COLUMBUS STATE UNIVERSITY

Staff Council Bylaws

Effective July 1, 2026

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ARTICLE I: NAME

Columbus State University Staff Council

ARTICLE II: PURPOSE AND MISSION

Section 1

The purpose of the Staff Council of Columbus State University (CSU) is to serve as the official advisory body representing University staff within the system of shared governance. The Staff Council advises the President of the University on matters affecting staff and the general welfare of the institution and may provide recommendations to other appropriate University units as part of this advisory role.

I. The Staff Council functions as the formal channel through which staff communicate with University leadership and participate in institutional decision-making processes that affect staff interests, policies, and working conditions.

II. For the purposes of these Bylaws, “staff” shall be defined as all persons employed full-time or part-time by CSU who do not carry full-time faculty rank, as defined in the CSU Statutes.

Section 2

The mission of the Staff Council is to advance the interests, welfare, and professional development of University staff through structured representation, communication, and collaboration. This mission shall be achieved through the following mechanisms:

I. Staff Representation and Advocacy: The Staff Council shall gather, evaluate, and communicate staff perspectives and concerns through regular meetings and committees, and shall present informed recommendations to University leadership.

II. Communication and Information Sharing: The Staff Council shall establish and maintain a University-wide communications network to disseminate relevant information to staff, solicit feedback, and ensure transparency regarding issues impacting staff.

III. Policy Review and Consultation: The Staff Council shall participate, when requested or deemed appropriate, in the review and discussion of University policies, procedures, and initiatives affecting staff, providing constructive input grounded in staff interests and institutional goals.

IV. Professional Development and Workplace Enhancement: The Staff Council shall support initiatives that promote professional growth, equitable practices, and a positive work environment for staff, including collaboration with administrative units and other governance bodies.

V. System-Level Engagement: The Staff Council shall maintain active Membership and participation with the University System (USG) of Georgia Staff Council to support collaboration, advocacy, and the exchange of best practices across the system.

ARTICLE III: MEMBERSHIP

Membership in the Staff Council shall be open to all individuals employed by CSU in a staff capacity, including both full-time and part-time staff employees, as defined by University Human Resources classification system. Student employees, temporary employees, graduate assistants, and faculty Members shall not be eligible for Membership unless otherwise specified in these Bylaws.

For the purposes of these Bylaws, all eligible full-time and part-time staff employees shall be referred to as “Members” of the Staff Council. The term “Members” shall include those serving as Officers and Executive Board Members.

ARTICLE IV: OFFICERS

Section 1: Eligibility

The Staff Council shall be composed of appointed staff, herein referred to as “Officers.” Officers must be full-time or part-time regular staff employees of CSU who have been employed for a minimum of six (6) months and shall not hold a full-time faculty rank, as defined in the CSU Statutes. Officers must be employed within the division or unit they represent.

Section 2: Election and Term of Service

I. The Officer term of service should run from July 1 through June 30 to align with the fiscal year and the Executive Board term of service.

II. Staff employees may serve as voting Officers for up to three (3) consecutive one-year terms.

III. Upon completion of three consecutive terms, the appropriate Division Director shall be notified and requested to identify a new Officer to represent the division or unit.

IV. If no other eligible staff Member is willing to serve, the incumbent Officer may continue to serve for up to three (3) additional consecutive one-year terms, provided the Officer is willing to do so.

V. Nominations, appointments, and replacements of Officers shall be completed within thirty (30) days of a vacancy or term expiration.

Section 3: Representation

I. Officers shall be appointed from each division or unit on campus to ensure broad and equitable representation of University staff.

II. Officers shall serve as the primary liaison between their respective division or unit and the Staff Council, facilitating two-way communication and representing staff perspectives, concerns, and recommendations.

III. The Membership Coordinator shall assist divisions and units with the appointment process of Officers as needed to ensure consistency and compliance with these Bylaws.

Section 4: Delegates

I. An Officer who is unable to attend a Staff Council meeting shall appoint a Delegate to attend in the Officer's stead.

II. The Officer shall notify the Membership Coordinator that a delegate shall attend the Staff Council meeting by email at the earliest practicable time.

III. In matters involving the election of Members to the Executive Board, voting rights shall be limited to Officers; Delegates shall not have voting rights.

