



BYLAWS OF THE MIDDLE
GEORGIA STATE UNIVERSITY
STAFF COUNCIL

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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 service projects.

Article III: Membership of the MGA Staff Council

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 two-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:

- 1.1 1-49 staff: One Representative
- 1.2 50-100 staff: Two Representatives
- 1.3 100 plus staff: Three Representatives

Vice-Presidential Areas with elected representatives to Staff Council shall be:

- 2.1 Academic Affairs
- 2.2 Finance and Operations
- 2.3 Student Affairs
- 2.4 Enrollment Management
- 2.5 University Advancement
- 2.6 Office of the President
- 2.7 At-Large
- 2.8 Campuses

Campuses with elected representatives to Staff Council shall be:

- 2.1 Cochran
- 2.2 Dublin
- 2.3 Eastman
- 2.4 Macon
- 2.5 Warner Robins

Additional representation to Staff Council will be composed of six (6) at-large positions.

Employment levels will be based on the current fiscal year and will be verified with the assistance of Human Resources prior to the nomination process.

As members of Staff Council shall serve staggered terms, prior to each nomination process, the Nominations Sub-Committee shall determine those Staff Council seats that shall be eligible for nominations and/or re-election.

2. Nomination Procedures: Electronic communication will be distributed to all staff employees to solicit nominations for the general election of vacant or eligible representation no earlier than April 1.

2.1 Nominations must be submitted no later than April 30.

2.2 Only full-time benefitted non-faculty employees who have been employed by the University a minimum of six (6) months may be nominated. oo -0.002 Tn

Article V : Officers of Staff Council

1. The Staff Council Officers shall be the Chair, Chair-Elect, Secretary, Parliamentarian and Treasurer. The Officers shall be nominated and elected from the floor at the regular Staff Council

2.4 Professional Development Committee – The Professional Development Committee shall be composed of three to five members, and is responsible for identifying professional development opportunities for staff.

2.5 Staff Recognition Committee – The Staff Recognition Committee shall be composed of three to five members, and is responsible for creating and carrying out a staff recognition program annually.

2.6 Communications Committee – The Communications Committee shall be chaired by the secretary of the Staff Council but does not have to serve as the Chair. The committee will be responsible for managing the Staff Council website and Social Media for engagement and communication with the campus community.

2.7 Chairperson's Choice – The Chairperson's Choice shall be special initiatives under the role of the Staff Council's Chair. Any member of the Staff Council may volunteer to assist in the creation and implementation of an initiative.

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 .

1. Amendments to these Bylaws must be submitted in writing to the Bylaws/Policy Committee, who will submit them to the full Staff Council for consideration.
2. Amendments must be approved by two-thirds of the members present.
3. Amendments approved must be presented to the full staff for consideration, and can be approved electronically by a simple majority of the staff.

Appendix:

Amendment to By Law : Section to be changed as of July 1, 2022

Article IV Representation section located on page 2 under section 2 Nomination Procedures;

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