Georgia Gwinnett College Staff Council Bylaws

SECTION 1: NAME OF THE GROUP

The name of the group shall be the Georgia Gwinnett College Staff Council, hereafter called GGCSC.

SECTION 2: MISSION STATEMENT

Our Staff Council's mission is to serve the interests and needs of Georgia Gwinnett College's staff by providing an open forum for communication and an inclusive, cohesive environment where our employees can thrive. We are dedicated to promoting a positive and supportive work environment by strengthening relationships across campus, helping address staff concerns, serving as advocates, and suggesting improvements to leadership that will help enrich the overall GGC community.

SECTION 3: OBJECTIVES OF GGCSC

A. Provide a forum for the introduction of staff-related concerns.
B. Examine, discuss and address staff-related issues, recommendations and concerns.
C. Determine whether an item can be resolved within the GGCSC or should be referred to executive leadership.
D. Inform the GGCSC Executive Committee of staff-related issues, recommendations and concerns that require consideration and support.

SECTION 4: ELIGIBILITY FOR MEMBERSHIP

A. Any full-time or part-time employee of Georgia Gwinnett College (as referenced in the Board of Regents Policy Manual and defined in the Board of Regent's Human Resources Administrative Practice Manual), is eligible for GGCSC membership.
B. To apply for membership, employees must submit an application to the GGCSC Executive Committee with their direct manager's support in the form of a signature of approval.

SECTION 5: MEMBERSHIP

A. The GGCSC shall consist of staff members representing various operational units across campus. When specific areas of the college are not represented by current members of GGCSC, we will ask leadership to assist in identifying a staff member to represent their areas.
B. Applications for new membership will be accepted on an ongoing basis and will be considered and approved by the Executive Committee. Applications may be submitted via email to staffcouncil@ggc.edu or to a Staff Council member in person.
C. Each member will serve a minimum one-year term, however, there is no limit on the number of terms a member may choose to serve.
D. Each GGCSC member will serve a minimum of 4 hours a month towards Staff Council initiatives, which include but are not limited to attending meetings, planning and volunteering for events/activities and distributing communications.
E. It is the responsibility of each GGCSC member to distribute staff updates, news and GGCSC meeting information to their designated Communication Groups as requested by the Executive Committee.

SECTION 6: OFFICERS AND DUTIES OF THE GGCSC

The officers of the GGCSC will consist of a Chairperson, Chair-Elect, Vice Chairperson, Recording Secretary, Treasurer, and Two Members-At-Large.

A. **The Chairperson** serves as the head of the Staff Council and the Staff Council Executive Committee. The Chair serves as voting member of the GGCSC. The Chair is responsible for scheduling and conducting all GGCSC meetings. The Chair prepares the monthly agenda for the Staff Council All-team meeting and gives this to the Recording Secretary to distribute to the membership at least two days prior to the monthly meeting. The Chair approves any proposal, recommendation, or other official GGCSC correspondence (e.g. campus-wide emails, flyers, letters, etc.) that are representative of the GGCSC. The Chair serves as the primary representative for University System of Georgia Staff Council meetings, college wide committees and governance bodies. However, if the Chair is unable to attend, they may designate a delegate to attend meetings and official events in the absence of the Chair. After such event, the delegate shall report out to the Chair. Delegates shall be appointed from the GGCSC Executive Committee in this order: Chair-Elect and

Vice Chair. If neither of these members can attend, the Chair shall appoint a remaining member from the GGCSC Executive Committee. The Chair may establish ad-hoc committees as needed, appoint members, designate a Chair, and charge them with a specific task. The Chair communicates to the GGCSC Executive Committee and general members in a transparent way that is timely and allows active input from representatives. This communication may be verbal or written. The Chair acts as the Staff Council liaison with the Cabinet and the President. The Chair prepares the Chair-Elect to take on the duties of GGCSC Chair the following term. The Chairperson serves a one-year term as Chair immediately following a one-year term as Chair Elect.

