ARMSTRONG STATE UNIVERSITY STAFF COUNCIL BYLAWS

ARTICLE I. STAFF COUNCIL GENERAL INFORMATION

A. The Staff Council is an official University organization composed of elected representatives from University staff. The Council is dedicated to promoting the interest and welfare of Armstrong State University. (Hereinafter, the term “Council” shall refer to the Staff Council, and the term “University” shall refer to Armstrong State University.)

B. Definitions:
   a. Staff, staff member - benefits eligible classified employees.
   b. Assembly - an all Staff meeting that is held twice per year.

C. Branding:
   a. The name of the organization is the Staff Council.

D. Mission:
   a. 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 thus promoting a positive and collaborative work environment.

E. Guiding Principles:
   a. The Council will serve as a representative advisory council by bringing staff concerns to the attention of the appropriate office and / or department including input to University policies and procedures. The Council will not serve as a substitute for the University's formal grievance procedure.
   b. The Council will provide a channel for communication of interests, concerns, and issues that affect staff.
   c. The Council will promote Council activities and University initiatives in order to provide staff members with opportunities for professional development and interaction with colleagues, students, and the community at-large.

ARTICLE II. MEMBERSHIP

A. Council membership shall be limited to benefits eligible classified employees with at least one year of service prior to when a member’s term is scheduled to begin. Members of the President’s Cabinet shall not be eligible for membership on the Council.

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

C. The Council shall consist of nine (9) total elected members. The Immediate Past Chair or Immediate Past Vice Chair may serve for one full year on the Executive Committee in a non-voting capacity and will be assigned pertinent duties by the Chair.
D. There will be five (5) elected members, one (1) each from following representative units:

   a. Academic Affairs  
   b. Office of the President and Advancement  
   c. Business and Finance  
   d. Information Technology Services  
   e. Student Affairs

   See Appendix A for a detailed list of programs and offices within each representative unit.

E. There will be four (4) at-large representatives selected from all eligible staff members.

F. The maximum number of Council members any one representative unit may have is three (3) members.

G. 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.

H. The Elections Committee shall review the campus organization at least annually. If any changes are identified, the Elections Committee will verify those changes with the Director of Human Resources. Proposed changes to the Council's composition must follow the standard procedures for amending the by-laws as listed in Article XI.

ARTICLE III. ELECTION OF THE COUNCIL

A. Annually, staff members shall elect the requisite number of representatives for two-year terms (however, for the first election see Section L below).

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

C. The Election Committee shall be composed of the Council Chair, Vice-Chair, Secretary, and Treasurer. The Vice-Chair will serve as chair of the Election Committee.

D. For each representative unit with a vacancy, the Vice-Chair shall request a current list of staff members who are eligible to serve on the Council from the Office of Human Resources.

E. At least ten business days prior to any election, the Vice-Chair will send each of the lists to the benefits eligible staff in each respective representative unit to solicit nominations.

F. The Vice Chair shall contact each nominee to confirm willingness to serve on the Council, as well as supervisory approval.
G. At least five calendar days before any election, the Vice Chair will distribute the list of all of the nominees to all staff members. The staff shall vote electronically, with each balloter voting for a number of nominees no greater than the number of seats to be filled. Voting will be open for seven calendar days.

H. For the annual election, the Election Committee shall make a formal presentation of the nominees at the Spring Assembly and voting shall open within twenty-four hours of the assembly.

I. The Human Resources ex-officio member of the Council shall audit the Staff Assembly's votes and validate the election. After the close of voting, the Election Committee shall review the electronic tally of the votes, declare the nominees who receive the greatest number of votes elected, and announce the newly elected members to all staff members.

J. The nominees who are not elected will be considered alternates for the position for which they were nominated, and may be asked to serve in the event that the position becomes vacant prior to the term expiring.

K. 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.

L. 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 IV. TERM OF OFFICE

A. Members will be elected for two-year terms, each term lasting from July 1, following the election, to June 30, two (2) years hence.

B. Members who serve at least one year of their term are not eligible to serve again within one year after their term expires.

C. Members who serve less than a year of their term are eligible to be nominated at the next annual election.

D. Immediate Past Chair or Immediate Past Vice Chair will serve for one full year on Executive Committee in a non-voting capacity and will be assigned pertinent duties by the Chair.

