



Administrative Staff Council Constitution and Bylaws

ARTICLE I - Name

The name of this organization shall be the Delta State University Administrative Staff Council, herein after referred to as Staff Council.

ARTICLE II - Purpose

SECTION I. Staff Council shall serve as a liaison between the administration and the staff of Delta State University to provide a formal process for staff to discuss issues involving University policies and procedures and to present ideas, recommendation, and opinions to the President.

SECTION II. Staff Council shall institute programs to provide individual and university-wide staff development, to promote increased communication among departments and employees, to enhance job satisfaction and motivation, and to recognize outstanding achievement and work performance by members of Delta State University.

SECTION III. Staff Council shall be dedicated to excellence in service and the continued growth and development

ARTICLE III - Membership

SECTION I. General:

The membership of Staff Council shall include designated delegates, at-large members and non-voting members.

- A. Designated Delegates:** shall be either the director of a department or a staff member of the department who is appointed by the Director to serve one-year term. Designated delegates may be re-appointed. One delegate shall represent each of the following departments.

Alumni Affairs	Human Resources
Archives and Museum	Institutional Grants
Athletics	Institutional Research
Bologna Performing Arts Center	Internal Auditor
Career Services	Library Services
Center for Community and Economic Development	Police Department
Child Development Center	Postal Services and Copy Center
Communications and Marketing	Procurement Services
Counseling and Student Health Services	Registrar's Office
Delta Center for Culture and Learning	Student Business Services
Enrollment Services/Admissions	Student Financial Assistance
Facilities Management	Student Life
Flight Operations	Student Success Center
Foundation	University Accounting
Graduate and Continuing Studies	
Housing and Residence Life	

Should a Designated Delegate not be able to regularly attend a Staff Council meeting, the delegate shall send a representative from the respective area to attend and vote on the delegate's behalf. Should a Designated Delegate leave employment and/or change departments, a new delegate shall be appointed to serve the remaining term.

B. At-Large Members: shall be nominated in June from the following areas and serve a two-year term beginning in August . At-Large members may be re-elected.

The At-Large Members shall be selected to provide equitable representation for all areas of the University. The number of At-Large Members to be elected will be determined based on the EEOC categories' formula. Should an At-Large Member be elected to the Executive Committee, that member shall automatically serve as the representative of his/her area until the Executive term expires.

Should an At-Large Member elect not to serve on Staff Council or if an At-Large Member should leave employment at Delta State University, Staff Council shall elect a replacement to represent the affected area.

C. Non-Voting Members: shall consist of the following representatives:

- Aramark
- Faculty Senate
- Barnes & Noble
- Ellucian

Non-voting members shall not be counted in the determination of a quorum.
One delegate shall represent each of the entities listed above.

SECTION II. Responsibility of Membership:

By accepting membership on Staff Council, each delegate/member will adhere to the Constitution and By-laws of Staff Council.

Delegates/members may be removed upon cause and upon a two-third-majority vote of the overall membership present and voting, provided a quorum is present.

ARTICLE IV -Officers

SECTION I. General:

There shall be six officers of Staff Council: Chair, Chair-Elect, Past Chair, Executive Secretary/Treasurer, Ombudsperson, and Public/University Relations Coordinator. The Chair-Elect and Executive Secretary/Treasurer shall be nominated in June and elected in July upon a majority vote of a quorum of the overall membership. Designated delegates and at-large members are eligible for nominations. Terms of office will begin in August. The Ombudsperson and the Public/University Relations Coordinator shall be appointed by the Chair and take office in August.

SECTION II. Duties of the Chair:

The Chair of Staff Council shall be the executive head of the organization and shall be endowed with such discretionary powers as are required to direct the affairs of Staff Council in an orderly and business-like manner, included but not limited to the following:

- A. Preside at all Staff Council meetings;
- B. Appoint all special committees and their Chairs;
- C. Issue call for all special meetings of the Staff Council, stating the business to be considered;
- D. Serve as the official spokesperson for Staff Council and as the official representative of the Staff Council in all of its business;
- E. Rule on all questions involving interpretation of the Constitution and By-laws and the general procedures of operation on Staff Council;
- F. Serve as non-voting ex-officio member of University standing committees and ad hoc committees;
- G. Sign requisitions for the disbursement of Staff Council funds; must have Executive Secretary/Treasurer's Signature before signing (in absence of ES/T must have Chair-Elect's signature)
- H. Serves as Executive Committee Representative on Incentives and Recognition Committee
- I. Following their term as Chair, the Chair shall serve as Past Chair;
- J. Serve as the official representative of Staff Council on the President's Cabinet.

SECTION III. Duties of the Chair-Elect:

- A. Act in an advisory capacity to the Chair;
- B. In the absence of the Chair, perform the duties of the Chair;
- C. Following the term as Chair-Elect, the Chair-Elect shall serve as Chair;
- D. Serve as the liaison to the University Faculty Senate.
- E. Coordinate programs for each monthly Staff Council meeting
- F. Serves as Executive Committee representative on Staff Development Committee
- G. Sign requisitions in absence of either the Executive Secretary/Treasurer or the Chair

SECTION IV. Duties of the Past Chair:

- A. Act in an advisory capacity to the Chair;
- B. Perform other duties as appointed by the Chair and/or Executive Committee.
- C. Serves as the Executive Committee representative on Salaries and Benefits Committee

SECTION V. Duties of the Executive Secretary/Treasurer:

- A. Oversee the official record keeping of Staff Council, including membership records and official minutes of Staff Council meetings;
- B. Notify the membership of meetings, and perform the functions assigned the position of the Chair.
- C. Sign requisitions for the disbursement of Staff Council Funds and provides a monthly detail of balances of such funds at each meeting; All requisitions must have both the ES/T and Chair's signature (in absence of Chair, must have Chair Elect's signature)

SC On Campus Accounts	Account
Project Committee	700314
Staff Development	108609
Fund 10 Account	7600
SC Foundation Accounts	Account
STAFF- Staff Appreciation Fund	23544
STDEV- Staff Development Fund	81145
STPRO – Staff Council Project Fund	81266

- D. Serve as historian, file a copy of the minutes with the University Archivist, and submit an approved copy of the monthly minutes to the Office of the President.

