

# **University of West Georgia**

## **Staff Advisory Council Bylaws**

### **ARTICLE I: NAME**

The name of the Council shall be the University of West Georgia, Staff Advisory Council. [Hereafter in this document, the term Council shall refer to the Staff Advisory Council or SAC and the term Chair shall refer to the Chair of the Council.]

### **ARTICLE II: FUNCTIONS AND POWERS**

- The Council shall act as an advisory body to the University President and shall act on behalf of the staff where there is a need for a uniform policy throughout the University.
- The Council shall endeavor to enhance the flow of communication among all sectors of the University and to make recommendations concerning actions of the University that have an impact on classified staff. All actions of the Council that impact on University operations are subject to the approval of the University President.
- The Council will provide an opportunity to market and promote community outreach programs, staff appreciation efforts, and staff development opportunities.

### **ARTICLE III: ORGANIZATION**

The Council shall have the power to create its own bylaws and policies consistent with the Policies of the Board of Regents ([BOR 8.1.2](#)), the [USG Staff Council Bylaws](#), and with University Statutes, and through its Bylaws shall establish appropriate committees needed for the handling of its business.

### **ARTICLE IV: MEMBERSHIP**

The membership of the Staff Advisory Council shall be nominated by and from staff in regular employment status as defined in the Policies of the Board of Regents, and in the Personnel and Policies procedures section of the Business Procedures Manual of the Board of Regents. Nominations shall be conducted in accordance with the Bylaws of the Council.

#### **SECTION I. REPRESENTATIVES**

##### **A. Qualifications**

- Representatives must be in regular employment status.
- Representatives must have one year of continuous service at the University of West Georgia by May 1 of the election year.

##### **B. Duties**

- Representatives shall attend all regular meetings as well as special or called meetings.
- Representatives shall serve on committees of the Council and may be elected as officers of such committees.
- Representatives shall encourage comments and suggestions from their constituents concerning staff related matters and forward them to the Council.
- Representatives shall be allowed time to attend Council meetings as well as a reasonable amount of time to devote to Council work.

### **C. Terms of Office**

The term of office for representatives shall begin with the July meeting of the Council. Terms shall be for two years and a representative can be appointed for a maximum of two consecutive terms. However, if a representative fulfills an unexpired term vacated by another representative, the individual may serve up to one year in that capacity and be appointed to two additional consecutive terms a combined maximum of five successive years.

### **D. Vacancies**

If a vacancy in a Council seat occurs through resignation, expulsion from the Council, or termination of employment, a new representative will be appointed by the respective Vice President of the division where seat was vacated. This representative will only finish out the current term but can be reappointed for an additional term.

### **E. Removal from Office**

A representative's constituents can remove a representative from office through submission of a sign petition to the Staff Advisory Council.

### **G. Numbers**

There shall be a Council representative for every 1-30 staff members to be elected from the **five** major areas of representation. There shall also be two at-large representatives. The number of representatives will be computed every two years or as deemed necessary by the SAC using the employment statistics effective May 1 of that calendar year. Appointment will take place the next election of SAC members such that the revised numbers will be seated in the July meeting of the SAC.

## **ARTICLE V: OFFICERS & ELECTIONS**

### **SECTION I. TITLES OF OFFICERS AND DUTIES**

The officers of the University of West Georgia Staff Advisory Council shall be a Chair, Chair-Elect, Secretary, Treasurer, and Immediate Past Chair.

**A. Chair**

- Preside at all meetings of the Council.
- Maintain and update a calendar of events relevant to the Council.
- Prepare a written annual report and make it available to all University of West Georgia Staff Advisory Council Bylaws members prior to the July meeting.
- Serve as an ex-officio member on all Council committees.
- Serve as liaison to the University President.
- Serve as SAC Representative on President's Advisory Council (PAC)

**B. Chair-Elect**

- The Chair-Elect will automatically assume the position of Chair at the start of the next business year and does not need to be on the ballot or be nominated.
- Assume the duties of the Chair in his or her absence.
- Assist the Chair in performing leadership responsibilities.
- Assist committees as needed.
- Call a meeting of any committee that is not fulfilling its responsibilities for the University of West Georgia Staff Advisory Council and establish organization by dictum.

**C. Secretary**

- Record minutes of all Council meetings.
- Distribute minutes of the past meeting and agenda for the upcoming meeting to all representatives at least five working days before the next scheduled meeting.
- Notify Council members of dates and times of regular monthly and special or called Council meetings.
- Update the council website with minutes, events, monthly newsletter, updates etc.

**D. Treasurer**

- The Treasurer is the primary liaison between Council and President's office with regard to Budget and expenditures. (Travel, Publications & Printing, Campus/Community Activities.)

**E. Immediate Past Chair**

- Act as advisor to the Council.
- Serve as ex-officio member of the Council.

**SECTION II. REPRESENTATIVE NOMINATIONS AND APPOINTMENT****A. GENERAL**

The Elections Committee shall handle the selection process. The nomination process will begin no earlier than May 1 and end no later than May 31.

## **B. SELECTION PROCEDURE**

1. Chair requests nominations from Vice Presidents based on staff breakdown of their respective division and departments.
2. The VP will offer the appointment to the top listed nomination. If the top nomination turns down the position, the appointment will be offered to the second and then if necessary the third nomination.

## **SECTION III. OFFICER NOMINATIONS AND ELECTION**

### **A. General**

The Elections Committee shall handle the selection process. The nomination process will begin no earlier than May 1 and end no later than May 31.