ARTICLE V. VACANCIES

Staff Council Bylaws
Revisions December 2016
A. A vacancy is created when a member is no longer a benefits eligible classified employee, transfers to a position in another designated area, requests to be relieved of duties, or is unable to fulfill terms of service.

B. Any alternates for the vacant position will be ranked based on the percentage of votes received from the corresponding election. If there were a tie in percentages, each alternate would be contacted to ascertain their willingness to serve. Staff Council would vote to break the tie, if all alternates wish to proceed. The alternate with the largest percentage will be asked to fill the vacant position. If the alternate declines then the process is repeated until an alternate accepts or there are no other alternates. In the case there are no alternates available, a special nomination and election shall be held to fill any vacancy of an unexpired term on the Council. The Council shall immediately solicit eligible nominations and hold elections consistent with Article III. The replacement shall be seated at the next Council meeting. Elections to unexpired terms shall not be held simultaneously with regular elections of Council representatives. In the case of multiple vacancies, special elections may be held simultaneously. If two such vacancies are from the same area but different terms of office, the recipient of the most votes will fill the longer remaining term.

C. Council representatives accept the responsibilities of performing the duties assigned to them. Attendance at all Council and Assembly meetings is expected. Representatives should notify the Chair prior to missing a meeting. If a representative is absent from two meetings, the Chair will inquire as to the representative's intentions and may issue a warning concerning his/her membership on the Council. If a third absence occurs within twelve consecutive months, he/she will be notified and his/her name will be listed on the Council agenda. Based on the discussion at the Council meeting, the Council will decide whether to declare the incumbent’s seat vacant.

ARTICLE VI. COUNCIL OFFICERS, ELECTION, AND DUTIES

A. Officers

The officers of the Council shall be the Chair, Vice-Chair, Secretary and Treasurer.

B. Elections

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, Secretary and Treasurer 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.

Staff Council Bylaws
Revisions December 2016
Representatives are ineligible to succeed themselves consecutively in any one office.

Duties of the Officers

1. Duties of the Chair
   a. Preside at all Council and Assembly meetings and enforce the Staff 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. Chair the Election Committee.
   e. Prepare and distribute all 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. Promote the activities of the Council and its standing committees.
   d. Contribute and maintain the ongoing communications initiatives of the Council, including the website, annual report, and event announcements.
   e. Work with the Council standing committees to facilitate the consistency and professionalism of communication efforts originating from those groups and as approved by the chair and/or vice-chair.
g. Assist the Chair in determining agenda items for Council and Assembly meetings.

h. Reserve meeting places for the Council and Assembly meetings.

i. Participate as a member of the Election Committee.

j. Preside at meetings in the absence of the Chair and Vice-Chair and appoint a secretary to record the minutes of such meetings.

k. Represent the Council at various University functions as requested by the Chair.

l. Assist the Chair and the Vice-Chair with other matters as requested.

4. Duties of the Treasurer

   a. Be responsible for financial reports to the Council.
   
   b. Prepare request for withdrawal of Foundation funds for expenditures and textbook scholarships and submit to the Chair for approval.
   
   c. Participate as a member of the Election Committee and Fundraising Committee.
   
   d. Represent the Council at various University functions as requested by the Chair.
   
   e. Assist the Chair and the Vice-Chair with other matters as requested.

ARTICLE VII. COMMITTEES

A. Standing Committees

The standing committees of the Council will be the Staff Development and Welfare Committee, the Special Events and Outreach Committee, the Fundraising Committee, and the Elections Committee.

At the beginning of each Council term, each Council member will select the standing committee(s) on which he/she will serve. Each standing committee will consist of a minimum of three members unless otherwise noted, and members will serve for one year. The membership of the standing committees, with the exception of the Chair, shall be open to all staff members. The Chairs of the standing committees must be Council members. The Chair of a committee can appoint one or more subcommittee(s) and subcommittee chair(s) for specific terms to deal with assigned issues; the subcommittee chair(s) will report to the appointing committee. Committees will meet monthly or as convened by the Chair.

   a. General Duties of All Standing Committees

   The duties of the standing committees will be to accept business items assigned to the committee by the Council and to deal with the item(s) in a responsible and timely manner; to have the committee chair make periodic reports to the Council; and to prepare and submit entries for the Council annual report.

   b. Description of Standing Committees

   i. The Staff Development and Welfare Committee
The duties of the committee will be to promote training and advancement programs and other opportunities for professional and personal development. The committee will address such issues as orientation / mentoring and basic skills development.

