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University of North Georgia Staff Council Bylaws

ARTICLE I: NAME

Name of the organization shall be “The University of North Georgia Staff Council,” hereinafter referred to as Staff Council or Council.

ARTICLE II: PURPOSE

Staff Council supports and facilitates the mission of the University of North Georgia as the leadership institution of Georgia. The Council will act in an advisory role to the University President and will act on behalf of the staff of the University as a voice to the administration regarding policy decisions that impact staff. The Staff Council will not establish policy, nor will it serve as a substitute for the formal grievance procedure of the University of North Georgia.

ARTICLE III: MEMBERSHIP & ELECTIONS

Section I: Membership

- i. Any UNG staff employee, including ROTC staff, will be eligible for membership.
- ii. If a vacancy in a representative post should occur through termination of employment, resignation from the Council, change of employment status, or move to a different campus (with the exception of the Chair and Treasurer), the position will be filled by the campus alternate within 30 days of the vacancy. If a change on the Staff Council occurs due to a representative’s move to a different campus, that member shall become a full representative of the new campus for the remainder of their term. In the event that no additional alternates are available, a special-election may be held at the discretion of the Vice Chair of that campus.

iii. Any elected representative can be removed from office for non-performance of Staff Council duties which could include, but not be limited to, non-attendance of more than three (3) Staff Council meetings and events in one year, impeding the work of the council, or direct violations of Staff Council Bylaws or Institutional Policy. The petition requesting removal may be brought to the Staff Council Chair by any Staff Council member. The Chair will take the petition to the Executive Committee, and, upon recommendation of the Executive Committee, the Staff Council, by a simple majority vote by secret ballot, will make the final decision.

Section II: Elections

i. The staff will nominate voting members and a minimum of one alternate from each campus to serve on the Council. Each campus will nominate and elect its own members. There will be ten (10) from the Dahlonega campus, ten (10) from the Gainesville campus, three (3) from the Oconee campus, two (2) from the Cumming campus, and two (2) from the Blue Ridge campus. Any newly created campus locations added to UNG will also be allowed a minimum of two (2) members. As campus staff levels grow, additional members may be requested and voted on by the Executive committee. Elections will be conducted by the Elections and Nominations committee as outlined in the committee's bylaws.

ii. Council Members shall be elected by secret ballot by staff by the end of April for service to begin in June in a training capacity. New members shall not be full voting members until the July meeting of the new term.

Section III: Term of Membership

i. Council members shall serve for three (3) years, and alternate members shall serve for one (1) year.

ii. Alternates called into service as a full member shall serve for the remainder of the term vacated by the prior member. If the remainder of the term is one year or less, the alternate member may be allowed to serve a new 3-year term. If the remainder of the term is longer than one year, the alternate member would not be eligible to serve an additional term.

iii. Elected alternate members, if they so choose, will be put on the ballot for election the following year if they have met the attendance requirements below. In the case that an alternate member has not

conformed to the attendance requirements below, he or she may appeal to the Council to be on the ballot for election the following year.

iv. Council members will not be eligible to serve two (2) consecutive three-year terms (in the event that there is no one able to step up as Chair, the council may have a special election to keep the current Chair for an additional term). Alternate members will not be eligible to serve two (2) consecutive one-year terms but may be elected to one (1) three-year term as a staff council member following their one-year term as an alternate.

v. Members shall act as representatives of Staff Council only by approval of the Executive Committee.

ARTICLE IV: OFFICERS

Section I: Council Officers

The officers of the UNG Staff Council shall be Chair, Senior Vice Chair, and Treasurer. Officers of the Council will be nominated and elected by the Staff Council Members.

Chair: The Chair shall preside at Staff Council meetings, serve as Chairperson of the Executive Committee, call special meetings as necessary, perform other duties of the office, and serve as liaison to the University President on matters pertaining to the staff, Staff Council and the University. The Chair will serve as the UNG representative and liaison to the University System of Georgia Staff Council (USGSC). The Chair is responsible for upholding the Bylaws of the Staff Council and conducting all meetings in accordance with Robert's Rules of Order. The Chair shall be elected by and from the Staff Council membership annually to serve a one-year term and may not serve as chairperson for more than two (2) consecutive years. The Chair will only vote in case of a tie. The Chair shall also maintain a current roster of the Executive Committee members and all other committee members, including the expiration dates of each member's term of office, and shall register the alternate delegates as necessary.

