

THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
STAFF COUNCIL  
CONSTITUTION

DIVISION I. GENERAL PROVISIONS

ARTICLE 1. NAME

Section 1. The name of this organization shall be The University of Southern Mississippi Staff Council, and hereafter shall be referred to in this document as the Council.

ARTICLE 2. PURPOSE

Section 1. The Council shall function as an advisory group, shall provide an operational framework for discussion of issues, policies, and activities relating to the staff of the University, and shall make recommendations as appropriate.

Section 2. The Council shall promote interaction among the staff, faculty, and administration in the enhancement of the goals, purposes, and functions of the University.

Section 3. The Council shall promote excellence in service.

DIVISION II. COMPOSITION AND ELECTION OF MEMBERSHIP

ARTICLE 1. COMPOSITION OF MEMBERSHIP

Section 1. The membership of the Council shall be composed of elected representatives from the permanent, full-time staff of the University who have been employed at the University for at least one year.

Section 2. Representatives shall be elected from mutually exclusive apportionment categories. These apportionment categories shall include the six major Equal Employment Opportunity Commission (EEOC) categories plus any branch of the University specified below. The apportionment categories are:

1. Executive, Administrative, and Managerial;
2. Professional - Non-Faculty;
3. Clerical and Secretarial;

4. Technical and Paraprofessional;
5. Skilled Craft;
6. Service/Maintenance;
7. U.S.M. Gulf Coast;
8. Gulf Coast Research Laboratory, J. L. Scott Marine Education Center, Gulf Coast Geospatial Center, and Cedar Point;
9. Stennis Space Center.

Section 3. The addition of a new apportionment category may temporarily increase the total number of representatives on the Council until the membership is consistent with the representation for the University community and the Bylaws for Staff Council.

Section 4. The Council is apportioned according to the official University statistics of February, 1989, and shall be reapportioned at three-year intervals thereafter according to the Bylaws and the Constitution.

Section 5. If the number of representatives allocated to an apportionment category is reduced, all representatives on the Council from that apportionment category shall serve out the remainder of their terms in office.

Section 6. 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. These outsourced 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.

## ARTICLE 2. LENGTH OF TERM

Section 1. Council members shall serve staggered three-year terms. A Council member shall be eligible for re-election after a period of one year's absence from the Council.

Section 2. A Council member elected President-elect in the third year of their term will have their term extended one year and will serve as President that fourth year.

Section 3. Terms of Council members shall begin with the organizational meeting in July and end with the adjournment of the meeting immediately preceding the organizational meeting at the end of their terms.

Section 4. The length of term for Auxiliary Members (as defined in Division II, Article I, Section 6) shall be left to the discretion of the appointing outsourced unit.

#### ARTICLE 3. ELECTION OF COUNCIL MEMBERSHIP

Section 1. Council members shall be elected by their peers within their own apportionment category according to the Bylaws and the Constitution.

Section 2. Elections shall proceed annually according to the Bylaws.

#### ARTICLE 4. VACANCIES

Section 1. Vacancies shall be filled in accordance to the Bylaws and the Constitution as soon as a position is vacated. The replacement will fill the unexpired term of the former Council member.

#### ARTICLE 5. ABSENCES

Section 1. Absences shall be handled in accordance to the Bylaws. Exceptions to the absence policy must be voted on by the Council and will be approved when passed by two-thirds of the membership as outlined in the Bylaws.

#### DIVISION III. OFFICERS

##### ARTICLE 1. ELECTED OFFICERS AND TERM OF OFFICE

Section 1. The elected officers of the Council shall be the President, President-Elect, Secretary, and Secretary-Elect. Officers shall perform duties as stated in the Bylaws.

Section 2. The length of term for each elected office shall be one year and shall begin with the adjournment of the organizational meeting in July.

Section 3. The President, at the expiration of the term of office, shall become the Past-President. The Past President will serve in an advisory capacity to the President and Council.

ARTICLE 2. ELECTION OF OFFICERS

Section 1. The President-Elect and Secretary-Elect shall be elected by secret ballot from the Council membership by a majority of those present and voting at the organizational meeting in July according to the Bylaws and the Constitution.

Section 2. No one may hold two offices simultaneously.

DIVISION IV. COMMITTEES

ARTICLE 1. STANDING COMMITTEES

Section 1. Standing Committees of the Council are:

1. Executive Committee;
2. Salaries and Benefits Committee;
3. University Relations and Cultural Diversity Committee;
4. Constitution and Bylaws Committee;
5. Legislative Committee;
6. Training and Technology Committee.

Section 2. The Standing Committees will perform duties as stated in the Bylaws.

ARTICLE 2. OTHER COMMITTEES

Section 1. Other Committees of the Council are, but not limited to:

1. Election Committee;
2. Nomination Committee;

Section 2. Other Committees will perform duties as stated in the Bylaws.

DIVISION V. MEETINGS OF THE STAFF COUNCIL

ARTICLE 1. MEETINGS

Section 1. The Council shall meet monthly according to the Bylaws of the Constitution.

DIVISION VI. FINANCES

ARTICLE 1. BUDGET

Section 1. The Council shall request from the University President an annual budget to conduct its business. Expenditures may be authorized by either the Council or the Executive Committee.

Section 2. The financial reports, as maintained by the President-Elect, shall be made available to the Council members for examination.

DIVISION VII. AMENDMENTS AND BYLAWS

ARTICLE 1. AMENDMENTS TO THE CONSTITUTION

Section 1. Amendments to the Constitution shall become effective when passed by two-thirds of the membership and approved by the University President. A proposed amendment must be submitted in writing to the membership for study at least three weeks before a vote is taken.

ARTICLE 2. BYLAWS

Section 1. Amendments to the Bylaws shall become effective when passed by two-thirds of the membership provided that the proposed amendment shall have been submitted in writing to the membership for study at least three weeks before a vote is taken.

Section 2. The Bylaws of the Council, or any part thereof, may be suspended at any meeting by the approval of two-thirds of the membership.

**Approval Page**

**Constitution Revision 6-3-2008**

Submitted: \_\_\_\_\_  
Mandy Nace, 2008-09 President  
Staff Council

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_