ii. The Special Events and Outreach Committee

The duties of the committee will be to plan, organize, and execute participation in Council events and initiatives, as well as various University events. The committee will work to enhance staff interactions with the campus community by hosting campus events for the enrichment of the staff. The committee will also be responsible for developing collaborative projects for the Council that further campus outreach to the greater Savannah community.

iii. The Fundraising Committee

The duties of the committee shall be to plan, advise, and implement fundraising activities that provide financing for the Staff Textbook Scholarship Fund (see the Council website for further details), as well as Council-approved initiatives. The committee will keep the Council updated regarding joint participation opportunities with the University and the community.

iv. Elections Committee

The duties of the committee will be to conduct elections as outlined above.

B. Ad Hoc Committees

The Council will appoint ad hoc committees, as well as committee chairs, as needs arise. An ad hoc committee will be disbanded when its purpose has been served. The number of members will be determined by the Council. The duties of each ad hoc committee will be to accept the business assigned to the committee by the Council, to complete each item of business in a responsible and timely manner, and to provide the Council with progress reports, as well as a final report, on its activities.

ARTICLE VIII. UNIVERSITY SYSTEM OF GEORGIA STAFF COUNCIL

The Staff Council of Armstrong State University is affiliated with the University System of Georgia Staff Council (USGSC). The intent of the USGSC is to advance the mission of the system as a whole and to promote and foster the welfare of system staff through the collective creativity of representatives from each system institution. If time and funding permit, the Council will send at least one member of the Council to represent Armstrong State University at the annual and/or quarterly meetings held by the USGSC.
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. The Chair may reschedule upcoming meetings no fewer than five days before a meeting is scheduled to occur.

A. Regularly Scheduled Meetings

The Council shall hold monthly meetings on the first Wednesday of each month.

The Assembly will meet once per each fall and spring semester. A special meeting may be held during the summer term if necessary.

A Council orientation for new and continuing members will be held during the summer term preceding the first regular meeting of the Council term. At this meeting, priorities and rules of communication will be established for the upcoming Council term.

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 Secretary and made available to the Council. Once approved, the minutes will be posted on the Council website so they are available to all staff members.

C. Voting

Voting is limited to Council representatives, exclusive of the ex-officio member. Voting on all matters shall be by voice vote or by show of hands, 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. FUNDING

Funding for the Council will be provided by various sources such as the Office of Human Resources, the Office of the President, and fundraising by the Council. Typical expenses include administrative support, projects, functions, USGSC meetings, and elections.

ARTICLE XI. AMENDMENT OF BYLAWS

Bylaws may be amended or changed by the current Council with an affirmative vote at any regular meeting. Any changes shall become a record of the official minutes and the revised changed bylaws will be made available on the Council website.
### Appendix A

<table>
<thead>
<tr>
<th>President's Office and Advancement</th>
<th>Business and Finance</th>
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<tbody>
<tr>
<td>Office of the President Internal Audit Legal Affairs</td>
<td>Office of the VP of Business and Finance Athletics Auxiliary Services Bursar Card Services Campus Police Central Receiving Facilities and Plant Ops Financial Services Foundations Acct. Human Resources Mailroom Payroll Road Scholar</td>
</tr>
<tr>
<td>Office of the VP of Advancement Alumni Relations Development Marketing and Communications Operations</td>
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</tbody>
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**Academic Affairs**
- Office of the Provost and the VP of Academic Affairs
- College of Liberal Arts
- College of Education
- College of Health Professions
- College of Science and Technology
- Academic Orientation and Advisement
- Army ROTC Department
- Faculty Development
- First Year Experience
- Institutional Research
- International Education
- Liberty Center
- Library
- Online and Blended Learning
- Registrar
- Sponsored Programs
- Testing Services

**Student Affairs**
- Office of the VP of Student Affairs
- Admissions and Recruitment
- Career Services
- Counseling Center
- Disability Services
- Financial Aid
- Health Services
- Hispanic Outreach and Leadership at Armstrong (HOLA)
- Housing and Residence Life
- Integrity
- Multicultural Affairs
- Recreation and Wellness
- Student Activities / Greek Life

**Information Technology Services**
- Office of the CIO
- Enterprise Applications
- Technology Support Services
- Infrastructure Services
Appendix B

Amendments to the Bylaws

The Bylaws were originally approved by the Council in 2005.

