By-Laws Revised 03/31/20
Middle Georgia State University
Staff Council

Article I: Name

The name of the Council shall be the Middle Georgia State University Staff Council (Staff Council) and in the inaugural year, Staff Council will be comprised of 21 members.

Article II: Mission

The purpose of the Staff Council is to support the overall mission of the University, which reads, “Middle Georgia State University educates and graduates inspired, lifelong learners whose scholarship and careers enhance the region through professional leadership, innovative partnerships and community engagement.”

To accomplish the objectives of the mission statement the Staff Council will:

- Serve in an advisory capacity to the President and the Cabinet
- Serve as a vehicle for communications between staff, faculty and the administration
- Promote an atmosphere of cooperation within the University community
- Operate in transparency in communicating the needs of the staff
- Provide opportunities for staff development
- Support opportunities for staff involvement in participation in campus-wide and community service projects.

Article III: Membership

Only full-time benefited employees (as defined by the USG BOR section 8.1.2 classified personnel) are eligible for Staff Council membership. In the event a seat is vacated, the Chair shall appoint a representative from the unit, to be approved by the Executive Committee, to ensure full representation from each unit of the University. The representative will serve until the next election. Members who miss three (3) consecutive meetings without a valid reason may be removed from office. Members may be removed for cause by a majority vote of the entire Staff Council. Members must be given a reason for the removal.

Article IV: Representation

1. General: Representation, nominations, elections and voting processes for MGA Staff Council shall be handled by the Nominations Committee of Staff Council.

   Nominations will rotate yearly between Vice-Presidential area and the Campuses. Each Vice-Presidential area shall elect representatives to the Staff Council. Similarly, each campus shall elect representation to Staff Council. Representation for Vice-Presidential areas and for campuses will be based on the following scale:
1.1 1-49 non-faculty employees: One Representative
1.2 50-100 non-faculty employees: Two Representatives
1.3 100 plus non-faculty employees: Three Representatives

Vice-Presidential Areas with elected representatives to Staff Council shall be:

2.1 Academic Affairs
2.2 Finance and Operations
2.3 Student Affairs
2.4 Enrollment Management
2.5 University Advancement
2.6 Office of the President
2.7 At-Large
2.8 Campuses

Campuses with elected representatives to Staff Council shall be

2.1 Cochran
2.2 Dublin
2.3 Eastman
2.4 Macon
2.5 Warner Robins

Additional representation to Staff Council will be composed of six (6) at-large positions.

Employment levels will be based on the current fiscal year and will be verified with the assistance of Human Resources prior to the nomination process. These are the areas of representations as of July 2018. Changes to vice presidential areas and representation will be announced in advance for election of these representatives.

As members of Staff Council shall serve staggered terms, prior to each nomination process, the Nominations Sub-Committee shall determine those Staff Council seats which shall be eligible for nominations and/or re-election.

2. Nomination Procedures: Electronic communication will be distributed to all non-faculty employees to solicit nominations for the general election of vacant or eligible representation no earlier than April 15.

2.1 Nominations must be submitted no later than April 30.
2.2 Only full-time benefitted non-faculty employees who have been employed by the University a minimum of six (6) months may be nominated.
2.3 These employees can self-nominate, can be nominated by a Vice President, or by a fellow employee.
2.4 Nominees who wish to serve must complete and sign a Staff Council Nomination Agreement form, which must also be signed by their direct supervisor.
2.5 Upon verification of eligibility by the Nominations Committee and Human Resources, nominees will be notified by email or telephone to confirm willingness to serve as a representative on Staff Council.

3. Voting Procedures
   3.1 Voting shall be done by electronic ballot.
   3.2 Employees shall only be eligible to vote for representatives from
      3.2.1 Their Vice-Presidential area of employment
      3.2.2 Their campus
      3.2.3 At-large positions

4. Election Procedures:
   4.1 Electronic ballots will be distributed to all non-faculty employees by June 1 and returned or completed no later than June 15.
   4.2 The Nominations Committee will verify the results of the election.
   4.3 Notification of the results will be distributed electronically no later than June 30.

5. Ex-Officio: The Chief of Staff, the Executive Director of Human Resources, and the immediate past-Chair of the Staff Council will serve as non-voting members of the Council.

6. Vacancies: If a vacancy in a Council seat occurs through resignation, expulsion from the Council, or termination of employment, a new representative will be nominated by the Executive Committee of the Staff Council. The Staff Council will then vote on the nominee. This representative will only finish out the current term but can be reappointed for an additional term.

Article V: Officers

1. The Staff Council Officers shall be the Chair, Chair-Elect, Secretary, Parliamentarian and Treasurer. The Officers shall be nominated from the floor at the regular Staff Council meeting in July, and elected by electronic ballot at the regular meeting in July. Any member of the Council shall be eligible for the election to any office except the Chair. The office of Chair shall be assumed automatically by the previous year’s Chair-Elect. The past-Chair shall assume an ex-officio non-voting advisory role on the Executive Board of the Staff Council.

