

By-Laws Revised 11/10/16
Middle Georgia State University
Staff Advisory Council

Article I: Name

The name of the Council shall be the Middle Georgia State University Advisory Staff Council (Staff Council) and

- 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 F

