East Georgia State College Staff Council Bylaws

Mission:

The East Georgia State College Staff Council is a collective voice for those who work in non-faculty employee roles. We strive to identify issues that affect and concern EGSC staff, as well as issues that impact the general welfare of the college. Once these issues are identified, it is our responsibility to effectively present them to administration. The Staff Council also actively promotes staff development and supports the overall mission of the college.

I. Name:

The name of the organization shall be “The East Georgia State College Staff Council,” referred to hereafter as “Staff Council.”

II. Membership:

The Staff Council shall be comprised of full time, non-faculty employees of the college not serving on the President’s Cabinet.

III. Committees:

The Chair, with approval of the Council, shall appoint standing ad hoc committees as necessary.

IV. Officers:

The Staff Council shall consist of Chair, Vice-Chair, Secretary, and Treasurer.

A. Duties:

1. Chair
   a. Preside at all meetings of the Staff Council.
   b. Develop the agenda for each meeting.
   c. Work with the Staff Council Secretary to publicize meetings to all EGSC staff.
   d. Ensure that Staff Council meetings are included on the college calendar.
   e. Appoint and discharge ad hoc committees as needed.
   f. Confer with and report regularly to the College President.
   g. Work with the College President to call special meetings as needed.
   h. Uphold the Bylaws of the Staff Council.
2. Vice-Chair
   a. Assume the duties of the Chair in his/her absence.
   b. Assist the Chair in performing leadership responsibilities.

3. Secretary
   a. Record minutes of each Staff Council meeting.
   b. Post approved minutes to the webpage.
   c. Maintain roster of attendance at meetings.

4. Treasurer
   a. Report account balances at each meeting.
   b. Disburse funds allocated for the conduct of the Staff Council business as approved by members.

B. Elections
   1. Nominations for officers will be taken each year at the final regularly scheduled meeting of the business year. All members as defined above are eligible for election.
   2. Voting will be done via electronic ballot. The candidate receiving the majority vote will be considered the elected officer.
   3. New officers will be seated immediately upon the start of the next business year.

V. Meetings:
   1. Monthly Meetings
      The Staff Council shall meet the second Friday of each month at 2 P.M.
   2. Special Meetings
      Special meetings may be called, if required, with two (2) days notice where applicable.
   3. Staff Council Year
      The Staff Council year shall coincide with the East Georgia State College fiscal year and will run from July 1 through June 30.
VI. **Voting:**

Voting on all matters, with the exception of officer elections, shall be done by majority vote of all members present.

VII. **Amending Bylaws:**

These bylaws may be amended by a majority vote of the Staff Council. Any proposed amendments will be distributed to members at least ten (10) business days prior to the Staff Council vote.