Augusta University
Staff Council Bylaws

Revised: June 27, 2025

ARTICLE I: NAME

The full name of this organization shall be Augusta University Staff Council, which hereinafter may be referred to as "Council" or "Staff Council".

ARTICLE II: PURPOSE & FUNCTIONS

The Staff Council's purpose is to promote and foster the welfare of University staff while advancing the University's mission. The Council shall be a representative group of all Augusta University non-faculty staff. The Council shall provide a safe space for University staff to voice their ideas and concerns, as they relate to the general welfare of University staff.

The Council shall serve in an advisory capacity to the President's Cabinet to provide input on University governance affecting the general welfare of University staff by:

- Reviewing current and proposed policies, and making recommendations regarding these policies.
- Proposing, developing, and implementing programs that enhance the personal and professional development of staff.

The Council will promote and facilitate the efficient and effective exchange of information regarding:

- Recognition of staff contributions and support of the Augusta University mission and core values.
- Business conducted by the Council.
- Communication between University administration and University staff.
- Promotion of a positive and collaborative work environment.

ARTICLE III: STRUCTURE

Section I. Members (Representatives)

The Council shall have a number of members, not to exceed 60, sufficient to include representation from a broad range of units/departments within Augusta University. To achieve this objective, an appropriate number of members will be nominated and selected based on the President's Executive Cabinet structure, as follows:

- Office of the President and Office of Legal Affairs
- Enrollment & Student Affairs
- Strategic Effectiveness
- Research & Innovation
- Medical Affairs & Integration
- Strategic Partnerships & Economic Development

- Academic Affairs & Provost
- Finance & Administration
- Philanthropy & Alumni Engagement

Please review Article IV for additional membership information.

Section II. Officers and Executive Committee

The Staff Council shall be comprised of officers, which include Chair, Chair-Elect, Immediate Past Chair, Treasurer, Secretary and Ex Officio (Vice President of Human Resources). These officers will be referred to collectively as the Executive Committee. The Executive Committee will be responsible for enforcing the bylaws and ensuring that all council members are adhering to all policies outlined in the bylaws.

Section III. Committees

All members of the Staff Council will be responsible for serving on a committee. The following committees shall be maintained by at least three (3) members each:

1. Administrative Committee
2. Awards Committee
3. Communications Committee
4. Events Committee
5. Membership Committee
6. Service Committee
7. Ad Hoc Committee(s)

One member of each committee will be designated as Chair of the committee by a vote of all members on the committee. The Chair of the Staff Council shall be kept updated on each committee's activities.

Up to two (2) ad hoc committees may be established by the Executive Committee for targeted and temporary needs that fall outside of the normal workings of the existing committees. Such committees may be disbanded when they have fulfilled their purpose.

Please review Article V for additional information about committees.

Section IV. Ex Officio Members

Ex officio members do not have voting privileges or count toward quorum.

Section V. Non-Members

Any university employee may request to attend a Staff Council meeting as an observer. Please review Article VI for additional information about meetings.

ARTICLE IV: MEMBERSHIP

Section I. Eligibility

Any permanent "regular" employee of Augusta University, full-time (1.0 FTE), in a non-faculty position, having served at least 12 consecutive months in good standing shall be considered a member of the Council. Membership shall be considered part of an employee's regular workweek and shall not generate any overtime pay or compensatory time. Approval from the staff member's supervisor and verification of good standing with Human Resources is required to join the Council and also when seeking a second consecutive term.

Section II. Meeting Attendance

Staff Council members are expected to attend and participate in at least two-thirds of all Staff Council meetings per fiscal year. Staff Council members should actively participate in any committee(s) to which the member is appointed.

Anticipated absences for scheduled Council meetings should be reported at least 24 hours in advance to the chair of the Membership Committee and the chair of any committee the member serves on. The chair of the Membership Committee will determine if an absence is excused or unexcused, and report absences to both the Chair and Secretary of the Staff Council prior to the meeting.

Failure to regularly attend Council meetings may result in dismissal from the Council in accordance with Section V. Regular attendance at committee meetings is also expected. Committee chairs may discuss any attendance concerns with the Executive Committee in an effort to ensure consistent participation.

Section III. Member Behavior

Members are also expected to conduct themselves in a manner consistent with the guidelines established by Human Resources.

