

Bylaws Revised 03/2021

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 projects

Article III: Membership

Only full-time benefited staff (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 a ~~year~~ one-year term. Members who miss three (3) meetings without a valid reason may be removed from office. Members who do not comply with the completion of three (3) consecutive assigned tasks may be removed for cause by a majority vote of the Executive Committee. A reason for the removal must be provided.

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 appoint 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:

2.4 Nominees will first be sent a Nomination Agreement form and the Bylaws to determine if they would like to serve on the Staff Council. The nominees wish to serve must complete and sign the 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

3.2.1 Their Vice-President (14 ()10.6 (to)-3.6 D.)1 (2)-4onmail eor t einsta7()Tj EMC /P <

Council's attention to the appropriate committee(s) and 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 council by the July 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. The Secretary will also serve be a member of the Communications Committee but does not have to serve as the Chair.

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

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2.7 New business

Article VIII: Annual Meeting of Staff

The Staff Council will annually report their activities to the university staff at the June meeting.

Article IX: Amendments of Bylaws