ARMSTRONG ATLANTIC STATE UNIVERSITY
STAFF ADVISORY COUNCIL
BYLAWS

ARTICLE I. STAFF ADVISORY COUNCIL

A. The name of the organization shall be the Staff Advisory Council. For branding purposes, the Staff Advisory Council may also be known as “Staff Council.” The Staff Advisory Council is an official University organization composed of elected representatives from benefits eligible classified University staff (see Article III for further clarification). The staff-elected body of representatives is dedicated to promoting the interest and welfare of Armstrong Atlantic State University staff members. (Hereafter, the term "Council" shall refer to the Staff Advisory Council and the term "Assembly" shall refer to University staff meetings.)

B. 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.

C. The Council will not serve as a substitute for the University's formal grievance procedure.

ARTICLE II. PURPOSE

The purpose of the Council at Armstrong Atlantic State University is to represent staff by increasing communication and involving the staff in the decision making process of the University, thus promoting a positive and collaborative work environment.

Responsibilities of the Council shall be as follows:

1. Establish a sense of identity, recognition, and worth of each staff member in his/her relationship to the University.
2. Serve as a representative advisory council, identify concerns related to staff, and seek solutions.
3. Act as an advocate for the University staff by bringing their concerns to the attention of the appropriate body and following through to resolution.
4. Provide a channel for communication of interests, concerns, and issues that affect staff.
5. Identify and recommend the need for development and/or modification of University policies directly affecting staff members.
6. Suggest and promote activities that provide employees the opportunity to build informal relationships, thus aiding improved communication among staff and faculty members.
7. Integrate the staff into existing University affairs.
8. Create a stronger bond among the staff through promoting and supporting appropriate university initiatives.
ARTICLE III. DEFINITION OF UNIVERSITY STAFF

Staff is defined as benefits eligible classified employees. According to the Board of Regents Human Resources Administrative Practice Manual, “classified employees shall consist of the professional and administrative employees and staff defined as follows:

1. **Professional and Administrative Employees**: All employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities, and who are not identified as faculty or graduate assistants, shall be designated as Professional and Administrative Employees.

2. **Staff**: All employees who are not exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) shall be designated as staff.”

ARTICLE IV. 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. As stated in the mission, a primary goal of the Council is to serve as a liaison between staff members and university administration. Therefore, 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 exemplify all staff within their representative unit.

C. The Council shall consist of nine members with no more or fewer than the designated number elected from each of the following representative units:

- Three representatives from Academic Affairs
  (Includes all offices that ultimately report to the Provost and Vice President of Academic Affairs)*

- One representative from the President’s Staff
  (Includes all offices that directly report to the President)

- Three representatives from Business and Finance
  (Includes all offices that ultimately report to the Vice President for Business and Finance)*

- One representative from Office of Advancement
  (Includes all offices that ultimately report to the Vice President of Advancement)*

- One representative from Student Affairs

* See Appendix A for a detailed list of programs and offices within each representative unit.
(Includes all offices that ultimately report to the Vice President of Student Affairs)*

D. The Director of Human Resources or his/her designee shall serve as an ex-officio, nonvoting member of the Council and shall not be eligible for election to the Council as a voting member.

E. Council representatives shall receive sufficient time from their regular University positions to fulfill their responsibilities to the Council. The Office of Human Resources shall generate a letter to be sent to the supervisor of each Council representative to acknowledge and thank the supervisor for the participation of the staff employee.

F. The Council shall review the campus organization at least once every five years. Proposed changes to the Council's composition shall be submitted to the Council at least two meetings prior to the beginning of the nomination process to ensure each representative unit receives adequate representation.

G. Proposed changes in the composition of the Council shall be presented to all University staff at least 10 days before the next regularly scheduled Assembly meeting. Changes in the composition of the Council become effective when approved by a majority of the staff.

ARTICLE V. ELECTION OF THE COUNCIL

A. The Council shall consist of nine members of the staff. The staff shall elect the requisite number of representatives each year for two-year terms (however, for the first election see Section I below). No more than one member from any program or office (see Appendix A for a complete list) can serve on the Council. No more than three members may serve from the Academic Affairs unit, no more than three members may serve from the Business and Finance unit, and no more than one member may serve from the President’s Staff, Advancement unit, and Student Affairs unit, respectively.

B. The annual election of Council representatives shall begin with the spring semester Assembly meeting (see Article XI, Section A) and shall continue at subsequent meetings, if necessary. Special Elections will be conducted immediately upon the occurrence of a seat vacancy.

C. Human Resources shall provide the Council with a current list of eligible staff members in each representative unit.

D. The Election Committee shall be composed of the Council Chair, Vice-Chair, Secretary, and Treasurer. The Election Committee shall coordinate the nominations and the election process.

E. At least ten business days prior to any election, each staff member in the programs/offices whose elected representatives are vacating their positions shall receive from the Election Committee a list of eligible staff members for nomination for membership in the Council (see Article IV, Section A, for requirements of membership). The Vice-Chair shall collect and
confirm nominees. At least five calendar days before any election, the Election Committee will distribute to the staff the names of the nominees.

F. The Election Committee shall make a formal presentation of the nominees at the Spring Assembly. The staff shall vote electronically, with each baloter voting for a number of nominees no greater than the number of seats to be filled. Voting will be open for seven calendar days beginning immediately following the Spring Assembly meeting.