2. Duties of the Officers shall be as follows:
   2.1 The Chair shall preside at all meetings of the Staff Council, chair the Executive Board, abide by Robert’s Rule of Order when conducting meetings, refer all matters submitted for the Council’s attention to the appropriate committee(s) and/or to the University President, serve by appointment on University committees, shall serve as a representative of the Staff Council to the Middle Georgia State University Foundation, as outlined in the Foundation’s bylaws, prepare a written annual report of the past year’s progress and make it available to all members of the council prior to the August meeting, serve as an ex-officio member of all Council committees, serve as liaison to the University President, both keeping the University President informed regarding concerns of the Council and seeking the President’s support and advice on behalf of the Council. The Chair will also represent the university on the University System of Georgia Staff Council.
2.2 The Chair-Elect shall assist the Chair in all ways, assume the duties and powers of the Chair in the absence of the Chair, introduce new members and visitors at Council meetings, serve on the University Compliance Committee, deliver to the incoming Chair-Elect all pertinent files, and perform such other duties as may be assigned. The Chair-Elect shall automatically become Chair upon completion of a one-year term as Chair-Elect.

2.3 The Secretary shall be responsible for recording minutes of each Council meeting, including the distribution of minutes to staff members before the next scheduled meeting of the Council, keep minutes of the Executive Board Meetings if necessary and notify members of meeting dates and locations, and to serve, by appointment, on University committees as deemed necessary.

2.4 The Parliamentarian provides guidance on the appropriate conduct of meetings and shall provide advice, consultation, and support to Council leadership based on Robert’s Rules of Order.

2.5 The Treasurer shall be responsible for maintaining financial records of the Council and will work with the University’s Foundation to ensure that financial support is sufficient to carry out the Council’s activities.

Article VI: Meetings

1. The Staff Council shall meet each month at a time and place designated by the Chair. Additional called meetings shall be held at the discretion of the Chair. Meetings will be open to all staff to attend; however, visitors may not participate in the discussions unless they are on the agenda as an invited guest(s). The Staff Council generally meet the first week of the month. The agenda shall be distributed at least ten business days prior to the meeting.

2. The order of business for regular meetings shall be set forth in the agenda by the Executive Board. The order of business may be changed by consensus during the meeting. The Staff Council shall not be authorized to consider or determine individual grievances. The regular order of business shall include:

   2.1 Call to order
   2.2 Approval of agenda
   2.3 Approval of the minutes of the previous meeting
   2.4 Introduction of guests
   2.5 Committee reports
   2.6 Old business
   2.7 New business
   2.8 Guest speakers
   2.9 Announcements
   2.10 Adjournment
Article VII: Committees

1. Members of the Staff Council shall serve on a minimum of one committee but may serve on multiple. Each committee will elect a chair and a recorder.

2. Committees will be as follows:

2.1 The Executive Board - The Executive Board shall be made up of the Chair, Chair-Elect, Treasurer and Secretary. The Executive Board shall meet at the discretion of the Chair. The Executive Board shall consider all matters presented to it by the Chair, the University President, the Staff Council, committees and others, and make recommendations pertaining to those issues. The past-Chair shall assume an ex-officio non-voting advisory role on the Executive Board of Council.

2.2 Nominations Committee – The Nominations Committee will be composed of three to five members appointed by the Chair. Their primary responsibility is to coordinate the election of members in the designated units each June.

2.3 By-Laws/Policy Committee – The By-Laws/Policy Committee shall be chaired by the parliamentarian of Staff Council. The committee shall be composed of three to five members and their primary duties are to ensure that the By-laws of the Staff Council meet the needs of the University and recommend changes when necessary. They may, from time to time, recommend policies for the organization.

2.4 Professional Development and Staff Recognition Committee – The Professional Development and Staff Recognition Committee shall be composed of three to five members, and is responsible for identifying professional development opportunities for staff, and for creating and carrying out a staff recognition program annually.

2.5 Diversity & Inclusion Committee – The Diversity & Inclusion Committee shall be composed of three to five members and their primary duty is to work to ensure that the Middle Georgia State University's campuses, staff, and faculty are well-diversified and reflective of the community in which we work and live.

2.6 Communications Committee – The Communications Committee shall be chaired by the secretary of the Staff Council. The committee will be responsible for managing the Staff Council website and communications to the campus community.

Article VIII: Annual Meeting of Staff

The Staff Council will annually report their activities to the university staff at the annual reporting meeting, which will be part of the University Convocation events.

Article IX: Amendments of By-Laws

Amendments to these By-Laws must be submitted in writing to the By-Laws/Policy Committee who will submit them to the full Staff Council for consideration. Amendments must be approved by two-thirds of the members present. Amendments approved must be presented to the full staff for consideration, and can be approved by a simple majority of the staff. Amendments shall generally be included for full university staff consideration during the annual Staff Council elections.