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. The Administrative 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, recommendations, and opinions to the President.

SECTION II. Staff Council shall institute programs to provide individual and 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 of Delta State University.

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 a one-year term. Designated delegates may be re-appointed. One delegate shall represent each of the following departments:

- Academic Support Services
- Alumni Affairs
- Archives and Museum
- Athletics
- Bologna Performing Arts Center
- Career Services
- Center for Community and Economic Development
- Counseling and Student Health Services
- Enrollment Management
- Facilities Management
- Flight Operations
- Foundation
- Graduate and Continuing Studies
- Housing and Residence Life
- Institutional Research and Planning
- Human Resources
- Laundry Services
- Library Services
- Police Department
- Postal Services and Copy Center
- Procurement Services
- Registrar’s Office
- Student Business Services
- Student Financial Assistance
- Student Life
- Student Development Union
- University Accounting
- Communications and Marketing
• Should a Designated Delegate not be able to attend a Staff Council meeting, the delegate will 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 will be appointed to serve the remaining term.

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

• Five (5) At-Large Members - Professional Non-faculty
• Three (3) At-Large Members - Secretarial/Clerical
• One (1) At-Large Member - Skilled Craft
• One (1) At-Large Member - Technical/Paraprofessional
• Five (5) At-Large Members - Service/Maintenance
• One (1) At-Large Member – Grant Funded

• The At-Large Members shall be selected to provide equitable representation for all areas of the University. Should an At-Large Member be elected to the Executive Committee, that member will automatically serve as the representative of his/her area.

• 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:

• Faculty Senate
• Aramark
• Follett
• SunGard

• Non-voting members shall not be counted in the determination of a quorum.

**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 five officers of Staff Council: Chair, Chair-Elect, Past Chair, Executive Secretary and Ombudsman. The Chair-Elect and Executive Secretary 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 September. The Ombudsman shall be appointed by the Chair and take office in September.
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 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 standing committees and ad hoc committees;
G. Sign requisitions for the disbursement of Staff Council funds;
H. Following the term as Chair, the Chair shall serve as Past Chair.

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. Be responsible for public relations, university relations, and liaison to the University Faculty Senate.

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. Be responsible for ensuring the maintenance of the Staff Council website.

SECTION V. Duties of the Executive Secretary:

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 by the Chair;
C. Sign requisitions for the disbursement of Staff Council Funds and provide monthly detail of balances and expenditures of such funds;
D. Serve as historian and file a copy of the minutes with the University Archivist.

SECTION VI. Duties of the Ombudsman:

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. Term of Office:
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.
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 in 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.

ARTICLE VII - Attendance

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

ARTICLE VIII - Committees

SECTION I. Standing Committees:
The Standing Committees of Staff Council shall be: Executive; Projects; Incentives and Recognition; Staff Development; Salaries and Benefits.

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 Chair, 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 appoint members to committees and select a 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/or the Executive Secretary. All expenditures of Staff Council funds exceeding $50.00 must be approved by the Chair or Executive Secretary prior to spending.

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 and projects. However, membership shall not be conditioned upon payment of dues.

ARTICLE XI - Amendments

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

ARTICLE XII - Non Discrimination Policy

The Administrative Staff Council is committed to a policy of equal employment and educational opportunity for all persons without regard to race, color, religion, national origin, sex, physical or mental handicap, status as to disabled veteran or Vietnam era veteran, or age as specified by applicable laws and regulations.

Amended: October 7, 2009
Maintained by: Staff Council Executive Committee