

Sandhills Community College Staff Council Bylaws

[Accepted: February 2005]
(Amended Date 2/13/2020; Accepted: 3/5/2020)

Purpose

The Staff Council is hereby established to provide a forum for the staff of Sandhills Community College to foster cooperation with the administration and faculty to uphold the college's mission through the exchange of ideas addressing campus issues, the promotion of professional development resources, participation in social and community service activities, the support of fellow employees and the making of recommendations relating to institutional policies to the administration of Sandhills Community College.

Article I

Name of the Organization and Membership

Section 1. The name of the organization is Sandhills Community College Staff Council.

Section 2. Membership shall include all persons holding full- or part-time staff appointments at Sandhills Community College who are not represented by the Faculty Assembly.

Article II

Officers of the Staff Council

Section 1. Officers shall include Chair, Vice-chair, Secretary and Historian.

- a. The election of the Vice-chair, Secretary and Historian positions of the Staff Council shall be held in April every two years. The existing Vice-chair will move to the position of Chair *unless* another member wishes to run against the Vice-chair or the Vice-chair declines the Chair position. In such a case, an election for Chair will be conducted. The new officers will assume responsibilities on the first working day of July following the general election.
- b. The Chair of the Staff Council is responsible for scheduling and presiding over meetings, facilitating the formation of committees, attending Board of Trustee meetings, attending the president's staff meetings, and serving as an ad hoc

member of all council committees. The Council Chair will act as a liaison between the college president and the Staff Council and present recommendations to Administration.

- c. The Vice-chair of the Staff Council will perform the duties of the Chair in his/her absence and will assist the chair in all duties.
- d. The Secretary of the Staff Council shall be responsible for recording minutes of all meetings, maintaining records of attendance at meetings, confirming meeting locations, and distributing information and materials to the general membership.
- e. The Historian of the Staff Council shall be responsible for keeping track of activities and achievements associated with the organization and shall serve as the primary record keeper for Staff Council throughout the term.

Article III

Membership

Membership shall include all staff of Sandhills Community College and representation sought from all areas of the college. The membership is hereby empowered to examine all issues pertaining to the institution and to recommend policies as candidly and forthrightly as possible. The duties and responsibilities of members are as follows:

- a. To initiate and discuss openly the issues which affect the interests of staff and the college in general.
- b. To serve as committee members.
- c. To serve as officers (full-time staff only).
- d. To offer resolutions for consideration by the Staff Council.
- e. To offer suggestions for preparation of agenda for meetings
- f. To vote on motions brought before the Staff Council.

Article IV

Committees

Section 1. Staff Council committees will be comprised of the membership. Committees of the staff council include:

- a. A Staff Development Committee that will promote professional growth opportunities and coordinate on-campus training activities;

- b. A Social Committee that will arrange and encourage activities that would provide staff members opportunities to socialize and interact with one another;
- c. A Projects Committee that will promote and coordinate campus and/or community service projects;
- d. Special committees that may be established for specific concerns and for limited duration. At the time of their establishment, the Staff Council will determine their size, membership, and the nature of their charge.

Section 2. Standing Committee Chairs may volunteer or be elected by committee members.

Article V

Meetings

Section 1. A meeting of the Staff Council will be held once per month and other times as necessary.

Section 2. A notice and agenda of each regular meeting will be distributed one week prior to the meeting.

Section 3. *Robert's Rules of Order Revised* will govern the conduct of all business.

Article VI

Quorum and Voting

Section 1. Members present at a called Staff Council meeting shall constitute a quorum. Members shall be notified of a scheduled meeting one week in advance via email.

Section 2. A properly registered proxy shall be a document containing the name of the absent member, the name of the voting proxy, the date of the meeting for which the proxy is valid, the date of completing the document, and the signature of the absent member.

Proxies shall be filed with the Secretary of the Staff Council before the start of the meeting for which the proxy is valid.

Section 3. All members of the Staff Council are afforded the opportunity to vote on important issues by attending a scheduled meeting, by proxy submitted prior to the scheduled meeting, or, when applicable, by email.

Article VII

Amendments

Section 1. Proposed amendments to the Staff Council Bylaws shall be submitted in writing to the Secretary by any officer or member of the Staff Council. The Secretary shall promptly notify the Chair.

Section 2. Proposed amendments to the Bylaws of the Sandhills Community College Staff Council shall be submitted to the Council officers at least thirty days in advance of any regular or special meeting. The Secretary shall send a copy of the proposed amendment to each Staff Council member at least ten days prior to the meeting when the amendment will be considered.

Amendments to the bylaws shall be made at any regular or special meeting of the Staff Council by 2/3-majority vote of the members present, including properly registered proxies.