SAVANNAH STATE UNIVERSITY
STAFF SUPPORT COUNCIL
CONSTITUTION AND BYLAWS

PREAMBLE

In accordance with the Board of Regents of the University System of Georgia and Savannah State University, a unit of the University System of Georgia, we the Support Staff employees establish this constitution with a pledge to effectively direct our efforts, accomplishments, and energies to promote better cooperation among the administration, faculty, staff, and students. The employees of Savannah State University's Support Staff hereby establish this representative body to be called the "Savannah State University Support Council". Further, we pledge to be responsible and to administer the policies and objective which best fulfill the needs, concerns, and interests of the staff and to exert to the best of our ability, our efforts to enhance the growth and progress of Savannah State University and to aid the University to achieving its educational goals.

ARTICLE I. NAME

The organization shall be known as "Staff Support Council".

ARTICLE II. OBJECT

The Staff Support Council, upon the recommendation of the President, is empowered by the Board of Regents of the University System of Georgia to act for the staff of the University. to make suggestions and/or recommendations, when appropriate, to the University's administration. staff and Director of Human Resources.

Section 1. **Representation**: The Staff Support Council represents all staff at Savannah State University. A staff employee shall be defined as a permanent employee as defined by the Board of Regents (Section 801.02), who is not (1) President; (2) Vice President; (3) Academic Dean: (4) Department Chair; or (5) Faculty.

ARTICLE III. MEMBERS

Section 1. **Membership**: All non-faculty employees of Savannah State University.

ARTICLE IV. OFFICERS

All permanent staff members with a minimum of one year continuous Savannah State University employment shall be considered eligible to seek election of office.

The Staff Support Council shall elect four (4) officers from its Staff Support Council membership: Chairperson of the Staff Support Council, Vice Chairperson of the Staff Support Council, Secretary of the Staff Support Council, and Corresponding Secretary of the Staff Support Council.

Section 1. **Duties of the Chair:** The Chair will be responsible for scheduling and conducting all Staff Support Council meetings and will serve as head of the Staff Support Council's Executive Committee and as an adjunct (non-voting) member of all Staff Support Council sub-committees. The Chair will serve a one-year term.

Section 2. **Duties of the Vice Chair:** The Vice Chair will assist the Chair and perform the duties of the Chair in his/her absence. The Vice Chair will serve as a member of the Staff Support Council Executive Committee, and adjunct (non-voting) member of all Staff Support Council sub-committees. The Vice Chair will be elected by and from the Staff Support Council to a one-year term of office.

Section 3. **Duties of the Secretary:** The Secretary shall keep the minutes of the Staff Support Council meetings and shall be responsible for reporting, in writing, its actions to all members of the Staff Support Council.

Section 4. **Duties of the Corresponding Secretary:** The Corresponding Secretary shall be responsible for all communications and correspondences going out or coming to the Staff Support Council, including announcements of meetings and other pertinent information. The Corresponding Secretary shall be responsible for attendance roll call and voting roll call.

Section 5. **Appointment of the Parliamentarian:** The Staff Support Council Parliamentarian shall be appointed by the Chairperson of the Staff Support Council. When necessary and proper the interpretation and application of the governing procedures shall be the responsibility of the Staff Support Council Parliamentarian.

Section 6. **Duties of the Parliamentarian:** The Parliamentarian shall settle matters of debate and procedures of conducting the meeting.

Section 7. **Appointment of the Chaplin:** The Staff Support Council Chaplin shall be appointed by the Chairperson of the Staff Support Council.

Section 8. **Duties of the Chaplin:** The Chaplin shall render all prayers during meetings and shall serve as a moral advocate for the Council.

Section 9. **Procedure:** The Parliamentarian shall be guided by Robert's Rules of Order.

Section A. **Conflict:** Any conflict shall be resolved in favor of the Constitution.
Section B. **Additional Positions:** Other positions shall be added at the discretion of the Staff Support Council.

Section 10. **Term of Office:** The Term of Office, elected or appointed, is one-year (starting in the election month of June). Any elected officer may be eligible for re-election and must be elected by the majority of votes cast by full body of the Support Staff to remain in office.