Senior Vice Chair: A Senior Vice Chair shall be chosen from the 5 campus Vice Chairs by the Staff Council Members at the first Quarterly Meeting of the year and shall perform the duties of the Chair in his/her absence or if the Chair is unable to complete the term of office and will assume the duties of the Chair at the end of the current Chair's term.

Treasurer: The Treasurer shall be responsible for recording and disbursing funds allocated for conducting Staff Council business and for required financial reports concerning Staff Council expenditures. The Treasurer will be a member of the Executive and Staff Development Committee. The Treasurer is non-voting member. The Treasurer shall be elected from the Staff Council membership and may serve for the remainder of their term.

Section II: Campus Officers

The officers of each campus shall be Vice Chair and Secretary.

Vice Chair: The Vice Chair of each campus shall assist the Chair and serve on the Executive Committee and as an ex-officio member of all committees. The Chair may also serve as the Vice Chair of their respective campus.

Secretary: The Secretary of each campus shall serve on the Executive Committee, notify members of meetings and provide necessary secretarial services, including taking minutes, maintaining records, and distributing minutes to the Staff Council delegates. The Secretary should be nominated and elected and serve as the Vice Chair elect for their respective campus.

ARTICLE V: STANDING COMMITTEES

- i. The standing committees of the Staff Council shall be Executive Committee, Nominations & Elections Committee, Staff Awards Committee, Staff Development Committee, Public Relations Committee, and Welcome Committee.
- ii. Standing Committees shall consist of no fewer than three members. One member should be a second-term councilperson, and one should be a first-term councilperson. Each committee shall meet within three (3) weeks of appointment to discuss projects and timeline of events.
- iii. The Committee Chair is responsible for recordkeeping and will ensure records and the procedures manual are current and ready for new Chairs. Standing Committee Chairs serve one (1) year terms.
- iv. Each committee is required to make a report at each meeting. Each committee shall present a written report of its activities to the Council at the June meeting for inclusion in the records of the

Staff Council. The report shall include a list of all items placed on the committee agenda and note the disposition of each.

v. Each committee shall maintain a procedures manual including guidelines outlining the operations of the committee. Editorial changes to reports or procedure manuals in grammar and spelling, necessary for clarification of the process only and which do not alter the intention of the process, may be made by the committee without a full council vote. However, all editorial changes must be announced to the Council at its next scheduled meeting as part of the Chair's report on the committee agenda.

Section I: Executive Committee

The Executive Committee consists of the elected officers of the Staff Council. The Executive Committee meets at the request of the Chair and/or University President. The Executive Committee considers all matters presented to it by the University President or designee. The Executive Committee develops an annual budget to be presented to the Staff Council for approval no later than the August meeting. In case of a tie, the Chair will be the tie-breaking vote.

Section II: Nomination and Elections Committee

The Nomination and Elections Committee shall consist of three members from the body of the Staff Council. This committee shall be responsible for preparing a slate of officer candidates from the Staff Council members in good standing. They shall handle all nominations and election procedures as set forth in the Bylaws. It shall also be the responsibility of the committee to contact the nominated candidates prior to posting their names on the ballot to be sure they are willing to serve and to fully explain the duties and length of term to each potential candidate. In case of a tie, the Executive Committee shall vote to break the tie.

Section III: Staff Development Committee

The Staff Development Committee shall consist of at least three members in addition to the Treasurer. The duties of the committee are to evaluate all funding/reimbursement requests according

to established rules (including following the state's employee gratuity restrictions) and ensure funds awarded are used for legitimate professional development purposes. If a staff member's funding/reimbursement request is denied, they may submit up to one (1) appeal for review by the staff development committee. The staff development committee may then choose to approve or deny the appeal. In the event of a tied vote, the funding/reimbursement request appeal would be reviewed and voted on by the executive committee.

Section IV: Public Relations Committee

The Public Relations (PR) committee shall be responsible for promoting all activities, events, and achievements of the council via advertisements and announcements in multiple locations and through various mediums. The committee will work closely with other council committees to facilitate consistency of promotional efforts. All event publicity and other announcements are subject to oversight, including review and approval, by the PR committee. The committee is also responsible for maintaining the official communications of the Staff Council including, but not limited to, the webpage, email account, and digital signage.