B. The **Chair-Elect** shadows the Chairperson, remains current on the issues and the duties of GGCSC, and performs the duties of the Chair in his/her absence. The Chair-Elect shall conduct all elections of the GGCSC, including facilitating the nomination and election processes at the end of each term and throughout the year, as needed. The Chair-Elect serves as a voting member of the GGCSC. The Chair-Elect shall be elected by and from the GGCSC for a one-year term of office as Chair Elect, followed by a one-year term as Chair.

C. The **Vice Chairperson**. The Vice Chairperson is responsible for the oversight of the GGCSC Committees, communicating regularly with Committee Chairs and following the progress on assigned initiatives. The Vice Chairperson will be elected by and from the GGCSC for a one-year term of office and will not have a limit on years of service.

D. The **Recording Secretary** is responsible for taking and editing the meeting minutes. The Recording Secretary submits the minutes to the Chairperson for review prior to distribution. The Recording Secretary will also take attendance and track GGCSC members who have missed more than two consecutive meetings. The Recording Secretary is elected by and from the GGCSC for a term of one year and does not have a limit on years of service.

E. The **Treasurer** manages financial affairs and ensures fiscal responsibility of the GGCSC. The Treasurer prepares, submits, manages and reports budget funds. The status of accounts will be reported as needed and a yearly summary report of financial spending and the upcoming proposed budget will be presented to the GGCSC. Other responsibilities include assisting with prior

approvals, reimbursement paperwork, and other travel related needs, as needed. This position prepares and submits requisitions and ensures that invoices are submitted to the appropriate department for payment dispersing funds as authorized by the Executive Committee and maintaining an accurate detail of the budget. The Treasurer is responsible for assisting committee Chairs in annual review of previous year's budget and establishes new budgets to present to the Executive Committee for discussion and approval. The position of the Treasurer is a one-year term. There is no term limit for this position.

F. The **Members-At Large** The two Members-At-Large serve the board's strategic needs as determined by the Chair at any given time. Members-At-Large may have various responsibilities and projects tasked to them in the short or long term. They shall be voting members of the GGCSC Executive Committee. This position is a one-year term. There is no term limit for this position.

SECTION 7: ELECTION OF THE OFFICERS

The Chair-Elect is charged with facilitating the nomination and election processes of all elected positions. The Chair-Elect has the responsibility of ensuring that the processes adhere to the procedures outlined and are carried out in a fair and timely manner.

A. Elected Officers/Chairs

1. Terms shall run from October 1 through September 30.
2. Each elected position shall be for a term of one year.
3. There is no limitation to the number of terms that an individual can be elected to serve in any particular position.
4. An individual cannot hold more than one Executive Committee position.
5. An individual can hold one or more Committee Chair positions.
6. An individual can hold one Executive Committee position and one or more Committee Chair positions.

B. Eligibility

1. All individuals participating in the nomination and election processes must be current GGCSC members that joined GGCSC prior to September 1 of the GGCSC term year and are in good standing.
2. A member is considered "in good standing" if they are meeting their 4-hour average service requirement at a minimum of 9 months in an academic year.
3. Members should be present to vote or may vote via absentee ballot prior to the election.

C. Nominations

1. Nominations should be emailed to staffcouncil@ggc.edu and will be held in September for the upcoming GGCSC term, beginning October 1.
2. Verbal nominations for appointments may come from any GGCSC member who is currently in good standing.
3. An individual may nominate themselves for a position.
4. Only GGCSC members have nominating or voting privileges.
5. If a GGCSC member will not be in attendance, they may nominate someone in writing and submit the nomination to the Chair-Elect prior to the September GGCSC meeting.
6. Nominees must consent to their nomination.
7. In the event that a nominee is not present at the September GGCSC meeting, their nomination for election to a specific position must be received in writing by the Chair-Elect.
8. Following the September meeting, the Chair-Elect shall certify the eligibility of nominees.
9. Once certified, the Chair-Elect shall notify the nominees in writing that their names will be placed on the election ballots.
10. The Chair-Elect shall send the list of nominees by position to GGCSC members prior to the September meeting when the vote occurs.
11. Individuals may be nominated for multiple positions.