ARTICLE V. COUNCIL AREA REPRESENTATIVES

Staff members from each employment area at Savannah State University shall appoint/select a Council member(s) to serve as Area Representative(s). The Area Representative shall be of a one-to-one through a one-to-ten (1-too-1/1-to-10) Representative-to-Constituency ratio.

Section 1. **Duties of Area Representative:** Each Representative shall be responsible for relaying the concerns of his/her area constituency. The Representative(s) shall be responsible for voting on issues reflective of the wishes of the majority of the area constituency. The Representative(s) shall be responsible for disseminating information to their constituency.
Section 2. **Term of Office:** All Representatives shall serve for a full year and is eligible for re-appointment or re-selection on a year-by-year basis. In the event of a vacancy, another member may be appointed or selected to serve out the term.

ARTICLE VI. MEETINGS

The Staff Support Council, primarily consisting of the Executive Officers and Representatives, shall meet at least once a month at a convenient time unless a special meeting is called. Any and all other members may attend the Staff Support Council meetings.

Section 1. **Quorum:** A quorum for conducting all business of the meetings of the Staff Support Council within the scope of this Constitution shall be seventy-five percent of all Area Representatives.

ARTICLE VII. COMMITTEES

All standing committees are noted in Section V of the Bylaws.

ARTICLE VIII. EXECUTIVE COMMITTEE

A. Membership: The Executive Committee shall consist of all elected officers, parliamentarian, Chaplain, and all chair-appointed committee chairs, and chairs of the standing committees.

ARTICLE IX. AMENDMENT

Any proposed changes in the Bylaws shall be endorsed by five members of the Staff Support Council and shall require approval by two-thirds of the total number of the Staff Support Council Representatives.

Section 1: Any proposal to amend this Constitution shall be submitted by a petition signed by give members of the Staff Support Council. Amendment petitions must be thoroughly discussed with the Council's membership by their representatives then submitted to the Secretary of the Staff Support Council at least two weeks prior to said meeting of the Staff Support Council.

Section 2: A proposal to amend the Constitution shall be voted on at a regular meeting of the Staff Support Council. The said meeting shall be held within thirty (30) days of discussions.

Section 3: Amendments to the Constitution shall be adopted upon an affirmative vote of two-thirds of the total number of the Staff Support Council Representatives.

Section 4: Amendments to the Constitution shall be in full force when approved by the Staff Support Council and the President of Savannah State University.

SAVANNAH STATE UNIVERSITY
STAFF SUPPORT COUNCIL
BYLAWS

SECTION 1: NAME

The name of the body hereby constituted will be the "Staff Support Council".

SECTION 2: RESPONSIBLITES AND FUNCTIONS

The Staff Support Council will participate in the University governance process by recommending and consulting with the University President in the establishment of policies and procedures necessary and/or proper for the promotion of the University.

The Staff Support Council will formulate and recommend to the University President the policies and procedures related to but not exclusive to Savannah State University staff. The Staff Support Council and its individual members will develop and maintain a University wide communications network to provide for efficient transmission of information to all staff members concerning the business conducted by the Staff Support Council.

SECTION 3: MEMBERSHIP OF THE STAFF SUPPORT COUNCIL

1. MEMBERS

The membership of the Staff Support Council will be elected by and from the full-time classified employees of the University, as defined in the Policies of the Board of Regents (Section 801.02). and other regular non-faculty status employees.

2. STAFF SUPPORT COUNCIL AREA REPRESENTATIVES

Staff members from each employment area at Savannah State University staff appoint or select a Council member(s) to serve as Area Representative(s). The Area Representative shall be of a one-to-one through a one-to-ten (1-to-1 through 1-to-10) Representative-to-Constituency ratio.

Section 1. Duties of Representatives: Representatives shall be responsible for replaying the concerns of their area constituency. The Representatives shall be responsible for voting on issues reflective of the wishes of the majority of the area constituency.

Section 2. Term of Office: All Representatives shall serve a full-year and shall be eligible for reappointment or re-selection on a year-by-year basis. In the event of a vacancy, another member may be appointed or selected to serve out the term.

SECTION 4: OFFICERS OF THE STAFF SUPPORT COUNCIL

1. OFFICERS AND DUTIES:

A. Chair – The Chair will responsible for scheduling and conducting all Staff Support Council meetings and will serve as head of the Staff Support Council's Executive Committee, as an

adjunct (non-voting) member of all Staff Support Council sub-committees, and as a liaison to the University Senate. The Chair will serve a term not exceeding one year.