Section IV. Terms of Office

Members are eligible to serve a three-year term beginning July 1. Each member may serve a maximum of two consecutive terms. If seeking a second consecutive term, the Membership Committee shall ensure eligibility and approval as found in Article IV, Section I and the entire Staff Council shall vote on the candidate(s) as found in Article IV, Section VI. A member's term may be extended in order to fulfill the role of an Officer by a majority vote of the Staff Council.

Officers are elected to a one-year term beginning July 1. The member elected to the Chair-Elect position will serve 1 year as Chair-Elect, followed by 1 year as Chair, followed by 1 year as Immediate Past Chair. The Membership Committee must obtain written approval from the supervisor of each nominee for Chair-Elect prior to the election. If approval is not granted, nominee shall not appear on the ballot for this position. Staff Council members seeking

election or a vacancy appointment to an officer position must have completed at least one year of service on Staff Council by the beginning of their term.

Staff Council members elected to the positions of Secretary or Treasurer serve a 1-year term. Such members may seek re-election to a second 1-year term if they so desire. Members serving as Secretary or Treasurer shall not serve more than two (2) consecutive 1-year terms.

In the case of an appointment (as outlined in Section V, Part B), an appointed Secretary or Treasurer shall be eligible to fulfill the remainder of the term they were appointed to and run for election to a full 1-year term to serve during the next fiscal year.

Terms of both members and officers may be extended beyond those specified in these bylaws in rare circumstances to accommodate major challenges to the continuity of the Staff Council. Examples of such challenges include, but are not limited to, pandemics, natural disasters, large-scale staff realignment or termination, etc. Approval of an extension of term(s) (and how long it may be extended) requires a favorable vote by at least two-thirds of the Staff Council members present.

Section V. Dismissal of Members and Officers

A. Members: Members failing to meet attendance and/or behavioral standards may be removed from the Council at any time. The process of dismissal should be initiated by the Membership Committee or the Executive Committee. If the Membership Committee initiates a request to dismiss a member, they should be prepared to present detailed attendance and/or behavior concerns to the Executive Committee. A majority vote of the Executive Committee is required to dismiss a member. If a member is removed from the Council, the Membership Committee should follow the steps for filling a vacancy as outlined in Section VI below.
B. Officers: Only after very careful consideration and the existence of supportive documentation, officers failing to meet attendance requirements, behavioral standards and/or adequate execution of their prescribed duties may be dismissed from the Council at any time. The process of dismissal should be initiated by a proposal from the Membership Committee. At least a two-thirds vote of the entire Staff Council membership is required to advance the proposal to the Executive Committee. Members of the Executive Committee (excluding the officer under consideration for dismissal) will then vote again. If a majority of the voting members of the Executive Committee agree to the proposal, the officer's dismissal is immediate. At such time, Section VI, Part B should be followed to fill the vacancy.

Section VI. Vacancies

A. Member Vacancy: If a membership position becomes vacant more than 6 full calendar weeks prior to the next fiscal year, the Membership Committee shall identify and recommend at least one eligible candidate to fill the vacancy as soon as possible. Once a recommendation has been made, the entire Staff Council shall take a vote on the candidate(s) as soon as possible. Any member(s) elected to fulfill a vacancy will be required to be elected to a full term if they wish to continue serving into the next fiscal year.

B. Officer Vacancy: If an officer position becomes vacant at any time during the fiscal year, the Executive Committee shall consult with the Membership Committee to appoint an interim officer from among current membership to fill the vacancy as soon as possible. The appointment must be announced promptly to the full Staff Council and only remains intact through the remainder of the current fiscal year. Additional guidance for a vacancy in the Chair position is listed in Article V, Section II, Part C.

ARTICLE V: DUTIES & RESPONSIBILITES

Section I. Members

- Will make themselves known to their constituents.
- Will inform constituents of contact information.
- Will solicit staff concerns on related matters to the Executive Officers for review, discussion, and/or action.
- Will actively serve on a Staff Council committee.

