

THE UNIVERSITY OF SOUTHERN MISSISSIPPI
STAFF COUNCIL
BYLAWS

DIVISION 1. COMPOSITION AND ELECTION OF COUNCIL MEMBERSHIP

ARTICLE 1. REAPPORTIONMENT

Section 1. The Election Committee shall request from the Department of Human Resources lists by apportionment categories of permanent full-time staff of the University who have been employed for at least one year. Members of non EEOC apportionment categories shall not be included in the EEOC apportionment categories. The request shall be made in February of each year.

Section 2. The number of elected representatives apportioned to each category shall be based on an approximate ratio of one representative for each forty-four (44) full-time staff positions in that category.

Section 3. The Election Committee shall annually review the number of employees within each apportionment category to verify correct representation.

Section 4. Members who changed EEOC category shall complete their terms as a representative of the category from which they were originally elected.

ARTICLE 2. ELECTION OF COUNCIL MEMBERSHIP

Section 1. The Election Committee shall prepare an Interest Inquiry Survey to be sent one month prior to elections in order to determine the names to appear on the election ballots. This survey will state the duties of the Staff Council Representative and term that would be served if elected. The survey will be dated in such a manner as to allow sufficient time to receive, respond, and return it in time for ballots to be prepared in accordance with Division I, Article 2, Sections 2 and 3 of the Staff Council Bylaws.

Section 2. Only positive responses shall be listed on the Interest Inquiry Survey. If an EEOC category does not receive sufficient number of positive responses for a complete ballot, then all names shall be listed on that EEOC category ballot. A notation of explanation shall be made on the official ballot for that category where all names are listed.

- Section 3. The Election Committee shall prepare a separate ballot of eligible employees by apportionment categories according to the responses from the Interest Inquiry Survey. Ballots according to the appropriate apportionment category shall be mailed the first week of April to each staff member for selection of new Council members.
- Section 4. Ballots shall be returned by mail no later than ten working days from date of mailing to the Chair of the Elections Committee for counting. Persons receiving the largest number of votes within each apportionment category shall serve on the Council.
- Section 5. Staff members elected to serve shall be called by a member of the Election Committee and shall be given five working days to accept membership. If a person declines membership, the person receiving the next largest number of votes shall be called and given five working days to accept.
- Section 6. The Election Committee shall notify the Council President of the election results.

ARTICLE 3. VACANCIES

- Section 1. With approval of the Council, the President shall appoint a staff member from the appropriate apportionment category to fill the unexpired vacant term. Appointees who fill an unexpired term of less than one year shall be eligible for membership in the next regular election. Appointees who fill an unexpired term of one year or more shall be eligible for re-election after a period of one year's absence from the Council.

ARTICLE 4. ABSENCES

- Section 1. Within a one-year period beginning with the organizational meeting in July, a Council member who fails to attend two regularly scheduled meetings without supplying a written proxy as outlined in Division I, Article 5, Section 1 of the Bylaws shall be notified in writing by the President that the member's seat will be declared vacant after the third absence. After the member's third absence, the President will notify the Council member the seat has been declared vacant and the procedures in Division I, Article 3, Section 1 of the Bylaws shall be followed.
- Section 2. Within a one-year period beginning with the organizational meeting in July, a Council member who fails to attend four regularly scheduled meetings with or without supplying a written proxy shall

be notified in writing by the President that the member's seat will be declared vacant in the event of the fifth absence. After the member's fifth absence, the procedures in Division I, Article 3, Section 1 of the Bylaws shall be followed.

Section 3. The President may recommend to the Council that the absence be excluded from the count as described in Division I, Article 4, Sections 1 and 2 of the Bylaws when the absence occurs as the result of an extreme circumstance and is beyond the control of the Council member's ability.

ARTICLE 5. PROXIES

Section 1. Good Faith effort should be exercised in obtaining a proxy from the Staff Council member's EEOC category or, if none such is available, from other categories. In extreme situations, a current Council member may proxy for ONLY one fellow Council member which would count as two votes.

ARTICLE 6. AUXILIARY MEMBERSHIP

Section 1. In addition to regular Staff Council membership, the Staff Council President shall also extend an auxiliary membership to each non-University (i.e., outsourced) company operating on the University campus. Each outsourced company may, if they so desire, appoint one (1) employee to serve as an auxiliary member of Staff Council.

Section 2. Auxiliary representatives may participate in Council discussions and bring issues before the Council, but may not vote, serve on standing committees, or serve as an Officer of the Council. The USM Staff Council President may - if in the best interests of the Staff Council and University - invite auxiliary members to serve on ad hoc committees as deemed appropriate.