B. Vice Chair – The Vice Chair will assist the chair and perform the duties of the Chair in his/her absence. The Vice Chair will serve as a member of the Staff Support Council Executive Committee, an adjunct (non-voting) member of all Staff Support Council sub-committees, and Chair of the Area Representatives.

C. Secretary – The Secretary will be responsible for taking minutes, maintaining records and distributing information within the Staff Support Council. The Secretary will assist the Chair and perform the duties of the Chair in the absence of the Chair and Vice Chair. The Secretary will serve as a member of the Staff Support Council Executive Committee, and as an adjunct (non-voting) member of the Staff Support Council sub-committees.

D. Corresponding Secretary – The Corresponding Secretary will be responsible for all communications and correspondences going out or coming to the Staff Support Council, including announcements of meetings and other pertinent information.

2. ELECTION OF OFFICERS

A. Officers of the Staff Support Council will be elected during the June meeting of each year.

B. An announcement will be made at the April meeting that nominations for officers will be accepted and voted on at the June meeting.

C. Nominations will be accepted at the June meeting and elections will follow immediately. Each nominee must consent to having his/her name placed in nomination. A second is required to up hold a nomination. The election will be secret ballot.

D. A candidate must receive a simple majority of votes to be elected. In the event of a tie, a run-off election will be held between the nominees.

E. New officers will begin their terms at the close of the regularly scheduled June meeting.

3. REMOVAL FROM OFFICE

Any officer may be removed from officer for cause (as defined in the Bylaws) by a two-thirds vote of the Staff Support Council.

SECTION 5: COMMITTEES

1. MEMBERSHIP

Standing Committees of the Staff Support Council will consist f members who volunteer their services on the Committee for terms not exceeding one (1) year. Committees for the following year will be formed at the June meeting.

2. BASIC CHARGE TO STANDING COMMITTEES

A. Each Committee is empowered to investigate issues in its area of responsibility and report to the Staff Support Council.

B. The initial meeting of each Committee will convene within two weeks of the date a Committee Chair is elected. Each standing Committee will meet at least once during each semester.

C. Each Committee will present a written annual report of its activities to the Staff Suport Council. The report will include a list of all items placed on the Committee agenda and will note the disposition of each.

D. Reports providing information and results of investigations (as referred to in Section 5.2A) will be submitted to the Executive Committee for inclusion on the agenda. Each Committee will specifically report on the disposition of each item.

E. Recommendations to the Staff Support Council will be submitted to the Executive Committee for inclusion on the agenda.

3. RECOMMENDED STANDING COMMITTEES

STAFF RECOMMENDATION COMMITTEE – This Committee will consist of the Chairs of each standing Committee. They will report the Executive Committee.
CONFERENCE/WORKSHIP COMMITTEE
HOSPITALITY/ORIENTATION COMMITTEE
STAFF DEVELOPMENT COMMITTEE
CONSTITUTION AND BYLAWS COMMITTEE
ADVOCACY COMMITTEE
LEGISLATIVE COMMITTEE
NOMINNATION AND ELECTION COMMITTEE
SUNSHINE/SPECIAL EVENTS COMMITTEE
BUDGET AND FINANCE COMMITTEE

SECTION 6: EXECUTIVE COMMITTEE

1. MEMBERSHIP

The Executive Committee will consist of the Chair, Vice Chair, Secretary, Parliamentarian, Chaplin, and all standing Committee Chairs. The Chair of the Staff Support Council will serve as Chair of the Executive Committee.

2. DUTIES

A. The Executive Committee will meet monthly throughout the year to discuss new business and compile agenda items for upcoming full Staff Support Council meetings. Additional meetings

may be called by the Chair. The place and time of all regularly scheduled Executive Committee meetings will be announced at each regular Staff Support Council meeting.

B. The Executive Committee will be empowered to act as the Executive body of the entire Staff Support Council in cases requiring urgent action. The Executive Committee will inform the full Staff Support Council of all actions taken at the next full Staff Support Council meeting, oor by a memorandum to all Staff Support Council representatives.

C. The Executive Committee will consider and refer to the appropriate Committee any issue that affects the general welfare of the University or that concerns the classified employees and regular non-faculty status employees.