IV. In all other matters, an appointed Delegate may vote on behalf of the Officer and the department represented.

V. A Delegate may abstain from voting at the Delegate's discretion.

Section 5: Quorum

A quorum for the transaction of official business of the University Staff Council shall consist of a majority of the current, active Officers, defined as fifty percent (50%) plus one (1) of all Officers holding office at the time of the meeting.

ARTICLE V: EXECUTIVE BOARD

Board Composition

The Executive Board shall consist of the Chair, Chair-Elect, Membership Coordinator, Secretary, Treasurer, Webmaster, Parliamentarian, and Immediate Past Chair. The Executive Board's term shall run from the beginning to the end of a fiscal year (i.e., July 1 through June 30). The Executive Board shall perform the duties prescribed in these Bylaws and in the parliamentary authority adopted by the Staff Council. The Executive Board shall consider all matters referred to it by the Chair, University President, the Staff Council, Committee Chairs, and other authorized parties, and shall make recommendations thereon.

I. Chair

The Duties of the Chair are as follows:

i. Represents University staff interests and leads the council's efforts to create new and promote existing opportunities for staff development and growth, as well as provide a forum for staff to discuss issues of importance.

ii. Represents University Staff Council at all University System of Georgia Staff Council (USGSC) meetings, activities, and functions.

iii. Shall preside over all Staff Council meetings.

iv. Shall serve as Chair of the Executive Board.

v. Shall appoint the Executive Board positions of the Webmaster and the Parliamentarian from the candidates who are nominated by the Members

vi. Follow the stated rules of order.

vii. Refer matters to appropriate committee(s) and/or the University President.

viii. Serve by appointment on University committees.

ix. Serve as ex-officio Member of all Staff Council committees.

x. Act as liaison between University staff and the President and Provost.

xi. Succeeds the Chair following the term as Chair-Elect and serves as Immediate Past Chair following the term as Chair.

II. Chair-Elect

The Duties of the Chair-Elect are as follows:

i. Shall be a voting Member and assist the Chair with Staff Council matters.

ii. Assume the duties and powers of the Chair in the absence or inability of the Chair.

iii. Deliver all pertinent files to the incoming Chair-Elect at the transition point of Staff Council leadership.

iv. Perform other duties as assigned.

v. If the Chair is unable to complete the term, the Chair-Elect shall assume the duties of the Chair and subsequently serve a full term as Chair.

vi. If the Chair-Elect is unable to complete the term, the Elections Committee shall oversee a special election for Staff Council Officers to elect a replacement, who shall serve the remainder of the term.

vii. The Immediate Past Chair may assist in the event all elected Chair positions are vacant until Staff Council votes on a replacement.

viii. The Chair-Elect shall become Chair upon completion of a one-year term as Chair-Elect.

III. Membership Coordinator

The Duties of the Membership Coordinator are as follows:

i. Shall maintain attendance records.

ii. Serve in the absence of the Secretary.

iii. Perform other secretarial needs.

IV. Secretary

The Duties of the Secretary are as follows:

i. Shall record minutes of each Staff Council meeting.

ii. Distribute minutes to Members before the next scheduled meeting.

iii. Keep minutes of Executive Board meetings if necessary.

iv. Notify Members of meeting dates and locations and serve, by appointment, on University committees as deemed necessary.

V. Treasurer

The Duties of the Treasurer are as follows:

i. Shall be responsible for proper financial management (See Article VI, Section 1), including maintaining yearly records of all account numbers and balances relating to the Staff Council.

ii. Shall work with appropriate offices on campus to submit requests for state funds in the University's Zero-Based Budget report.

iii. The Treasurer shall act as the Chair of the Finance Committee.

VI. Webmaster

The Webmaster may be nominated by Members but is ultimately appointed by the Staff Council Chair.

The Duties of the Webmaster are as follows:

i. Serve as the technical point of contact for publishing Staff Council communications.

ii. Shall collaborate with University Information Technology Services to ensure Staff Council-related website content is accurate and up to date.

iii. Maintain archival records of the Staff Council.

VII. Parliamentarian

The Parliamentarian may be nominated by Members but is ultimately appointed by the Staff Council Chair.

Duties of the Parliamentarian are as follows:

i. Shall enhance the work of the Staff Council by advising the Chair to ensure meetings follow appropriate procedural processes and to assist Members with questions regarding parliamentary procedures.

ii. Offer clarity when procedural questions arise.

iii. Strengthen the Staff Council's commitment to fairness, transparency, and alignment with University and USG standards.

iv. The Parliamentarian should be familiar with parliamentary procedure, the Staff Council Bylaws, and be comfortable providing procedural clarification when needed.

v. This position is neutral and does not vote or propose business.

