

Agnes Scott College Staff Council Bylaws

Approved by Council September 4, 2008

Amendments: February 4, 2010; April, 2011; June 2014; July 2015

Mission Statement & Goals:

The Agnes Scott College Staff Council fosters a positive work environment by acting as the voice of the Agnes Scott staff as a whole, facilitating communication among staff and between staff and other campus constituencies, providing guidance for college officers, the president, and the Board of Trustees related to all staff issues, assessing and interpreting workplace environment and campus culture from the staff perspective, fostering community within and across departments and offices, and promoting living honorably in support of the college mission.

The Staff Council achieves these goals by:

- holding regular open meetings with all staff;
- conducting periodic surveys of staff members;
- reviewing and acting on open and anonymous emails sent to the council by staff members;
- advising on staff representation on college committees;
- attending committee meetings and reporting information to all staff members;
- providing opportunities for social interactions on a regular basis
- welcoming new employees in various ways

I. Membership, Structure, and Roles

All full-time and part-time staff members of Agnes Scott College who have been employed by the college for at least one year are eligible to serve on Staff Council. Terms run from May 1 to April 30 of the following year. Terms are for two years and positions will be staggered relatively evenly so that about half the Council rotates off each year.

Although membership on the council itself is limited to those staff members who win elections, any staff member may participate in the activities of the council through communicating with the council during the year or in periodic open staff meetings. Any staff member may present an issue before the council by requesting placement on the agenda of an upcoming meeting.

The Staff Council (SC) comprises the following positions and responsibilities

Staff Council Chair

- Chairs SC meetings
- Represents the SC on SPAC/BOT main committees & presents to said committees
- Acts as the main “Go-To” person for staff-related matters

Secretary

- Creates agenda for SC meetings
- Schedules and coordinates meeting days and times with SC members
- Keeps minutes at SC meetings and records of SC activities, communications, and surveys
- Posts minutes to shared space

Treasurer

- Keeps track of SC budget
- Handles reimbursements and budgetary paperwork
- Coordinates SC elections

Communication Chair

- Receives feedback/requests from ASC staff over email or in person
- Coordinates non-SC staff member presentations at SC meetings
- Maintains the SC website

Committees Chair

- Coordinates which college committees need staff representation
- Consults with full SC to assign SC members to college committees
- Represents the SC at Faculty meetings

New Employee Chair

- Coordinates with Dir. of HR to keep track of when new employees arrive
- Presents at New Employee Orientation

Social Chair

- Coordinates social activities of the SC
- Is the main SC contact for college-wide social activities in which staff are involved

Members at Large

- Represent Unionized and New Employees
- Duties as requested by other chairs/members

Director of Human Resources (ex officio)

- Ensures that SC activity conforms with college standards & practices
- Advises SC on new HR developments

The council may establish subcommittees as the need arises. Subcommittees should be directed in their work by a charge from the SC and will be expected to report back to the SC. The SC will report on the work of the subcommittee to the appropriate administrative bodies.

II. Elections

Elections will be held each year in April. Nominations may be submitted to the Treasurer and will be accepted during the month of April. Nominees will be contacted to see if they are willing to serve. Those willing will be placed on a ballot of candidates and elections will be held over a three day period, Tuesday—Thursday in the second week of April.

Means of election will be via a link to an on-line survey, sent by e-mail. In addition, a computer will be made available in Evans Dining Hall throughout lunch during the three-day election

period with a Staff Council member available, if necessary, to assist employees who wish to vote over their lunch period.

Nominations and elections to fill vacancies resulting from resignations during the year will take place during the annual election process or representatives may be appointed at the council's discretion to serve the balance of the term. First consideration for replacement appointments will be given to staff who were previous nominees. The membership rules described in Section I will apply.

After elections, the SC meeting the following month will include both outgoing and incoming members to facilitate transitions.

III. **Meetings and Procedures**

The Council will meet at least once monthly, with the option to call additional meetings as necessary. The general orders of business will be:

- Approval of the minutes of the previous meeting.
- Follow-up on old business.
- Updates from each chair
- New business requiring action of the council.
- Open discussion of additional items or concerns.

All members are expected to attend the monthly meetings. After three absences, the chair will have a meeting with the member to assess continued interest in serving.

For items requiring a vote, a quorum will consist of a simple majority of SC members.

Minutes of Staff Council meetings will be posted after they have been approved by the council.

The council will meet in an open forum with the entire staff at least once a semester to allow open conversations on issues of concern. The Council has an obligation to report regularly to the staff as a whole on the work of the council and to actively solicit the opinions and concerns of the entire staff population.

The Council may convene a meeting with the entire staff at any time circumstances warrant such a meeting.

Special meetings of Staff Council may be called by the chair to consider matters of immediate importance. However, at least two-thirds of the council must be present to vote on any issue at such a meeting.

These by-laws may be amended with the approval of a majority of the council. However, amendments may only be considered after notice of possible changes has been published in an agenda provided to Council members 24 hours prior to the meeting.

IV. **Budget**

The SC budget is provided by the President's Office. Funds are used for:

- Special events
- New Employee outreach
- Community building
- Other needs

The Director of HR is the designated Budget Manager.