Section 3. The length of term for auxiliary members shall be left to the discretion of the appointing outsourced unit.

DIVISION II. OFFICERS

ARTICLE 1. ELECTION OF OFFICERS

Section 1. The Nomination Committee shall receive the membership list for the new year from the President of the Council. The Committee shall follow procedures as outlined in Division IV, Article 2 of the Bylaws.

- Section 2. The ballot shall be presented to the membership at the July organizational meeting and shall include a space for write-in candidates for each office.
- Section 3. The Election Committee shall collect and tabulate ballots and report results to the President of the Council who will then announce the results to the Council membership.
- Section 4. In the event of a vacancy of an elected office, other than the President, the Nomination Committee shall conduct a special election.

ARTICLE 2. DUTIES OF OFFICERS

- Section 1. The President shall:
1. Provide general leadership over all business of the Council and enforce the Constitution and Bylaws;
 2. Serve as the presiding officer at all meetings of the Council;
 3. Appoint necessary ad hoc or special committees and designate chairs;
 4. Serve as an ex officio (non-voting) member of all committees of the Council;
 5. Serve as the Council representative to the President's Cabinet;
 6. Appoint a Parliamentarian;
 7. Appoint a Council member to serve in the absence of the Secretary and Secretary-Elect;
 8. Compile and submit an annual report to the University President;
 9. Serve as a non-voting member of the Staff Council except in the case of a tie at which time he/she may vote;
 10. Contact each non-University (i.e., outsourced) company operating on the USM campus and invite them to appoint an Auxiliary member to Staff Council as defined in Division I,

Article 6 of the USM Staff Council Bylaws; make other appointments as business may require, and

11. Archive materials pertaining to committee activity for the current year in electronic format for historical reference; and
12. Perform other duties as required.

Section 2. The President-Elect shall:

1. Serve as the presiding officer in the absence of the President;
2. Assist the President in the execution of his/her duties;
3. Serve as financial officer and signature authority for the Council budget and maintain all financial records;
4. Coordinate the Council's reapportionment as designated in Division II, Article 1, of the Constitution;
5. Serve as liaison to the University Faculty Senate;
6. Succeed the President in office; and
7. Perform other duties as required.

Section 3. The Secretary shall:

1. Record the minutes of Council meetings;
2. Present the minutes of previous meetings, as requested, and record any changes as approved by the Council;
3. Take roll call of members and proxies, and record members present and absent at all meetings of the Council;
4. Inform the Council when a quorum is present;
5. Preserve and maintain all official documents of the Council;
6. Preside in the absence of the President and President-Elect;
7. Maintain an inventory of materials belonging to the Council; and

8. Perform other duties as required.

Section 4. The Secretary-Elect shall:

1. Notify Council members of meetings;
2. Distribute the meeting agenda, proposals, and the minutes of each meeting to all Council members and other individuals as directed by the President;
3. Serve in the absence of the Secretary;
4. Succeed the Secretary in office;
5. Serve as Chair of the Election Committee;
6. Assist Secretary in maintaining an inventory of materials belonging to the Council; and
7. Perform other duties as required.

Section 5. The Parliamentarian shall:

1. Maintain a copy of the most current edition of *Robert's Rules of Order*, by which the Council shall conduct meetings; and
2. Interpret *Robert's Rules of Order* as requested by the President.

Section 6. The Immediate Past-President shall:

1. Serve in an advisory capacity to the President and the Council.
2. Perform other duties as required.

DIVISION III. COMMITTEES

ARTICLE 1. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the elected officers of the Council.

Section 2. The Committee shall:

1. Review and approve the annual budget request;
2. Review the Council web site at least annually;
3. Review Council agenda items as submitted by Council members;
4. Formulate the agenda for meetings;
5. Set the calendar of activities for the year;
6. Guide the work of the Council; and
7. Determine and implement appropriate responses/actions on other situations as needed or as directed by the Council.

ARTICLE 2. SALARIES AND BENEFITS COMMITTEE

Section 1. Members of the Salaries and Benefits Committee shall be appointed by the President.

Section 2. The Committee shall:

1. Study and review as needed the salary and benefits package of the University as related to staff and make recommendations to Council for further study;
2. Study and make recommendations on agenda items as assigned by the Executive Committee; and
3. Compile materials in electronic format, which document committee activity for the current year, to be archived by the President for historical reference.

ARTICLE 3. UNIVERSITY RELATIONS AND CULTURAL DIVERSITY COMMITTEE

Section 1. Members of the University Relations and Cultural Diversity Committee shall be appointed by the President.