D. The Executive Committee will receive and prepare agenda items for the Staff Support Council in any of the following ways:

1. Items received from the President of the University will be placed on the agenda.
2. Items received from any of the standing or ad hoc Committees of the Staff Support Council will be placed on the agenda unless the Executive Committee decides, by a majority vote, to refer items back to the Committee.
3. Items received from any staff representative to the Staff Support Council will be placed on the agenda or referred to the appropriate Committee.
4. Items received from any person or group not provided for may also be placed on vote, that such items merit consideration, the Executive Committee will refer those items to the appropriate Committee, unless unusual or urgent circumstances merit prompt presentation to the Staff Support Council.
5. Any correspondence that is representative of the Staff Support Council must be approved by a simple majority of the Executive Committee. The Executive Committee will receive correspondence for action prior to its regularly scheduled meeting.

E. The Executive Committee will serve as the official liaison between the Staff Support Council and the University Senate, and between the Staff Support Council and the President of the University.

F. The Executive Committee will meet with the President of the University or the Vice President for Academic Affairs quarterly.

G. The Executive Committee will recommend for the Staff Support Council's approval such ad hoc Committees as it deems necessary.

SECTION 7: GENERAL PROCEDURES

1. MEETINGS

A. The Staff Support Council will meet at least once every month. The meetings will commence in June and will be held as determined by Staff Support Council members during the initial meeting.

B. Special meetings may be called in any of the following ways:

1. By the President of the University;
2. By the Chair, Vice Chair in the absence of the Chair, or the Secretary in the absence of the Chair and Vice Chair;
3. By the majority vote of the Executive Committee;
4. By written petition, addressed to the presiding officer and signed by at least one-third of the membership of the Staff Support Council.

C. The Executive Committee of the Staff Support Council will prepare the agenda for each meeting. This agenda, together with pertinent information on items to be discussed by the Staff Support Council, will normally be distributed to Staff Support Council members at least five days in advance of regularly scheduled meetings. Items not on the announced agenda may be added by the Executive Committee prior to the meeting, or they may be added at the meeting by a two-thirds vote of members present and voting. The Staff Support Council agenda will also be published in a forum widely available to the University.

D. The order of business at regular meetings of the Staff Support Council will be as follows:

1. The Chaplin or appointed member shall open the meeting with prayer.
2. Roll Call by Corresponding Secretary (or appointed member).
3. The presentation of the minutes of the last meeting of the Staff Support Council, corrections, if any, and adoption.
4. Reports of standing Committees and discussions thereof.
5. Reports of special Committees and discussions thereof.
6. Reports of the Chair, Vice Chair, and Secretary, respectively.
7. Old Business.
8. New Business.
9. Adjournment.

E. A seventy-five percentage of the voting members of the Staff Support Council Representatives will constitute a quorum. Motions will be passed by a majority of those present and voting. The Staff Support Council will not conduct normal business if a quorum is not present.

F. A Staff Support Council Representative who is unable to attend a meeting may appoint an alternate. An alternate may enter into discussion after registering with the Secretary prior to the meeting. An alternate does not have a vote in decision-making: absent Staff Support Council Representatives may vote only by written proxy submitted to the Chair prior to the meeting. No alternate can substitute for more than one Representative at a meeting. A Staff Support Council Representative is regarded absent whether or not he/she sends an alternate to the meeting.

G. Staff Support Council meetings are open to the University community and the public at-large. Regular or Non-members who wish to address the Staff Support Council will request permission to do so from the Executive Committee prior to the meeting, or from the presiding officer during

the meeting, Any Staff Support Council Representative may move that a regular or non-member be allowed to speak.

H. Copies of the minutes from each meeting will be sent to all Staff Support Council members. Summaries of Staff Support Council meetings will be disseminated to the University community through a widely available forum. Copies of the adopted minutes will be placed on file in the Savannah State University Library.

SECTION 8: AMENDMENTS TO THE BYLAWS

The Staff Support Council will have the power to amend its Bylaws providing that such amendments be discussed by the general membership and approved by two-thirds of the votes cast by Area Representative in a meeting of the Staff Support Council.

Amendments to the Constitution shall be in full force when approved by the Staff Support Council and the President. Procedures outlined in Article IX of the Constitution will be used to amend the Bylaws.