South Georgia State College  
Staff Council  

CONSTITUTION AND BYLAWS  

Last Revision Date: July 3, 2018  

PREAMBLE  

We, the staff of South Georgia State College, find it to be both desirable and beneficial to draw together into a unified body in order to serve a common goal, address concerns with our peers, and communicate together with a single, strong voice. To that end we declare ourselves to be the Staff Council of South Georgia State College.

Article I - Purpose  

The purpose of the Staff Council of South Georgia State College is as follows:  
1. Provide a sounding board whereby mutual concerns may be identified and presented to the Cabinet effectively  
2. Secure greater staff participation in the decision-making process of the college  
3. Recognize and encourage excellence of performance among staff members  
4. Pursue fair and impartial treatment of all staff, regardless of position, including equitable work conditions and standards  
5. Support and enhance the overall mission of the college

Article II – Membership and Executive Committee  

All employees who are designated by the college as staff and are employed on a regular full-time or part-time (not temporary) basis are eligible for membership in the Staff Council, including supervisors and administrative staff.

The executive committee will reflect representation of all departments with the staff community including elective officers.

Article III Officers  

A. Titles of Officers  
The Staff Council officers’ titles are Chair, Vice-Chair, Secretary and Parliamentarian. All terms of office are for two years.

1. The Chair’s duties will be as follows:  
   a. Preside over the meetings  
   b. Call emergency or special meetings
c. Attend President’s Cabinet meetings as allowed to report any Staff Council actions and recommendations

d. Work with Human Resources to organize Staff Development activities

2. The Vice-Chair’s duties will be as follows:
   a. Assist the Chair
   b. Assume the responsibility of the Chair in the event of his/her absence
   c. Prepare him/herself during his/her tenure to move to the position of Chair during the term of office immediately following his/her responsibility as Vice-Chair
   d. In the event that the Vice-Chair decides he/she is not interested in moving to the position of Chair, then a special election will be held to select a Chair

3. The Secretary’s duties will be as follows:
   a. Maintain a journal of the proceedings of each meeting
   b. Publish and distribute in a timely manner, via South Georgia State College central website and Staff Council website, the minutes of Staff Council after each meeting

4. The Parliamentarian’s duties will be as follows:
   Rule on any matter of parliamentary procedure based on Robert’s Rules of Order, Revised

B. Election of Officers

1. Officers will be elected every two years by a majority vote of the quorum at the spring meeting of every odd-numbered year. A nominating committee will present a panel of candidates with at least one candidate for each vacancy. Nominations may be made from the floor.

2. An Officer who will be absent on official business may submit his/her vote, in writing or by electronic mail, to the Chair or designated representative at least 24 hours prior to the meeting.

3. No officer shall serve in any capacity for more than two full terms of office in succession.

4. The highest-ranking outgoing officer who is not seeking an office will supervise elections. If there is none, then the oldest officer (in terms of service to South Georgia State College) will supervise the election.

5. Any office vacated at any time other than elections will be filled by special election at the next regular session of the Staff Council following the vacancy.

Article IV Meetings

A. The guidelines for the Executive Staff Council meetings will be: Monthly

B. The guidelines for the Regular Staff Council meetings/town halls will be: Every Semester

C. The Executive Staff Council Chair will call any needed special meetings

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D. A sign-in sheet will be provided at each meeting to track attendance.

**Article V Amending the Constitution**

A. This constitution can be amended at any regular meeting of the Executive Staff Council by a majority vote of the quorum. Also, written ballots are accepted provided the amendment was submitted in writing to the membership prior to the meeting.

B. A member who will be absent on official business may submit his/her vote, in writing or by electronic mail, to the Chair or designated representative at least 24 hours prior to the meeting in which the amendments will be considered.
South Georgia State College
Staff Council
BYLAWS

I. Committees

A. Standing Committee will be as follows:

1. Bylaws Committee
   a. The Bylaws Committee will consist of five to seven volunteers and/or nominations from the floor of a regular Executive Staff Council meeting.
   b. The duties of the Bylaws Committee will be to study the suitability of revising and/or drafting amendments to the Staff Council Bylaws as deemed necessary.

B. Special Committee
   a. The Nominating Committee will function as a five-person special committee appointed by the Executive Staff Council Chair during the fall term of enrollment and approved by the Staff Council at its first regular fall meeting. The chair will give special attention to making the committee representative of the entire staff. The Nominating Committee’s duty will be to provide the Staff Council with a slate of officers to be voted upon at the first spring meeting of every other year.

II. Fiscal Year

A. The fiscal year will extend from July 1 through June 30.

III. Quorum

A. A quorum is defined as the number of Staff Council members attending a meeting.

B. A quorum will consist of 5 voting members based on the majority.

IV. Parliamentary Authority

A. *Robert’s Rules of Order, Revised* will be the parliamentary authority for this organization.

V. Agenda

A. An agenda for meetings will be presented in writing to the membership prior to the meetings.

Revised July 3, 2018
VI. Amendment

A. Any amendment to these Bylaws may be proposed at any regular meeting, to be adopted by a majority vote of the quorum at the next meeting.