Section II. Officers

A. Chair
   a. Presides at all regular and special meetings and enforces the bylaws.
   b. Presides over the Executive Committee and is responsible for preparing the committee structure.
   c. Serves as a member of one committee in addition to the Executive Committee and serves as an ex-officio member on all Council committees.
   d. Serves on the University President's Cabinet.
   e. Makes recommendations to committees on their activities and leadership as needed.
   f. Upon expiration of term, is expected to serve as Immediate Past Chair to advise the new Chair and new Chair-Elect.

B. Chair-Elect
   a. Presides in the absence of the Chair.
   b. Assists committees as needed.
   c. Calls a meeting of any committee that is not fulfilling its responsibilities and establishing organization by dictum.
   d. Upon election, is expected to serve as Chair when the Chair's term expires.
   e. Assists Chair as needed.

C. Immediate Past Chair
   a. Advises Chair and Chair-Elect.
   b. May step in as interim Chair in the event of a prolonged or permanent absence of the Chair.
   c. May represent Staff Council in meetings or discussions with University administration if requested by the Chair.

D. Secretary
   a. Records and distributes minutes of all Executive Committee and full Staff Council meetings. Records attendance. Coordinates with member(s) responsible for recording minutes and attendance in the event of their absence.
   b. Distributes agenda for upcoming meetings to all members at least three (3) working days before the meeting.

c. Notifies Council members of regular monthly and special called meetings. Coordinates reservations for meeting spaces.

E. Treasurer
   a. Records all Council transactions with descriptions in a ledger.
   b. Files expenses with the Augusta University Foundation for reimbursement.
   c. Purchases any items approved by the Council.
   d. Notifies Chair of balance of funds at all meetings.
   e. Provides Chair with a copy of the current/ending fiscal year ledger at the end of each fiscal year.
   f. Eligible members for this role have direct experience with university budgeting and financial processes.

Section III. Committees

A. Executive Committee: Comprised by the Chair, Chair-Elect, Secretary, Treasurer, and Ex Officio (Vice President of Human Resources), this committee is responsible for enforcing the bylaws and ensuring that all Council members are adhering to all policies outlines in the bylaws.
B. Communications Committee: This committee strives to improve communications among staff members and about the activities of the Staff Council. All communications should be strategic and approved by the Executive Committee.
C. Events Committee: This committee focuses on planning and/or highlighting upcoming events to provide Staff Council members with opportunities to volunteer, contribute, and make an impact on the community and constituents of Augusta University. All events should be strategic and supported by the Executive Committee.
D. Awards Committee: This committee honors Augusta University staff members for their achievements. This committee may conduct an awards ceremony each year to recognize award recipients.
E. Administrative Committee: This committee supports the necessary organizational and reporting tasks of the Staff Council to assist Council members and committees and the overall Staff Council in their efforts to foster a working and beneficial relationship with Augusta University staff members. This committee maintains bylaws and develops protocol for Staff Council digital assets and University involvement.
F. Service Committee: Committee members will be asked to participate on various institutional committees and strategic initiatives, at the request of the Executive Committee. Service roles may include volunteer and advisory opportunities, participation on search committees, and providing staff perspective to leadership through strategic opportunities. All requests for Staff Council participation will be vetted through the Executive Committee to ensure alignment with current mission and values.
G. Membership Committee: This committee maintains and provides membership lists, including name, contact information, and department/unit represented. The committee is responsible for all aspects of Article IV, including membership eligibility, meeting attendance, member behavior, and terms of office. In consultation with Human Resources, supervisors of prospective members, and the Executive Committee, the Membership Committee will present a slate of potential eligible members to the full Council each spring and conduct elections each spring to fill Council membership for the upcoming fiscal year. The committee will take similar action anytime a membership vacancy occurs throughout the year.

H. Ad Hoc Committee(s): The goal of this (these) committee(s) is to support various institutional initiatives through committee representation, volunteer opportunities, advisory roles, etc. Up to two (2) Ad Hoc Committees may exist simultaneously as needed.