SECTION VI. Duties of the Ombudsperson:

- A. Be an advocate for fairness and serve as an avenue of communication between an employee and Staff Council
- B. Refer to Staff Council for discussion or resolution either written or oral concerns while maintaining the employees' right to confidentiality;
- C. Respond to the employee on the Staff Council's recommendation.

SECTION VII. Duties of the Public/University Relations Coordinator:

- A. Be responsible for all public/University relations activities and reports
- B. Update the staff council website, as needed.
- C. Be responsible for promoting all activities provided to the campus community through Staff Council.

SECTION VIII. Term of Office:

- A. The term of office for each officer shall be for one year, except the Chair-Elect who shall serve one year as Chair-Elect followed by one year as Chair, then serve one year as Past Chair.
- B. In the event the Chair position becomes vacant before the end of the service term, a past chair will be appointment by the Executive Committee to fulfill the remainder of the term.
- C. In the event any other elected Executive Committee position (Executive Secretary/Treasurer or Chair-Elect) becomes open before the end of the service term, a special election for eligible staff council members will be held.

ARTICLE V – Meetings

SECTION I. Regular Meetings:

Staff Council shall meet monthly at a time and place to be designated by the Chair and approved by the Executive Committee.

SECTION II. Called Meetings:

Called meetings shall be held at the request of the Chair or upon the petition of one-half of the membership

SECTION III. Open Meetings:

All meetings shall be open, but the Chair or the membership, upon a majority vote, may choose to enter into executive session, close the meeting, or to specifically exclude individual parties or groups.

ARTICLE VI – Voting

SECTION I. Voting Representatives:

Each Designated Delegate and each AT-Large Member shall be entitled to one (1) vote on each question.

Delegates/Members must be physically present at the time the question is called to order to vote.

SECTION II. Quorum:

A simple majority of the voting delegates/members shall constitute a quorum. A quorum must be present at Regular and Called meetings in order for official business to be conducted; otherwise, any voting member may declare a quorum so as not to interrupt the meeting business.

ARTICLE VII – Attendance

Any delegate/member who is unable to attend a Regular or Called meeting shall send a representative from the respective area.

ARTICLE VIII – Committees

SECTION I. Standing Committees:

The Standing Committees of Staff Council shall be: Executive; Incentive and Recognition; Projects; Salaries and Benefits; Staff Development. Standing Committees are required to meet monthly and provide a summary report of their activities at the regular June meeting.

- A. **Executive**: Maintains and oversees the operations of the Administrative Staff Council. Provides guidance, proposes agendas, and maintains a professional stance on providing timely responses to issues of concern for all staff members.
- B. **Incentive and Recognition**: Oversees and provides incentives and recognition to deserving staff members. Included, but not limited to, Employee of the Month Award, Smile on You Award, Years of Service Award.
- C. **Projects**: Oversees and organizes stewardship projects hosted by the Administrative Staff Council. Included, but not limited to, Thanksgiving Feed a Family, Christmas Adopt a Child, Staff Development Picnic.
- D. **Salaries and Benefits**: Oversees and organizes methods to provide alternative non-monetary benefits to staff and research potential opportunities for salary growth for all employees.
- E. **Staff Development**: Oversees and organizes professional development opportunities for all staff. Included, but not limited to, various workshops and staff development day.

SECTION II. Ad Hoc Committees:

The Chair of Staff Council shall appoint and dissolve such Ad Hoc committees as deemed appropriate or necessary

SECTION III. Committee Membership:

Each Standing Committee (with the exception of Executive) shall be composed of a minimum of six delegates/members to be appointed for a term of one year by the Executive Committee, with advice from the membership. The Executive Committee shall be composed of the officers of Staff Council. Each member of Staff Council, including the officers, shall serve on a minimum of one Standing Committee and a maximum of two. The Executive Committee shall also select the chair of each committee.

ARTICLE IX – Execution of Documents and Deposit of Funds

SECTION I. Execution of Documents:

All official documents of Staff Council shall be signed by the Chair and the Executive Secretary/Treasurer. All expenditures of Staff Council funds exceeding \$50.00 must be approved by the Chair and Executive Secretary/Treasurer prior to spending (in absence of ES/t or Chair, must have Chair-Elect's signature).

SECTION II. Deposit of Funds:

The officers of Staff Council shall select depositories for any funds of Staff Council in accordance with the instructions of the membership.

ARTICLE X – Dues

Staff Council, upon action of the Chair, may solicit voluntary payment of dues or funds from individual members or donations for special needs projects. However, membership shall not be conditioned upon payment of dues.

ARTICLE XI – Amendments

Adoption of amendments requires a two-thirds vote of quorum of the membership. Amendments must be submitted to the general membership at least seven (7) days prior to the vote.

ARTICLE XII – Discrimination Policy

Staff Council is committed to a policy of equal employment opportunity for all persons in all terms and conditions of employment without regard to race, age, color, religion, national origin, sex, gender identity, sexual orientation, disability, or veteran status.

Amended: October 2, 2013

Maintained by: Staff Council Executive Committee

