

By

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.
2. 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:

2.1 1 49 non faculty employees: One Representative
2.2 50 100 non faculty employees:

- 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 cases or ~~add~~ ~~id~~ ~~T11~~ ~~the~~ ~~to~~ ~~be~~ ~~the~~ ~~by~~ ~~the~~ ~~right~~

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 Committee – The Diversity 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, upon approval, 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.