ARTICLE VI: MEETINGS

A. Staff Council meetings will be held bimonthly and other times as necessary.
B. Staff Council committee meetings will be held at least once a month and other times as necessary, unless otherwise approved by the Chair.
C. The Staff Council shall meet at an amicable prearranged time which maximizes attendance, unless holidays or inclement weather dictates it to be rescheduled to an appropriate date.
D. In-person meetings are encouraged whenever feasible, but meetings may also have a virtual option, or be conducted in an entirely virtual format if circumstances prevent in-person meetings.
E. Staff Council meetings shall be conducted according to the current edition of *Robert's Rules of Order*.
F. The bimonthly meeting may be canceled by the Chair; however, at least one meeting per quarter must be held.
G. Non-standard meeting dates may be scheduled by the Chair. Notices of such meetings shall be provided to members at least three (3) working days prior to the meeting.
H. Any non-member observing a Staff Council meeting may direct any questions or concerns to their staff council representative or via email (AU_StaffCouncil@augusta.edu). All questions or concerns will be addressed by the Executive Committee.

ARTICLE VII: CHANGES TO THE BYLAWS

Section I. Revisions

Annual revisions to these bylaws may be made by the Administrative Committee. Routine edits that provide clarification to existing language or correct minor errors do not need approval from the Council. Revisions that establish changes to the operation of the Staff Council, its officers, committees, or members will require approval of at least three-fourths of the Executive Committee. If approved by the Executive Committee, the revisions shall move to the entire Staff Council, where at least two-thirds of the members present are required to approve the changes.

Section II. Amendments

Staff employees may propose amendments to these bylaws at any time by submitting a petition with the proposed changes to the bylaws for consideration at a regular Staff Council meeting. Proposed amendments to the bylaws must be submitted to the Staff Council through a representative at least one (1) week prior to the meeting at which the proposed amendment is to be introduced.

The Staff Council representative shall submit the proposed amendment to the Executive Committee and proposed amendments must receive approval of at least three-fourths of the Executive Committee. If approved by the Executive Committee, the proposal shall move to the entire Staff Council, where at least two-thirds of the members present are needed to approve such change.

Section III. Administrative Approval

Upon approval by Staff Council, the Administrative Committee shall send updated bylaws to Ex Officio for final approval within 30 days.

Proposed amendments in conflict with Augusta University and University System of Georgia policies, or state or federal laws shall be rejected and returned to petitioners with an explanation.

Approved by:

Signed by:
Rebecca Carroll
E3A49ECD0261411...
Rebecca Carroll
Ex-Officio, AU Staff Council
Vice President, Human Resources

DocuSigned by:
Russell K Keen
8A049548C30244C...
Dr. Russell Keen
President

Certificate Of Completion

Envelope Id: 34F116A5-5D3A-4DB9-B3ED-C89598BD1FE0
Status: Completed
Subject: Staff Council Bylaws Revision - Please sign
Source Envelope:
Document Pages: 8
Signatures: 2
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
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RICROGERS@augusta.edu
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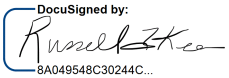
Signer Events	Signature	Timestamp
Rebecca Carroll recarroll@augusta.edu Vice President for Human Resources Security Level: Email, Account Authentication (None)	Signed by:  E3A49ECD0261411... Signature Adoption: Pre-selected Style Using IP Address: 2600:1005:b015:265b:6549:e21f:604f:339d Signed using mobile	Sent: 6/27/2025 10:24:50 AM Viewed: 6/27/2025 1:31:41 PM Signed: 6/27/2025 1:31:52 PM
Electronic Record and Signature Disclosure: Accepted: 6/27/2025 1:31:41 PM ID: 6307cd97-944a-4699-81ec-c33b81085b69		
Russell Keen RUKEEN@augusta.edu President Security Level: Email, Account Authentication (None)	DocuSigned by:  8A049548C30244C... Signature Adoption: Drawn on Device Using IP Address: 174.249.177.229 Signed using mobile	Sent: 6/27/2025 1:31:53 PM Viewed: 7/1/2025 7:57:18 AM Signed: 7/11/2025 3:05:06 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/27/2025 10:24:50 AM
Certified Delivered	Security Checked	7/1/2025 7:57:18 AM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	7/11/2025 3:05:06 PM
Completed	Security Checked	7/11/2025 3:05:06 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

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How to contact Augusta University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: swright@augusta.edu

To advise Augusta University of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at swright@augusta.edu and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to swright@augusta.edu and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
ii. send us an e-mail to swright@augusta.edu and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.
By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and

- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and

- Until or unless I notify Augusta University as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Augusta University during the course of my relationship with you.