VIII. Immediate Past Chair

The Duties of the Immediate Past Chair are as follows:

I. Shall be assumed upon completion of a term as Chair and shall conclude after one (1) year of service.

II. The Immediate Past Chair shall serve as an ex-officio Member of the Staff Council and shall attend Executive Board meetings but shall not be counted toward quorum for Executive Board meetings.

III. The Duties of the Immediate Past Chair are as follows:

i. Advisory role

1. Provide historical context and institutional memory.
2. Advise the current Chair and officers on precedent and past decisions.
3. Help ensure continuity between outgoing and incoming Staff Council Executive Board leadership
4. Offer information support and guidance as needed, but override Chair authority.

ii. Participate in meetings

1. Attend Staff Council meetings.
2. Speak in discussions and deliberations, offer recommendations, and propose agenda items

iii. Committee Involvement

1. Serve on committees (sometimes automatically, sometimes by appointment).
2. Provide guidance to Committee Chairs and members when needed.

iv. Special Assignments

1. Represent the Staff Council in meetings or events if delegated.
2. Assist with special projects or initiatives as designated by the Chair.
3. Assist with policy reviews or strategic planning.
4. If the Immediate Past Chair is an officer within their department, they shall retain voting rights in general body meetings.

ARTICLE VI: FINANCIAL MANAGEMENT

Section 1: Use of Funds

Staff Council funds shall be used solely to advance the mission, programs, and activities of the Staff Council. All expenditures must be consistent with the approved budget, applicable state and University policies, and these Bylaws.

A request for state funds may be submitted through the University's Zero-Based Budget (ZBB) process at the designated time during the fiscal year to support allowable expenditures.

Expenditures that are not eligible for state funding may be supported by Foundation funds, subject to availability and approval in accordance with applicable Foundation guidelines and University procedures.

Section 2: Executive Board Review

The Executive Board shall:

I. Review and deliberate expenditure requests to ensure compliance with University and State policies.

II. Ensure that proposed expenditures align with the strategic priorities and mission of the Staff Council.

III. Approve expenditures up to $250 that are within the approved annual budget.

IV. Refer any expenditure exceeding $250, or any unbudgeted expenditure, to the full Staff Council for consideration.

Section 3: Majority Staff Council Approval

Approval by majority vote of the Staff Council shall be required for:

I. Expenditures exceeding $250.

II. Any expenditure not previously authorized in the approved annual budget.

III. Amendments to the approved annual budget.

Section 4: Voting on Expenditures

Expenditures requiring Staff Council approval shall be:

I. Approved by a majority vote of voting Officers present at a duly called meeting, provided a quorum is established.

II. A quorum shall consist of a majority of the current, active Officers (50% + 1) of the Staff Council.

Section 5: Authorization

All approved expenditures shall be:

I. Authorized by the Staff Council Chair or their designee and processed in accordance with University financial policies.

II. No individual Member shall obligate Staff Council funds without proper approval under these Bylaws.

III. All funds shall be maintained and disbursed through University-approved accounts in accordance with institutional policies.

Section 6: Reporting

Reporting on Staff Council funds shall follow these guidelines:

I. A summary financial report, including current balance, expenditures, and remaining funds, shall be presented at each regular meeting of the Staff Council.

II. Financial records shall be maintained in accordance with University recordkeeping policies and made available to Members upon request, consistent with applicable guidelines.

ARTICLE VII: MEETINGS

Section 1: Regular Meetings

Regular meetings of the Staff Council shall be held on the first Thursday of each month, unless otherwise specified. Additional meetings, which shall be considered special meetings, may be convened at the discretion of the Chair.

Section 2: Order of Business

The order of business for regular meetings shall be set forth in the agenda by the Executive Board. The order of business may be altered as needed:

1. **Call to Order** – The Chair officially calls the meeting to order.
2. **Roll Call** – Membership Coordinator conducts roll call of Staff Council Officers to establish quorum.
3. **Approval of Previous Meeting Minutes** – Secretary provides a high-level review unless an extended period has passed between meetings.
4. **CSU President's Report** – The President presents a report.