Section V: Welcome Committee

The Welcome Committee shall consist of at least three (3) members. Duties will include gathering established and introducing new information/items for the welcome packets, maintaining regular contact with the designated person from Human Resources to ascertain new staff members to campus, and recruiting additional members of Staff Council. Each new committee will establish its own protocol within the first month of the new committee term for the meeting/hosting of new staff members.

Section VI: Staff Awards Committee

The Staff Awards Committee is the body within the Staff Council that establishes and oversees the criteria, selection process, and awarding of the Staff Member of the Month/Quarter.

The Staff Member of the Month shall be awarded on the Dahlonega and Gainesville campuses (1 each), while the Staff Member of the Quarter shall be awarded on the Blue Ridge, Cumming, and Oconee campuses (1 each).

The Staff Awards Committee shall be comprised of members of the staff body. The Chair is appointed by the Staff Council Chair from elected members. Additional staff members (both elected and non-elected) will be invited to join the committee to complete the minimum membership requirement of seven (7). There will be at least one member from each campus. Members of the Staff Awards Committee are not eligible for nomination for either Staff Member of the Month/Quarter. Staff Council members not serving on the Staff Awards Committee are eligible for the Staff Member of the Month/Quarter Award.

All full-time UNG staff are eligible to receive a Staff Member of the Month/Quarter award if nominated. Non-UNG staff, working as full-time contractors to UNG who receive a nomination will be eligible for review upon the Chair's request and award eligibility shall be subject to a two-thirds vote by the committee.

Chair: The Chair will call meetings, create agenda and act as liaison with the University of North Georgia President, Convocation Chair, and Human Resources. The Chair coordinates and oversees the Outstanding Staff Member Award. The Chair will also collect nominations and send out to the committee members for voting. The chair will not be a voting member of the committee for the purpose of selecting winners.

Campus Leads: The Campus Leads will be in charge of coordinating the presentation of the awards to winners on their campus.

In case of a tie, the Executive Committee shall vote to break the tie.

Section VII: Ad hoc and Campus-Specific Committee(s)

Ad hoc committees may be appointed by the Executive Committee as the need arises and are disbanded when their purposes have been served. Their duty is to accept the business assigned to them by the Executive Committee and to deal with each item in a responsible and timely manner. They must prepare final reports and must submit progress reports at monthly meetings as long as the committees exist.

Campus Vice Chairs may appoint event-specific committees as needed on their campus.

ARTICLE VI: COUNCIL MEETINGS

- i. The Council on each campus shall meet a minimum of 4 times per year with the year starting in July. All meetings are open to all staff. The Vice Chair of each campus will preside over the meetings on his/her campus. Quarterly meetings will be held on a rotating basis on each campus with the entire Council body. Each campus staff council must establish dates for calls for awards and scholarships by the end of the fiscal year.
- ii. The Council Chair, at the request of any member of the staff, can call a special meeting with the approval of the Executive Committee. An e-mail notice must be sent 48 hours before the special meeting.
- iii. The order of business at each meeting of the Council shall be determined by the Council Chair and will include a report by the Chair as the chief executive officer on the actions of the Council and a financial report by the Treasurer. Parliamentary procedures at all meetings shall be in accordance with Roberts' Rules of Order.

ARTICLE VII: FUNDING

Staff Council general funding and staff development funds are provided by the University of North Georgia and allocated annually. General fund requests may be made twice annually at the beginning of the fall and spring semesters. Dates for general fund requests to support staff council events will be established by the executive committee at the beginning of each academic year. Each campus may schedule fundraising efforts and/or events to raise money for staff council scholarships.

ARTICLE IIX: VOTING

The voting power is limited to Council members. Voting on all matters shall be by voice vote unless the Council Chair rules otherwise or unless any member present shall request vote by secret ballot on a particular matter. Voting by proxy shall not be allowed.

ARTICLE IX: AMENDMENTS

These bylaws may be amended by a 2/3 majority vote of the Staff Council. Any proposed amendments will be distributed to the staff electronically via the PR committee or Executive Committee at least ten (10) business days prior to a Staff Council vote. Any objections/recommendations for change must be submitted in writing to the Staff Council Chair at least three (3) business days prior to the next scheduled Staff Council meeting. The Chair shall distribute the objections/recommendations to all staff council members at least one (1) business day prior to the next scheduled Staff Council meeting.