Section 2. The Committee shall:

1. Strive to increase the morale of the University staff;

2. Study and make recommendations on agenda items as assigned by the Executive Committee;
3. Promote in-service training;
4. Investigate avenues to enhance communication and relationships with all areas of the University and its activities; and
5. Compile materials in electronic format, which document committee activity for the current year, to be archived by the President for historical reference.

ARTICLE 4: CONSTITUTION AND BYLAWS COMMITTEE

Section 1. Members of the Constitution and Bylaws Committee shall be appointed by the President.

Section 2. The Committee shall:

1. Review and update the Council Constitution and Bylaws and Standing Rules annually;
2. Study and make recommendations on agenda items as assigned by the Executive Committee;
3. Receive written recommendations from the staff for revisions to the Constitution and Bylaws and Standing Rules;
4. Draft recommended amendments, bylaws, and standing rules;
5. Present recommendations to the Council for approval as prescribed in Division VII of the Constitution; and
6. Compile materials in electronic format, which document committee activity for the current year, to be archived by the President for historical reference.

ARTICLE 5: LEGISLATIVE COMMITTEE

Section 1. Members of the Legislative Committee shall be appointed by the President.

Section 2. The Committee shall:

1. Serve as liaison with the University's registered Lobbyist;
2. Shall study and review legislative items;
3. Coordinate annual meetings with Legislators;
4. Keep Council informed on Legislative matters;
5. Investigate avenues to enhance communications and relationships with Legislators; and
6. Compile materials in electronic format, which document committee activity for the current year, to be archived by the President for historical reference.

ARTICLE 6. TRAINING AND TECHNOLOGY COMMITTEE

Section 1. Members of the Training and Technology Committee will be appointed by the President of the Council.

Section 2. The Committee shall:

1. Be responsible for the Staff Council web page;
2. Promote in-service training;
4. Represent Council issues on the University technology/security committees;
5. Study and make recommendations on action items as assigned by the Executive Committee;
6. Compile materials in electronic format, which document committee activity for the current year, to be archived by the President for historical reference; and
7. Other duties as required.

DIVISION IV. OTHER COMMITTEES

ARTICLE 1. ELECTION COMMITTEE

Section 1. Members of the Election Committee shall be appointed by the President and shall conduct all elections according to the Staff Council Bylaws and Constitution.

ARTICLE 2. NOMINATION COMMITTEE

- Section 1. The Nomination Committee shall consist of three members elected by the Council from the floor at the March meeting. The Council President shall appoint the Chair of the Nomination Committee from those elected.
- Section 2. It shall be the responsibility of the committee to provide a list of candidates for the offices of President-Elect and Secretary-Elect. Provision for write-in candidates shall be made according to the Bylaws and Constitution.
- Section 3. The slate of candidates shall be included in the agenda material for the organizational meeting in July.

ARTICLE 3. AD HOC COMMITTEES

- Section 1. The Council may establish other standing or special committees as business may require.

ARTICLE 4. SCHOLARSHIP COMMITTEE

- Section 1. The Scholarship Committee shall consist of five members who shall be appointed by the President of the Council.
- Section 2. It shall be the responsibility of the Committee to review and revise the scholarship application as needed, determine the number of scholarships to be awarded based on the available funds, and to set the due date for the application.
- Section 3. The Committee shall review submitted applications, select the recipients from the pool of eligible applicants, and notify the Executive Committee of its selection.
- Section 4. The Committee chair shall notify the selected employees of the Committee's decision and arrange for the disbursement of funds to each recipient's University account. Recipients shall be recognized for their achievement during a subsequent Council meeting.

DIVISION V. MEETINGS OF THE STAFF COUNCIL

ARTICLE 1. MEETINGS

- Section 1. The Council shall meet on the first working Tuesday of each month

at 9:30 a.m. at a place designated by the President. Once a Council meeting is called to order, any staff council member more than twenty minutes late will be considered absent for that meeting.

- Section 2. Special meetings may be called by the President or at the request of at least one-third of the Council members.
- Section 3. A quorum shall consist of a majority of the voting membership of the Council.
- Section 4. The meetings of the Council shall be open.
- Section 5. The meetings shall be conducted according to the most recent edition of *Robert's Rules of Order* as interpreted by the Parliamentarian.

Approval Page

Bylaws Revision 08-04-2009

Submitted: _____
Rusty Anderson, 2009-10, President
Staff Council

Date: _____

Approved: _____
Dr. Martha D. Saunders, President
The University of Southern Mississippi

Date: _____