

# **BYLAWS**

## **OF THE STAFF COUNCIL**

### **AUBURN UNIVERSITY AT MONTGOMERY**

#### **I. PURPOSE**

The Staff Council represents all employees at Auburn University at Montgomery below the rank of Vice Chancellor who do not hold an academic appointment. The Staff Council shall serve in a positive and constructive way to effect beneficial changes by serving in an advisory capacity to the administration.

The Staff Council shall promote better understanding, cooperation and communication among all constituent groups of Auburn University at Montgomery.

The Staff Council shall endorse the mission and goals of Auburn University at Montgomery.

The Staff Council shall not establish policies or procedures, nor shall it serve as a grievance committee. (This purpose is consistent with the charge to the Council given by Chancellor James O. Williams in his memorandum dated December 19, 1981.)

The Staff Council shall attempt, through seminars, workshops, and continuing education opportunities, to help each staff member develop his/her full potential as an employee of Auburn University at Montgomery.

#### **II. GENERAL ORGANIZATION**

The Staff Council includes unit representatives, elected to provide balanced representation of staff from all campus units, the Steering Committee (President, Vice President, Secretary, Treasurer, two Members-at-Large, and the immediate Past President), and Past Presidents Committee. All of these members shall hold voting privileges.

The Staff Council shall meet during regular working hours at least once each academic quarter. The Steering Committee shall meet one week prior to the Staff Council meetings and when called by the President.

As needed, the Director of Personnel shall meet with the Steering Committee as a resource on matters of personnel policy.

### **III. UNIT REPRESENTATIVES**

Representatives shall be drawn units constituted to ensure adequate representation for all staff members and efficient functions of the Staff Council. Among the factors which shall be considered in the formation of the formal units are location on campus, reporting channels and commonality of interests. The Steering Committee shall review the composition of the units annually, and recommend such changes as it deems necessary to the Staff Council. The Staff Council shall by majority vote approve the Steering Committee's recommended changes or amend them as it deems wise.

Units consisting of from 10 to 20 staff shall have one representative. Units consisting of more than 20 staff shall have a representative and an assistant representative; however, each unit shall have only one vote.

#### **Duties**

Unit representatives and assistant representatives provide the channel of communication between their constituents and the Staff Council. It is their responsibility to communicate information on Council activities to staff in their units and to present concerns of staff to the Council. It is their duty to attend meetings regularly or provide a substitute if unable to attend. Unit representatives and assistant representatives are encouraged to participate in committee work.

#### **Elections**

The election process for unit representation shall be conducted by the current unit representative at least one month prior to the Spring Quarter meeting. The current unit representative shall seek nominations from all staff within his/her unit. After the established cut-off date, voting shall take place by secret ballot. During this election process, the runner-up shall be the assistant representative for units consisting of more than 20 staff. The names of the new representatives shall be forwarded to the President for announcement at the Spring Quarter meeting. In the event there are no nominations from within the unit, the process of determining the representatives will revert to the Steering Committee. A

formal orientation meeting for the new representatives shall be held prior to the Summer Quarter meeting.

Nominees for unit representative must have been employed a minimum of 12 months at Auburn University at Montgomery. An exception shall be made where units have no employees who meet the time requirement. Council membership should provide a balanced representation of staff (non-budgeted, clerical, supervisory, professional, and non-academic administrative) from all campus units. Council representatives who transfer to new units will not retain Council membership unless he/she is elected to represent his/her new unit.

Unit representatives shall serve a two-year term which shall run from the beginning of Summer Quarter to the end of the second Spring Quarter. Replacements for unexpired terms of unit representatives shall be filled by the Steering Committee for the remainder of that term.

#### **IV. STEERING COMMITTEE**

Within the Staff Council, leadership shall be provided by the Steering committee, which shall consist of the President, Vice President ( President-Elect), Secretary, Treasurer, two Members-at-Large, and the immediate past President.

##### **Duties**

The duties of the Steering Committee are to:

1. Handle interim business between Council meetings.
2. Serve as liaison between the Council and AUM administration.
3. Provide leadership at Council meetings, select topics for discussion and assist in establishing Council meeting format.
4. Assist in defining projects and programs, establishing committees, and interpreting committee reports.
5. Provide a formal orientation for new Council representatives and officers.

## **Officers**

### **President**

Provides leadership for the Staff Council

Presides at meetings

Represents Staff Council on appropriate committees

Represents Staff Council at university functions

### **Vice-President (President-Elect)**

Assists the President as needed

Presides over Staff Council meetings during President's absence

Oversees the four Standing Committees

Administers the Staff Council Service Pin project

### **Secretary**

Records and maintains minutes of the Staff Council meetings

Minutes of Staff Council meetings shall be typed and sent to the president of staff council within ten working days after the meeting.

Handles Staff Council correspondence as needed

### **Treasurer**

Records and maintains financial records.