G. The Director of Human Resources, as the ex-officio, non-voting 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.

H. 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.

I. 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 VI. TERM OF OFFICE

Members will be elected for two-year terms, each term lasting from July 1, following the election, to June 30, two years hence. Members may serve no more than one two-year term and are not eligible to succeed themselves within one year after a term of service.

ARTICLE VII. VACANCIES

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. 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 V. 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 them as staff advocates. Attendance at all Council and Assembly meetings is expected. Representatives should notify an officer 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 VIII. COUNCIL OFFICERS, ELECTION, AND DUTIES

A. Officers

The officers of the Council shall be the Chair, Vice-Chair, Secretary and Treasurer. Officers shall serve for one year and be elected annually by the Council representatives.

B. Election

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. Representatives are ineligible to succeed themselves consecutively in any one office.

C. Duties of the Officers

1. Duties of the Chair

   a. Preside at all Council and Assembly meetings and enforce the Staff Advisory 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. Assist the Chair in determining agenda items for Council and Assembly meetings.

d. Reserve meeting places for the Council and Assembly meetings.
e. Participate as a member of the Election Committee.

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

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

h. 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. Request withdrawal of Foundation funds for expenditures and textbook scholarships.

c. Chair the Fundraising Committee.

d. Participate as a member of the Election Committee.

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

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

ARTICLE IX. STANDING COMMITTEES

A. Description of Standing Committees

The standing committees of the Council will be the Staff Development and Welfare Committee, the Special Events/Outreach Committee, the Fundraising Committee, the Communications 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 eligible staff, as defined in Article III above. 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.

B. 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

Staff Advisory Council Bylaws
Revised February 19, 2013
C. Description of Standing Committees

1. 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.

2. The Special Events/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.

3. 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 Article XIII 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.

4. The Communications Committee

The duties of the committee will be to promote the activities of the Council and its standing committees. Committee members will contribute to ongoing communications initiatives of the Council, including the website, annual report, and event announcements. The committee members will work regularly with the other Council standing committees to facilitate the consistency and professionalism of communication efforts originating from those groups.

5. Elections Committee

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

D. 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 X. UNIVERSITY SYSTEM OF GEORGIA STAFF COUNCIL

The Staff Council of Armstrong Atlantic State University is a member of 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. At least one member of the Council will represent Armstrong Atlantic State University at the annual meetings held by the USGSC. If time and funding permit, the Council may choose to send a representative(s) to the quarterly meetings of the USGSC in addition to the annual meetings.

ARTICLE XI. 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

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

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

3. 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 Council Secretary and posted on the Council website so they are available to all University 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 XII. BUDGET AND OTHER ADMINISTRATIVE RESPONSIBILITIES

The Human Resources Department shall provide Council funding and will provide the Council with administrative support for projects and functions including Council and USGSC meetings, elections, and operational and archival files of all official Council records.

ARTICLE XIII. CONTINUING PROJECTS

A. Staff Textbook Scholarship Fund

The purpose of the Staff Textbook Scholarship Fund is to provide textbook scholarships to Staff members who are enrolled in courses at Armstrong Atlantic State University. The Fund will be administered by a committee consisting of the members of the Fundraising Committee and one employee from the Human Resources Department as selected by the Director of Human Resources.

The Committee will publicize the scholarship fund and the application process among Staff members. The amount of each individual award shall be determined by the Committee at the beginning of each academic year, based on available funds. The Committee will establish a mechanism to ensure that funds awarded are used strictly to purchase textbooks for educational purposes.

The University’s Foundation managed by the Office of Advancement will serve as custodian of Fund monies and will accept designated contributions from the Fundraising Committee and direct contributions from any individual or organization. Amounts not distributed during one academic term will remain in the Fund for investment and distribution in future terms.

The committee, the Council and the Foundation may by mutual consent modify these policies or impose additional requirements.

ARTICLE XIV. AMENDMENT OF BYLAWS

Proposals for change or repeal of any Bylaws shall be submitted in writing to Council representatives at least five days before the meeting at which they will be proposed. The proposal shall contain the exact wording of the amendments and an indication of their places in the Bylaws. The amendments must be approved by a quorum of Council representatives. The Council shall present the amendments at the next upcoming Assembly meeting. The amendments must be circulated to all staff members at least ten business days prior to the Assembly meeting. The staff shall vote electronically on the amendments. Voting will be open for seven calendar days beginning immediately following the Assembly. The proposed amendment must be approved by a majority vote of the staff.
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.)
## Appendix A

**President's Office**  
Office of the President  
Information Technology Services  
Internal Audit  
Legal Affairs

**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  
Admissions and Recruitment  
Army ROTC Department  
Enrollment Services  
Faculty Development  
Financial Aid  
First Year Experience  
Graduate Studies  
Institutional Research  
International Education

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<th>Liberty Center</th>
<th>Library</th>
<th>Online and Blended Learning</th>
<th>Registrar</th>
<th>Sponsored Programs</th>
<th>Testing Services</th>
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**Advancement**  
Office of the VP of Advancement  
Alumni Relations  
Marketing and Communications

**Business and Finance**  
Office of the VP of Business and Finance  
Athletics  
Bursar  
Card Services  
Central Receiving  
Financial Services  
Human Resources  
Mailroom  
Payroll  
Plant Operations  
University Police

**Student Affairs**  
Office of the VP of Student Affairs  
Career Services  
Counseling Center  
Disability Services  
Elderhostel Programs  
Hispanic Outreach and Leadership at Armstrong (HOLA)  
Housing and Residence Life  
Multicultural Affairs  
Recreation and Wellness  
Student Activities