5. **Guest Speaker(s)** – Guest Speaker(s) present reports.
6. **Executive Board Reports** – Executive Board presents reports.
7. **Committee Reports** – Committee(s) present reports.
8. **Unfinished Business** – Address motions from previous meeting(s).
9. **New Business** – Introduce and discuss new motions.
10. **Announcements** – Miscellaneous announcements from Staff Council Members.
11. **Adjournment** – The Chair officially closes the meeting.

Section 3: Approval of Minutes

In the event of an extended period between meetings, minutes shall be read and approved before final adjournment. If time does not permit reading, the Executive Board is to correct and approve the minutes. The Secretary shall record the minutes.

Section 4: Voting

Voting shall be conducted by the Chair in accordance with **Robert's Rules of Order Newly Revised**:

I. Each Member of the Staff Council shall be entitled to one (1) vote. Except as otherwise provided in these Bylaws, all actions require a majority vote of Members present and voting, provided a quorum has been established.

II. Voting may be conducted by voice vote, show of hands, roll call, or written ballot, as determined by the Chair.

III. Votes on amendments to the Bylaws require a two-thirds (2/3) vote of Members present and voting, in accordance with Article X.

IV. A Delegate exercises the vote of the Officer they represent.

ARTICLE VIII: COMMITTEES

Section 1: Executive Board and Standing Committees

I. The Executive Board shall provide leadership and direction, set meeting agendas, coordinate activities among committees, and act on behalf of the Council between regular meetings, subject to ratification by the full Council.

II. Standing Committees shall:

a. Be chaired by an Appointee of the Staff Council Chair, or elected by the committee members when appropriate.

b. Include at least two (2) other staff Members who are not part of the Council.

c. Serve a one-year term and meet a minimum of once per month (except Elections Committee, which meets as needed).

d. Develop their own Bylaws and annual work plan.

e. Provide monthly updates to the Chair and Council, when deemed necessary.

Section 2: Standing Committee Structure and Duties

a. **Elections Committee** – This committee is responsible for all Council election-related concerns. This includes but is not limited to: working with the Chair to establish the election timeline for normal and special elections, disseminating application materials and information in collaboration with the Webmaster to allow staff members to be nominated for openings, conducting elections, and reporting the results of elections.

b. **Finance Committee** – Chaired by the Treasurer, is responsible for reviewing, investigating, and recommending Council action in all fiscal matters before the Council; including budgets, expenditures and general fiscal issues pertaining to Council program administration and development.

c. **Fundraising Committee** – Determine allowable fundraising activities that are within University and State policy compliance to develop events, projects, and awards. The Chair of the Fundraising Committee shall interface with the Chair of the Finance Committee and submit ad hoc reports to the Council Chair as needed.

d. **Communications Committee** – Coordinates and provides information to staff about Staff Council initiatives, maintains the website and social media in collaboration with the Webmaster, and coordinates with Human Resources for new staff orientation.

e. **Bylaws Committee** – Reviews current Bylaws, drafts amendments, and submits recommendations as directed by the Executive Board.

f. **Special Committees** – The Chair may appoint ad hoc committees as needed.

Section 3: Additional Committees

Other committees may become standing committees by amendment to the Bylaws.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Section 1

The proceedings of the CSU Staff Council shall be governed by the most recent edition of **Robert's Rules of Order Newly Revised**, except where such rules conflict with these Bylaws or any special rules adopted by the Council.

Section 2

In cases where procedural disputes arise, the Chair may rule on the matter. Any Member may appeal the Chair's decision; if seconded, the Council shall vote to uphold or overturn the ruling.

Section 3

The Council may adopt additional procedural guidelines as needed, provided they do not conflict with Robert's Rules of Order or these Bylaws.

ARTICLE X: AMENDMENTS

Section 1: Proposal

An amendment may be proposed by any Staff Council Officer by submitting it in writing to the Chair (or Secretary) for placement on the agenda.

Section 2: Notice

Proposed amendments shall be distributed to all Staff Council Members at least seven (7) days prior to the meeting at which the amendment will be considered.

Section 3: Adoption by Staff Council

Amendments may be adopted by a two-thirds (2/3) vote of Officers present and voting, provided notice has been given.

Section 4: Communication

Adopted amendments shall be communicated campus-wide to staff Members.

Section 5: Final Approval

Bylaws amendments adopted by the Staff Council shall be submitted to the President of CSU for approval. Amendments take effect upon Presidential approval unless otherwise specified.