### **B. Election of Officers**

The Council shall nominate and elect its officers (Chair, Chair-Elect, Secretary, and Treasurer) at the July meeting. Officers shall be elected by secret ballot. A Council member may not hold more than one of the aforementioned offices at a time. No member may serve more than two consecutive terms in the same office.

### **C. Selection Procedure**

1. Candidates for offices will be presented by the Election Committee who shall be appointed by the current Chair. Nominations will be accepted in advance of the May scheduled Council meeting.
2. Each nominee must consent to having her/his name on the election ballot.
3. The candidates receiving the most votes will be considered the elected officers.
4. New officers will begin their 2-year term at the start of the new fiscal year.

### **D. Unexpired Term**

In the event the Chair is unable to complete his or her term of office, the Chair-Elect will assume the office of Chair for the remainder of the term. The Chair will call a special election within 30-days to fill the vacancy in the event the office of Chair-Elect, Secretary, or Treasurer becomes vacant.

## **ARTICLE VI: COMMITTEES**

### **SECTION I. STANDING COMMITTEES**

The standing committees will be the Executive Committee, Benefits Committee, Bylaws Committee, Elections Committee, Public Relations Committee, and Staff Development Committee. Each committee shall have a minimum of three members at least two of which are Council members. The remaining members may be staff, faculty, or students. Each committee shall elect a Chair and a Secretary.

**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 University 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, and consider and include agenda items from other persons and groups on campus.

**B. Benefits Committee**

The Benefits Committee shall address staff members' concerns regarding benefits and either make a recommendation or refer them to the appropriate area of expertise.

**C. Bylaws Committee**

The Bylaws Committee shall operate as outlined in Article VII of the University of West Georgia Staff Advisory Council Bylaws.

**D. Elections Committee**

The Elections Committee shall operate as outlined in Article IV of the University of West Georgia Staff Advisory Council Bylaws.

**E. Public Relations Committee**

The Public Relations Committee shall be responsible for planning and coordinating activities approved by the Council.

At the approval of the Council, this Committee will act as a liaison between the SAC and UWG's marketing agencies.

**F. Staff Development Committee**

The Staff Development Committee shall consider options for career and professional development, orientation/mentoring, diversity in the workplace, and basic skills development. This committee shall work closely with the Human Resource Department in enhancing and developing Staff Development programs.

**G. Ad Hoc Committees**

Ad Hoc Committees will be established as needed and disbanded when they have fulfilled the purpose for forming the committee.

**SECTION III. BASIC GUIDELINES FOR STANDING COMMITTEES**

- Each committee is empowered to investigate issues in its area of responsibility for report to the SAC.
- The initial meeting of each committee will be convened within three weeks of the August meeting of the SAC. Each standing committee will meet at least once every two months.
- Each committee will present a written annual report of its activities to the Executive Committee at the June meeting for inclusion in the Archives of the SAC. The report will include a list of all items placed on the committee agenda and note the disposition of each.
- Reports providing information and results of investigations will be submitted to the Executive Committee for inclusion on the agenda. Each committee will specifically report on the disposition of each item.
- Recommendations to the SAC will be submitted to the Executive Committee for inclusion in the agenda.

**ARTICLE VII: MEETINGS****SECTION I. GENERAL**

- A meeting of the Council shall be held at least once each semester.
- Notification of the date, time, and place of meetings along with a copy of the agenda for the pending meeting will be mailed to each Council member at least three days prior to the scheduled Council meeting.
- The Chair may call special meetings as the need arises. Notification of the date, time and place of a called meeting must be mailed to Council members at least five days before the scheduled special meeting. Only business specified in the call of the meeting shall be discussed at special called meetings.
- A Staff Open Forum shall be held twice annually (Fall/Spring) to share common concerns and interests, pose questions, and provide the opportunity to share information with the staff. Suggested meeting time mid to late September, and mid to late March.

**SECTION II. QUORUM**

A simple majority of the membership of the Council shall constitute a quorum. A quorum is necessary to conduct any business.

**SECTION III. ORDER OF BUSINESS**

The order of business shall be:

1. Call to order.
2. Approval of minutes from the previous meeting.
3. Committee reports.
4. Unfinished business from previous meetings.
5. New business.
6. Miscellaneous (comments, announcements, tributes).
7. Adjournment.

#### **ARTICLE VIII: AMENDMENTS TO THE BYLAWS**

Staff members may propose amendments to these bylaws at any time by submitting a petition stating the changes to the Council at a regular Council meeting.

The staff advisory Council will have the power to amend its bylaws providing that such amendments be approved by a two-thirds (2/3) majority of the votes cast at two successive meetings of the council. Proposed amendments to the Bylaws will be presented in writing, and should be provided to the voting members of the Staff Council ten (10) days before meeting date. A voice vote will be taken unless a paper ballot is requested by a voting member.

#### **ARTICLE IX: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts Rules of Order shall govern the Council and its committees in all cases to which they are applicable and in which they are consistent with these bylaws, any special rules of order the Council may adopt, University of West Georgia policies, University System of Georgia policies, state laws, and/or federal laws.

#### **ARTICLE X: ADOPTION OF THE BYLAWS**

These bylaws shall become effective on the date they are approved by the University of West Georgia Staff Advisory Council. A two-thirds majority of respondents in favor shall be sufficient for adoption.