eligible for election.
 - iv. The candidate receiving the most votes will be considered the elected member.

v. The elections committees conduct the election process in collaboration with the Human Resources Department.

c. Officer Elections

i. The officers shall be nominated at the meeting in June, and elections will be held every year by a majority vote of Staff Council members with new officers seated immediately upon the start of the next business year.

ii. The Chair-Elect, Secretary, and Treasurer are elected annually by the standing elected body of the Staff Council in June and begin their term July 1.

iii. The election process is conducted by the elections committee.

1. Staff Council Members nominate eligible staff council members for an officer position during the meeting or via email prior to the regular June meeting.

2. Nominations will be made to the Elections Committee.

3. Nominated Staff Council members must accept the nomination to be added to the ballot and may only accept a nomination for one officer position.

4. The Elections Committee distributes ballots during the regular June meeting.

5. The nominations committee tallies the ballots during the regular June meeting.

d. Vacancies

i. Member Vacancies

1. When a vacancy occurs, an eligible replacement from the Staff Representative Group (SRG) is nominated by a sitting Staff Council Member.

2. The nominated individual is confirmed by 2/3 vote the Staff Council who are present at the meeting and a quorum is established.

3. The elected member filling the vacancy will serve the remaining term of the original members vacancy, or they can choose to remain for a two - year term.

i. Officer Vacancy

1. When a vacancy occurs in the office of the Staff Council Chair, the Chair Elect shall assume the position of the Chair.

2. If the Chair-Elect is unable to assume the duties of the Chair, an election from the membership shall fill the position for the remainder of the current term.

3. The Executive Committee appoints other officer vacancies.

Article XIII. Procedures

A. Monthly

The Staff Council shall meet monthly with arrangements made by the chair. Special meetings shall be held at the discretion of the Chair, with two (2) days' notice where applicable.

B. Agenda

The order of business for regular meetings shall be set forth in the agenda by the Chair. The order of business may be altered. The order of business shall include:

1. Call to order
2. Approval of previous meeting's minutes
3. Committee Reports
4. Old Business
5. New Business
6. Announcements
7. Adjournment

Any requests for additional agenda items must be presented in writing at least three working days before the meeting.

C. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the Officers meetings, general Staff Council meetings, and committees in all cases to which they are applicable or needed, and in which they are consistent with these Bylaws, any special rules of order the Council may adopt, Georgia Highlands College Policies, University System of Georgia policies, state laws, and/or federal laws.

D. Voting and Motions

A simple majority of the membership of the Council shall constitute a quorum. A quorum is necessary to conduct any business that requires voting. Only elected voting members are eligible to vote. Voting members may submit their vote by proxy to the Secretary via email if they are unable to attend the meeting where the vote is taken. Voting and motions shall be done by majority vote of all members present.

E. Reporting

Recommendations made by the Staff Council regarding matters within its responsibilities shall be delivered directly to the College President or his or her designee for his or her consideration. The College President and the Staff Council Chair shall develop a mutually agreeable timetable for a response based upon reasonableness and good faith.

Article VI. Committees

The Staff Council, in addition to any action taken at Staff Council meetings, shall carry on its business through a structure of Standing Committees. The Staff Council may create additional *ad hoc* committees as necessary to carry out its purpose. The committees shall make recommendations to the Staff Council. Upon adoption by the Staff Council, the action of the Staff Council is advisory to the President of the College.

A. Executive Committee

The Executive Committee will consist of the Chair, Chair-Elect, Immediate Past Chair, Secretary, and Treasurer. The Executive Committee will take action on behalf of the Council or the entire College Staff body in cases requiring urgent action. The Executive Committee will inform the full Council of all such actions taken at the next scheduled monthly Council meeting. The Executive Committee will prepare the agenda, taking into consideration any recommendations for agenda items submitted by Council members or other groups on campus.

B. Communication Committee

Coordinate and provide information to staff members concerning Staff Council initiatives using available resources.

C. Special Events Committee

The Special Events Committee shall consist of a chair and a minimum of two additional members or staff employees and shall be either volunteers or appointed by the Chair each year. The committee shall be responsible for organizing and coordinating events, working with other appropriate departments to ensure events are arranged. This committee will work closely with the GHC Ambassadors.

D. Committee on Elections

The Committee on Elections shall consist of a chair and a minimum of two additional members and shall be either volunteers or appointed by the Chair each year. The Committee on Elections shall assist with elections in the designated units each June. The Chair and members of the Elections Committee shall be elected members of the Council.

E. Ad Hoc Committees

The Staff Council may create Ad Hoc Committees, as necessary, to carry out its purpose.

F. Term Length

- a. Staff Council members serving on Standing Committees are to serve a term of no less than one (1) year.
- b. Should a volunteer or appointee to a Standing Committee seek to serve less than one year, a reasonable effort must be made to submit such a request to the Executive Committee for review before serving.
- c. Should a committee's membership fall below the minimum required before the end of the one – year term, the procedure to fill the vacancy will be followed (Article XII – D. Vacancies). The new Committee member is only obligated to complete the remainder of the term of the post to which they committed.
- d. Standing Committee Chairs and members may volunteer to serve an additional year given that the committee member has an additional year to serve with Staff Council.
- e. Ad hoc committee members are subject to term lengths associated with the breadth and scope of the committee's purpose.

Article VII. Amending Bylaws

Proposed amendments to the Bylaws must be submitted to the Staff Council through a representative at least one (1) week prior to the meeting at which the proposed amendment is to be introduced. These bylaws may be amended by a majority vote of the Staff Council. Any proposed amendments will be distributed to members at least ten (10) business days prior to the Staff Council vote.