Staff Council By-Laws

Missouri University of Science and Technology Staff Council governing guidelines

1. PURPOSE

	1. The Missouri S&T Staff Council aims to provide a venue for communication between staff interests and leaders, serve as an advocate for staff concerns, and provide opportunities for staff recognition and professional development.
2. OFFICERS AND DUTIES
	1. Officers consist of a President, Vice-President, Past President, Secretary and Treasurer.
	2. Terms of Office
		1. The office of President shall be filled by the Vice-President immediately following their term as Vice-President.
		2. The Vice-President, Secretary, and the Treasurer shall be elected by the current Staff Council members for a term of one (1) year. Election to an office will be by secret ballot if two or more candidates are nominated for the office.
3. MEMBERSHIP
	1. The Staff Council shall consist of twenty-five ( 25) employees elected from administrative, service and support employees.
	2. Any employee who is a full time (>75% FTE) permanent Missouri S&T staff member without academic appointment and has at least six (6) months of service before nomination is eligible for election to the Staff Council.
	3. Terms of Membership
		1. The term of membership shall be two (2) years, starting on July 1 and ending the last day of June. An exception is made to the term of the newly elected Vice-President when the staff member is elected to the position during their second year, allowing them to serve a third year in the role of the President position. Other executive officers will also serve in an advisory, non-voting role as defined in their positions for a brief transition period for the month of July.
		2. No staff member shall serve longer than two (2) consecutive terms as a general member but may continue to act as a volunteer. However, after one year off, a staff member can be nominated for election.
	4. Staff Council Membership Recall
		1. Any Staff Council member may be removed from the Staff Council subject to the following requirements:
			1. A written petition indicating which member is to be recalled and the reason for the recall must be submitted to the Executive Committee signed by at least 20% of all staff eligible to vote for staff council membership.
			2. The petition must be submitted within 60 days of the earliest signature on the petition.
			3. A special interest committee will be formed consisting of 3 members of the Staff Council, not to include the member the petition is seeking to remove, to validate the petition contains enough valid signatures. This committee will be appointed by the President unless the President is the member the petition seeks to remove. In that case, the committee will be appointed by the Vice-President.
			4. The special interest committee must complete their validation within two weeks of receipt of the petition.
			5. Upon validation of the petition by the special interest committee, a recall vote will be held by the special interest committee.
			6. If more than 50% of the votes in the election are in favor of recall, the Staff Council member will be removed from the Staff Council as well as any officer position and committee membership on the Staff Council they hold.
			7. Upon removal, standard procedures for filling vacancies will apply.
			8. This vote does not prevent this staff member from being re-elected to the Staff Council. Nor does it prevent them from applying to join any committees that they would otherwise be eligible to join.
	5. President Duties
		1. Presides at all Staff Council meetings.
		2. Distributes copies of the Missouri S&T Staff Council Governing Guidelines to all Council members during the first meeting of a new term.
		3. Coordinates with the Vice-President to prepare agenda for each regular and any special Staff Council meetings.
		4. Appoints necessary Standing Committee Chairperson(s).
		5. Serves as spokesperson and liaison for the Council on campus and the community.
		6. Coordinates and attends Executive Council meetings with the Chancellor attends Intercampus Staff Advisory Council (ISAC) meetings, Faculty Senate meetings, and other meetings, as needed.
		7. Notifies the Council of a permanent or temporary vacancy on Council.
		8. Maintains the official Council email account in collaboration with the Vice-President.
		9. Serves as an ex officio member on all committees to provide advice and coordination.
		10. The office of President shall be filled by the Vice-President upon the expiration or resignation of the President’s term of office, which is one (1) year. The President shall assume the office of Past President when their term is complete.
		11. The Past President will remain accessible to the new President as a resource for one (1) year at the discretion of the new President. This would be a non-voting position (if Past President is going off the Council).
	6. Vice-President Duties
		1. Assumes the responsibilities of the President during that officer’s absence and will automatically assume the President’s position in the event of an extended leave for the duration of the term. (See VII. Vacancies)
		2. Assists the President in setting Council meeting agendas.
		3. Attends all meetings with the President to assist in drafting reports to the Council.
		4. Serves on the Intercampus Staff Advisory Council with the President and other committees as needed.
		5. Assists in regular reviews of Staff Council Bylaws for revisions.
	7. Secretary Duties
		1. Prepares the minutes of the Staff Council meetings.
		2. Distributes the minutes of the meetings to Staff Council members along with any other communications as appropriate.