### **Members-at-Large**

Assists the Steering Committee as needed

Co-Chairs the Benevolence Committee and Social Committee

### **Past President (the immediate)**

Assists the President as needed in an ex officio, voting capacity

Maintains the Staff Council scrapbook for a period of one year after his/her term expires.

The immediate Past President shall automatically serve on the Past Presidents Committee.

## **Elections**

A nominating committee of three, selected from the Staff Council by the President, shall present a slate of officers and members-at-large at the Spring Quarter meeting of the Staff Council.

The nominees shall be selected from the Staff Council, its four standing committees (Staff Development Committee, Benefits Committee, Benevolence Committee, and Social Committee), and past members of those bodies. Additional nominations shall be considered from the floor.

The Steering Committee officers and the two members-at-large shall be elected by secret ballot. The officers and members-at-large shall serve a one-year term which shall run from the beginning of Summer Quarter to the end of Spring Quarter.

Any unexpired term of any Council Unit Representative that has been elected to a Steering Committee position shall be filled by the Council.

Steering Committee vacancies that occur between regular elections shall be filled in the following manner:

1. Office of the President:

The Vice President shall immediately assume the Office of the President.

2. Office of the Vice President:

- A. A three-member nominating committee shall be appointed by the President to present a slate of two candidates at the next quarterly meeting of the Staff Council.
- B. The Nominating Committee shall solicit nominations from the AUM staff employees. The staff employees shall nominate names taken from an eligibility list compiled by the Nominating Committee. The eligibility list will consist of the Steering Committee, Unit Representatives, the four Standing Committees, and the staff representative for each University Committee and Faculty Council Committee.
- C. Each nominee who consents to run for the Office of Vice President shall submit a statement of campus involvement to the Nominating Committee.
- D. The two nominees selected shall make a presentation to the Staff Council. The Vice President shall be elected by secret ballot and shall assume the Office of Vice President immediately.

3. The positions of Secretary, Treasurer, and two Members-at-Large:

Vacancies in any of these Steering Committee positions shall be filled by following the procedures outlined for filling the position of Office of Vice President with the following exceptions:

- A. Candidates shall not be required to submit a statement of campus involvement.
- B. Candidates shall not be required to make a presentation to the Staff Council.

## **V. PAST PRESIDENTS COMMITTEE**

The Past Presidents Committee shall consist of all Past Presidents of Staff Council. It is the duty of the Past Presidents Committee to be available to the President of Staff Council in a consulting and resource capacity on matters of Staff Council history, and present and future direction.

The Past Presidents Committee shall meet annually during Summer Quarter with the current President of Staff Council and any other times as needed.

A past president shall have voting privileges.

## **VI. COMMITTEES**

The Steering Committee shall appoint committees composed of staff members, as needed, to carry out the work of the Staff Council. The Steering Committee shall provide in writing to each committee member the specific charges, limitations, and responsibilities of his/her committee. The President shall be responsible for selecting staff members through a volunteer process for all staff committees, with the concurrence of the Steering Committee. A member of the Steering Committee shall be designated to assist a committee as its advisor if needed. The Chairs of all Standing Committees shall have voting privileges.

## **Standing Committees**

The Staff Council shall have four Standing Committees:

1. Staff Development Committee
2. Staff Benefits Committee
3. Staff Benevolence Committee
4. Staff Social Committee

### **The charge for each standing committee is as follows:**

A staff development committee shall be appointed by the President promptly following the Summer Quarter meeting. It shall be the duty of this committee to develop and present a program of activities which shall provide opportunities for personal and professional development of all staff employees.

A staff benefits committee shall be appointed by the President promptly following the Summer Quarter meeting. The Director of Personnel shall be a voting, ex officio member. It shall be the duty of this committee to identify and study changes that may be recommended to enhance the existing benefits program for staff employees at Auburn University at Montgomery. Recommendations from this committee shall be submitted to the Council for consideration. Recommendations approved by the Council shall be presented to the administration.

A staff benevolence committee shall be appointed by the President and Chaired by a Member-at-Large promptly following the Summer Quarter meeting. It shall be the duty of this committee to provide an acknowledgment to staff for prolonged illness, hospitalization, birth, death, or a catastrophic occurrence in the staff member's immediate family.

A staff social committee shall be appointed by the President and chaired by a Member-at-Large promptly following the Summer Quarter meeting. It shall be the duty of this committee to plan and arrange the annual staff Christmas Party, the staff Spring Picnic, and any other function as approved by the Steering Committee.

### **Ad Hoc Committees**

The ad hoc committees shall be appointed by the President. The President shall be responsible for organizing ad hoc committees according to the problem or situation under consideration at the time of need or interest.

### **University and Faculty Committees**

The President shall be responsible for selecting staff members through a volunteer process to serve on university and faculty committees, with the concurrence of the Steering Committee. Selected staff members shall submit committee reports to the Staff Council.