

Appendix R
GORDON COLLEGE
STAFF COUNCIL BYLAWS

ARTICLE I: NAME

The name of the organization shall be "The Gordon College Staff Council," referred to hereinafter as the "Council".

ARTICLE II: PURPOSE

The purpose of the Council is as follows:

1. Provide a voice to the administration of the college, particularly the President, in decision-making processes of the college that have a direct impact on non-faculty employees.
2. Provide the means necessary for non-faculty employee recognition for exemplary service and length of service to the University System as well as to Gordon College; allowing for staff training and development.
3. Pursue fair and impartial treatment of all staff, regardless of position, including equitable work conditions and standards.
4. Support and enhance the overall mission of the college.

ARTICLE III: OFFICERS

The Council's officers shall be Chair, Vice-Chair, Secretary and Treasurer. All terms of office are for two years and no office shall be held for more than two consecutive terms.

RESPONSIBILITIES OF OFFICES

Chair

The Chair shall preside at Council meetings, call special meetings as necessary, report regularly to the President of the College on matters pertaining to the staff, Staff Council and the College. The Chair is also responsible for upholding the Bylaws of the Council and conducting all meetings in accordance with the rules of order.

Vice-Chair

The Vice-Chair shall assist the Chair and assume the responsibility of the Chair in his/her absence.

Secretary

The Secretary shall notify members of the Council meetings, provide necessary secretarial services including taking minutes, maintaining records and distributing minutes to the Council members and the President of the College. The Secretary shall also maintain a roster of all committee members.

Treasurer

The Treasurer shall be responsible for recording and disbursing funds allocated or raised for the conduct of Council business and programs. The Treasurer shall also provide any required financial reports concerning Council expenditures.

Election of Officers

Officers shall be elected every two years by a majority vote of the Council members present and voting at its June meeting. The Nominating Committee shall present a slate of candidates with at least one candidate for each vacancy. Nominations may also be made from the floor.

The chairperson of the Nominating Committee shall present the slate of candidates and shall conduct all aspects of the voting process.

No officer shall serve in any office consecutively for more than two full terms. If an officer serves two consecutive terms, he/she must not service in any office for at least one full term before being nominated again.

Any office vacated prior to the end of the term shall be filled by special election. The Nominating Committee shall present a slate of candidates for any vacated office. Nominations may also be made from the floor.

ARTICLE IV: MEMBERSHIP

Any permanent employee of Gordon College, full-time or part-time, in a non-faculty position shall be considered a member of the Council. All employees are encouraged to participate without penalty from their job responsibilities. Council and committee meetings shall be considered part of an employee's normal workweek and shall be compensated at regular pay rate and should not generate any overtime pay or comp time.

Should the membership of the Council increase beyond one hundred members, a special Bylaws Committee shall be formed by the Executive Committee to propose amending these Bylaws for a representative method of membership.

ARTICLE V: ADVISERS

The Vice President for Business Affairs and the Director of Human Resources shall serve as advisers to the Council and Executive Committee. They shall be non-voting members of the Executive Committee unless they are also officers of the Council.

ARTICLE VI: MEETINGS

Meetings of the Council shall be held quarterly the second week of March, June, September, and December. The Secretary of the Council shall make announcements of the specific date and time at least two weeks prior to the meeting. The month of June shall be designated to elect offices of the Council biannually.

The Executive Committee shall prepare and distribute to the Council through the Secretary an agenda for all Council meetings three days prior to the meeting. Members of the Council wishing to submit items for the agenda to the Executive Committee must do so in writing at least five days prior to the meeting.

ARTICLE VII: COMMITTEES

The standing committees of the Council shall be the Executive Committee, the Nominating Committee, the Staff Development & Programs Committee, the Awards Committee, and the Faculty Senate Liaison. The Executive Committee may form other committees as necessary.

STANDING COMMITTEES

Executive Committee

The Executive Committee shall consist of persons elected as officers for the Council and any advisers appointed to the Council. This committee shall carry out day-to-day business of the Council. The committee shall work with the College's administration as required in conducting business. The committee shall meet with the President of the College at least monthly to discuss Council business. The committee may, as needed, call unscheduled Council meetings.

Staff Development & Programs Committee

The Staff Development & Programs Committee shall consist of five members elected by and from the Council. The committee shall choose its chairperson. The committee shall be responsible for addressing staff development issues, arranging short programs for regular Council meetings and/or special workshops and pursuing activities to enhance staff relations. The committee shall work with the Treasurer of the Council in acquiring any funding necessary for Council programs and events.

Awards Committee

The Awards Committee shall consist of three members elected by and from the Council. The committee shall choose its chairperson. This committee shall be responsible for identifying members of the Council who have gone above and beyond their job requirements. The committee shall determine the number of awards, the requirements for receiving awards, and methodology used to determine award recipients. The committee shall also plan all aspects of how and when awards shall be presented. The committee shall work with the Treasurer of the Council in acquiring any funding necessary for the presentation of awards.

Faculty Senate Liaison

The Faculty Senate Liaison shall be a staff member elected by and from the Council. This person shall serve as the primary communication channel between the Faculty Senate and the members of the Council. The Faculty Senate Liaison shall attend all Faculty Senate meetings and report back to the Executive Committee as needed. It shall also be the responsibility of the Faculty Senate Liaison to address the Council on all matters discussed in Faculty Senate meetings that concern Council business and operations.

AD-HOC COMMITTEES

Nominating Committee

The Nominating Committee shall consist of three members elected by and from the Council. The Committee shall choose its chairperson. This committee shall be responsible for preparing a slate of office and committee member candidates from the members in good standing of the Council. It shall handle all nominations and election procedures as set forth in the Bylaws. It shall also be the responsibility of this committee to contact nominated candidates prior to the annual June Council meeting to gain acceptance of nominations and agreement to serve if elected. The committee shall provide to each nominated candidate the duties and responsibilities of the respective office for which a candidate is nominated.

Committee Memberships

The membership of each committee shall be elected at the biannual June Council meeting when officers of the Council are elected. Nominations for committee membership shall be received by the Nominating Committee and from the floor. After nominations are closed, a vote will be taken to determine committee membership. In case of a tie, a runoff will be held.

If a vacancy occurs on any committee except the Executive Committee during a term, the remaining members of that committee along with the Executive Committee shall appoint a member of the Council to fulfill the remaining term.

ARTICLE VII: AMENDING THE BYLAWS

A two-thirds vote of the Council members present and voting may amend these Bylaws.

Proposals for amendments to these Bylaws shall be submitted in writing to the Executive Committee at least 30 days prior to the next scheduled quarterly Council meeting. The Executive Committee shall consider the proposal to determine if the proposed amendment(s) would adversely affect the best interests of the staff in any manner. If no adverse impact is determined, the first reading of the amendment(s) shall be at the next scheduled quarterly Council meeting. The second reading of the amendment(s) shall be at the next scheduled quarterly Council meeting after the first reading. Upon the second reading, duly made motions, second, discussions and votes may be conducted.

ARTICLE IX: QUORUM

A quorum of Council members shall be required to conduct business at any Council meeting. A quorum of committee members shall be required to conduct business at any committee meeting.

A quorum of the Council shall be defined as one-third of the members in attendance. A quorum of any committee shall be defined as more than one-half of its members in attendance.

Any votes submitted by a member traveling on official College business in writing in a sealed envelope prior to the meeting where business shall be conducted shall be considered to count toward the quorum.

ARTICLE X: PARLIAMENTARY AUTHORITY

The latest revision of Robert's *Rules of Order* shall be the parliamentary authority for this organization.