		3. Oversees the collection, maintenance and availability of reports for the Council as part of maintaining information on a shared drive.
		4. Maintains official, permanent files for the Council in the appropriate format and filing system.
		5. Serve in an advisory transitional role for up to three (3) months as a past officer to assist the new secretary as needed. This is a non-voting position if the staff member is going off Council.
	8. Treasurer Duties
		1. Maintains records of all financial expenses and revenues regarding the Staff Council expense account(s).
		2. Reconciles the Staff Council expense account(s) monthly.
		3. Prepares a monthly Treasurer’s report.
		4. Serves in an advisory transitional role for up to three (3) months as a past officer to assist the new treasurer as needed. This would be a non-voting position if the staff member is going off council.
4. COMMITTEES
	1. The Staff Council accomplishes its purposes with committees, which will be appointed as necessary. There are three (3) types of committees:
		1. Standing Committees: formed and terminated upon the determination of the Staff Council to consider ongoing matters of concern to employees or areas of regular functions of the Council. At least two (2) Staff Council members will serve on the committee, one as Chairperson, with the remainder of the Standing Committee open to eligible Missouri S&T staff members unless otherwise specified.
		2. Special Interest Committees: formed and terminated upon the determination of the Staff Council and consider only those matters of a current and/or temporary nature. Each Special Interest Committee will include one or more Council member(s) who will facilitate the formation of the committee. The Special Interest Committee’s chair will be appointed by the President. Membership on all Special Interest Committees is open to all eligible Missouri S&T staff unless otherwise specified.
		3. Executive Committee: The Executive Committee is made up of Missouri S&T Staff Council officers and standing committee chairs. They are authorized to deal with issues that require immediate action and are required to report on all such issues at the following regularly scheduled Missouri S&T Staff Council meeting. The Executive Committee will also attend regular meetings on campus, as needed.
	2. Standing Committees
		1. Campus Involvement Standing Committee
			1. Staff Council will establish the Campus Involvement Standing Committee. The Campus Involvement Standing Committee will serve to maintain a connection among staff, campus, and the Rolla community. The members will be responsible for planning and promoting social events, charitable activities, and community service opportunities; along with helping to maintain an active involvement of staff wellbeing. The committee will strive to build and nurture a strong campus community.
			2. Everycouncil member is welcome to participate in the committee meetings.
			3. The committee chair will be appointed by the Staff Council President. All other members will be open to Council and campus members.
			4. Key responsibilities of the Campus Involvement Standing Committee will include:
				1. Organize special events, such as but not limited to, Fall Appreciation and Staff Appreciation Day.
				2. Promote and create opportunities for a healthy and positive campus environment, encouraging good habits with regard to staff physical well-being.
				3. Plan charity drives and events to help give back to our local community.
				4. Create and promote special events for staff to help build a better working relationship among University peers and the Rolla community.
		2. Advocacy Standing Committee
			1. Staff Council will establish the Advocacy Standing Committee. The Advocacy Standing Committee will serve to represent and promote the interests and concerns of the staff in a confidential manner. Advocacy Committee will serve as a primary conduit for staff to confidentially submit concerns to be brought up to the Missouri S&T administration.
			2. The committee chair will be appointed by the Staff Council President. Membership on this committee will be closed and consist of seven (7) members of Staff Council. All members will be required to sign and abide by a confidentiality agreement as part of their membership on the committee.
			3. Key responsibilities of the Advocacy Standing Committee will include:
				1. Create and promote professional development opportunities to help career advancement. This could be by hosting online webinars, promoting professional development opportunities and/or providing training opportunities.
				2. Address concerns and grievances that periodically arise among staff, such as payroll, working conditions (mental and physical), staffing, etc.
				3. Host open forums and conduct surveys as needed to help identify areas of concern across campus.
				4. Shall coordinate staff awards and recognition opportunities.
		3. Communications Standing Committee
			* 1. Staff Council will establish the Communications Standing Committee. The Communications Standing Committee will serve to promote and publicize the activities and accomplishments of the Staff Council by proactively gathering and disseminating information in a timely and effective manner through email, the Staff Council website, University publications (e.g. eConnection), and other appropriate media.
				2. The committee chair shall be appointed by the Staff Council President and membership will be open to all Council and staff members.
				3. Key responsibilities of the Communications Standing Committee will include:

Strive to help Staff Council fulfill its purpose by keeping a strong line of communication between administration and staff.

Facilitate the publication of all Staff Council meeting times and locations.

Maintain the Staff Council webpage

Provide communication and promotion assistance to all Staff Council committees.

Contribute to the maintenance of the Staff Council communication archive.

Welcome new members and visitors to Staff Council in an appropriate fashion.

Welcome new S&T staff hires and share information about Staff Council

* + 1. Personnel Committee
			1. This committee recommends to the Staff Council general policies on the conditions of appointment, employment, compensation, and retirement of faculty and administrative officers. Also, it recommends reporting schemes and procedures regarding the annual salary and wage raise pool.
			2. Appointed members serve a two-year (2-year) term with approximately one half elected each year.
			3. This committee’s chair will be appointed by the President if the potential Chair is currently a member of staff council. If the potential Chair is from outside of the current active staff council members, a vote will decide the new chair with a 51% vote of the current staff council members.
			4. This committee will have a minimum of three staff council members.
	1. Special Interest Committees
		1. Elections Committee
			1. The Election Committee is made up of three (3) or four (4) members from Staff Council. Election Committee members are not eligible for election during the time they are serving on the committee.
1. MEETINGS
	1. The Staff Council meets monthly. Special meetings will be called as required. Staff Council meetings will be open unless otherwise specified. A quorum shall consist of a majority (more than half or more than 50%) of active Staff Council members.
	2. Standing Committees, Special Interest Committees, and the Executive Committee shall schedule meetings to fit the requirements and needs of the specific committee.
	3. In voting on motions and issues brought before the Council, a member may request a roll call vote be taken, and the results be recorded.
	4. Should a closed meeting be necessary, the meeting will be called by the President of the Missouri S&T Staff Council.
	5. The Council will establish guidelines to govern how all meetings should be conducted. These will be maintained by the Secretary as part of the Staff Council records and adjusted as needed.
2. EXPECTATIONS
	1. All Missouri S&T Staff Council members are required to attend all meetings of the Council and committee(s) they are members of. Members may be excused from a meeting by notifying the President and Vice-President, or appropriate committee chair, in writing, to request an excuse in advance.
	2. All Missouri S&T Staff Council members are required to attend and participate in all Staff Council sanctioned events hosted on campus. Members may be excused from an event by notifying the President and Vice-President, in writing, to request an excuse in advance.
	3. All Missouri S&T Staff Council members will serve on at least one, but no more than two standing committees.
	4. A member may not serve as chair on more than two standing committees.
	5. Members who miss three or more unexcused meetings or events during a one (1) fiscal year term (July 1 – June 30) may be removed from the Council and replaced. Exceptions shall be discussed on an individual basis during a closed session of an executive meeting by executive members of the Missouri S&T Staff Council.
		1. If a member is removed from Staff Council under this clause, they have the opportunity to appeal by submitting a written justification to the Staff Council President. The President is responsible for sharing the appeal with the Staff Council Executive Committee, who will review and discuss the appeal, and vote on whether to reinstate the removed member.
		2. The removed member will be notified by the President, in writing, of the decision outcome regarding membership reinstatement.
		3. If a member is reinstated, they are accountable for upholding Staff Council bylaws, as written.
	6. Members of the Staff Council who find themselves unable to consistently attend meetings or events may voluntarily withdraw themselves from the Council. In this case, written notification to the President and Vice-President is required so the vacancy can be filled.
3. VACANCIES
	1. Council vacancies are to be defined as either a temporary vacancy or a permanent vacancy:
		1. A temporary vacancy shall be defined as a University leave of absence or illness of 120 days or less and shall not require the member to resign or their position be filled.
		2. Vacancies as a result of failure to meet expectations, as listed about in Section V, are permanent vacancies.
	2. Office Vacancies
		1. In the event the President must resign or take a University leave of absence, the Vice-President shall assume those duties for the duration of the term. If the duration of this interim term is six (6) or more months, the term of the interim President shall be considered complete. The standard procedure for filling the position of President shall then be in effect. If the duration of this interim term is less than six (6) months, the interim President shall continue to serve an additional, complete, one-year term as President.
		2. If the Vice-President must resign, take a University leave of absence, or assume the duties of President, an election within the Missouri S&T Staff Council will be held to fill the Vice-President position for the duration of the existing term.
		3. If the Secretary/Treasurer must resign or take a University leave of absence or is elected to a different executive role, an election within the Missouri S&T Staff Council will be held to fill the position for the duration of the existing term.
		4. Exceptions to filling vacancies can be approved at the discretion of the Council during an open meeting of the Council.
	3. Membership Vacancies
		1. Membership Vacancies can be filled with nominations and a vote at the following staff council meeting from the remaining staff council members with a 51% vote.
4. ELECTIONS
	1. Staff Council members may be eligible for an internal re-election to a second term by notifying the Election Committee before May 1st.
		1. This vote will be conducted by the current Staff Council and requires a simple majority vote.
	2. Elections for vacant positions on the Staff Council will be held annually, beginning as part of the annual Staff Appreciation Day and will be conducted through secret balloting. The following procedures will be used:
	3. The election procedures for filling the vacancies will be distributed to the campus and put on Staff Council’s website by April 1st.
	4. The number of vacancies for Staff Council seats will be distributed to the campus and put on Staff Council’s website by May 1st.
	5. Nominations will open April 1st and close April 30th. Staff members wishing to run for Staff Council should forward their names to the Election Committee Chairperson by April 30th.
	6. The Election Committee Chairperson will ask each nominated staff member if they accept their nomination and if they would be willing to meet the expectations as defined in these bylaws (see Section VI. Expectations) and to provide a short (150 character) bio to be added to the ballot.
	7. Ballots will be drafted and distributed for voting purposes by May 15th.
	8. Election campaigning at University expense is prohibited.
	9. Ballots will be returned to the Election Committee by June 1st.
	10. Ballots will be counted under supervision of the Election Committee. In the event of a tie vote, the Election Committee, by secret ballot, will make the final selection.
	11. Results of the ballots will be verified and published by June 15th to the campus community. New members will, officially, start their term on July 1st.
	12. Ballots will be retained for two (2) years following public notification of election results. At that time, they will be destroyed. An official record of the election results will be held by the Secretary.
5. AMENDMENTS
Amendments or changes to these Bylaws shall be made by a two-thirds vote of the Staff Council present at a regular meeting, provided written notice of the proposed amendment(s) is given to all members of the Staff Council at least ten (10) calendar days prior to the meeting.
	1. Amendments may also be made without prior notice during the annual Staff Council retreat.