The Bylaws were amended by the Council in February 2007.

The Bylaws were amended by the Council on March 25, 2011.

(The descriptions of the Treasurer position, the Standing Committees, and the Textbook Scholarship Fund were added. Also, the number of seats allotted to each representative unit was revised, because significant changes have been made to the university’s organizational structure. By changing the allocation, the Council was able to limit the number of staff members represented by any one Council member to no more than thirty-five. The total number of seats was not changed, however, because the total number of staff has remained at approximately three hundred staff members since the inception of the Council in 2005.

Also, policies for the Textbook Scholarship Fund were added. Although the amount of each scholarship was originally set at fifty dollars, this practice was revised to allow the Fundraising Committee to determine the amount of scholarships on an annual basis. This revision is not meant to change the original intent of the Fund of providing as many scholarships as possible.)

The Bylaws were amended by the Council in February 2013.

- **Article I, A:**
  Note per reference to Staff Advisory Council
- **Article IV, A & C**
  Non-eligibility of President’s Council for membership on the Council. Realignment of the seats.
- **Article V, E**
  Decrease nomination period from 30 days to 10 business days
- **Article IX, A & B**
  Combining of Outreach Committee & Special Events Committee
- **Article XI**
  Rescheduling of meetings
- **Appendix A**
  Reorganization of units/departments.
The following proposed ByLaws changes summary presented for May, 1 2014.

A. Reorganized Article I including removing duplicate or unnecessary language
B. Assigned one (1) Council member to representative unit and created four (4) at-large selections with a maximum of three (3) members from any representative unit in Article II
C. Created a method for having alternates fill vacant positions based on prior election results in Article III. Also removed the requirement that no more than one member from any program or office can serve on the Council as this may be difficult to enforce with the various organizational structures on campus and defining what a program or department is in regards to the at-large selection.
D. Changes allow replacement members to serve in a subsequent term if served less than a year in Article IV
E. Removed the Communications committee and combined with the duties of the Secretary in Articles VI and VII
F. Article XI to allow the Council to amend ByLaws as part of normal meetings
G. Removed Staff Textbook Scholarship from ByLaws and will be kept as a separate document of the Council
H. In regards to representative units, in Appendix A Information Technology Services was made a separate unit and Advancement was combined with the President’s Office.

The following proposed Bylaw changes summary presented November 2016.

Page 1:

Header Reads: Armstrong State University Staff Advisory Council Bylaws

RECOMMENDATION: Armstrong State University Staff Council Bylaws

RATIONALE: There is an assumption among staffers that we advocate and advise for staff when they file or have a grievance. The Council does not make recommendations or serve as employee representatives in the grievance process. Advisory in the name gives a sense that we do. Further this will put our nomenclature inline with the System.

Page 4: Vacancies

Section B. Additional verbiage for clarity should be added to Section B.

RECOMMENDATION: If there were a tie in percentages, each alternate would be contacted to ascertain their willingness to serve. Staff Council would vote to break the tie, if all alternates wish to proceed.
Page 5: Duties of Officers

Section 3 Duties of the Secretary. Letter F.

Currently reads: Work with the Council standing committees to facilitate the consistency and professionalism of communication efforts originating from these groups.

RECOMMENDATION: add the following to the end of the sentence: and as approved by the Chair and/or vice-chair.

RATIONALE: Communication to the campus should only proceed if the Chair and/or Vice Chair has read it and approved it.

Page 6: Article VII. Committees

Section A Standing Committees.

Currently lists the Communications Committee as a standing committee.

RECOMMENDATION: Omit the Communications Committee from the list as a Standing Committee.

RATIONALE: There are no corresponding duties for this committee. Secretary position is currently charged with SAC communications in her duties as outlined in the bylaws.

USG Staff Council Recommendation For Armstrong State Staff Council

The University System of Georgia Staff Council has recommended that we align our bylaws with USG Staff Council Bylaws.

RECOMMENDATION: Immediate Past Chair or Immediate Past Vice Chair will serve for one full year on Executive Committee in a non-voting capacity and will be assigned pertinent duties by the Chair.

RATIONALE: Continuity and fluidity from one Council cycle to the next. There will not be a deficit of historical memory when both the Chair and Vice Chair ends their terms in the same year.