D. Election Procedures

1. Elections will be held in September for the upcoming GGCSC term beginning October 1.

2. A quorum is required for a GGCSC vote to be taken. The members present at the monthly GGCSC meeting shall constitute a quorum.
3. Unless otherwise specified by the GGCSC Bylaws, all elections shall be decided by a simple majority vote.
4. All votes shall be tallied by at least two GGCSC members that are not on the ballot for the position they are tallying.
5. The GGCSC Chair will only vote in the event of a tie of the Executive Committee and Committee Chair positions.
6. The Order of Elections shall be:

    Executive Committee

    1) Chairperson
    2) Chair-Elect
    3) Vice Chair
    4) Secretary
    5) Treasurer
    6) Members-At-Large (2 positions)

    Committee Chairs

    1) Communication
    2) Events
    3) Staff Morale
    4) Service

E. Vacancy

1. A vacancy that occurs through termination of employment, loss of "in good standing" status, or resignation from the GGCSC shall be filled by special election.
2. Special elections will follow the same procedure as a general election with nominations.
3. The Executive Committee can appoint an interim officer until a new officer is elected by a special election.

SECTION 8: COMMITTEES

A. GGCSC committees are as follows: Communications, Events, Service, and Staff Morale.

B. The GGCSC Chair may create ad-hoc committees as needed.

SECTION 9: EXECUTIVE COMMITTEE

A. The GGCSC Executive Committee shall be comprised of the Chair, Chair-Elect, Vice-Chair, Recording Secretary, Treasurer, and two Members-at-large. Members-at-Large positions must be voted on by GGCSC members.

SECTION 10: REPRESENTATIVES TO THE GGC LEADERSHIP TEAM

A. The GGCSC Chair shall serve as a representative to the GGC Leadership Team. The newly elected GGCSC Chair will begin attending leadership meetings at the close of the scheduled October meeting following GGCSC officer elections.

B. The GGCSC Chair shall report current GGCSC business and any issues or items of concern recommended by the GGCSC through written correspondence addressed to the GGC Leadership Team.

C. The GGCSC Chair or Chair's designee will attend required GGC Leadership Team meetings.

SECTION 11: GGCSC MEETINGS

A. Meetings of the GGCSC will be held monthly. The meeting will be held at a designated time to be decided on by the members.

B. It is the responsibility of the Chair to plan and call to order all GGCSC meetings.

C. A meeting may be scheduled by any GGCSC member, with the endorsement of the Chair, if a concern cannot be held until the next regularly scheduled meeting. Scheduled meetings require twenty-four (24) hour notifications to all members.

D. The GGCSC Chair will prepare an agenda for each meeting. Items not on the finalized agenda may be added at the Chair's discretion.

E. The order of business at regular meetings of the GGCSC will be as follows:

1. Call to order

2. Presentation of minutes of the last meeting of GGCSC, corrections, if any, and approval

3. Reports of the Chair and/or Executive Committee.

4. Committee updates

5. Unit and campus wide updates

6. Staff concerns/ suggestions

7. Breakout for standing/ad-hoc committees (as needed)

8. Adjournment

F. The members present at any properly announced meeting shall constitute a quorum. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

G. A GGCSC member who is unable to attend a meeting must notify the Recording Secretary ahead of the meeting. No person can represent more than one member at a meeting. Members who do not regularly attend meetings may have their voting rights rescinded as per the decision of the GGCSC Executive Committee.

H. Non-members are welcome to attend all GGCSC meetings.

I. Meeting minutes of each meeting will be sent to all GGCSC members and uploaded to the Staff Council Teams Channel.

J. It is up to the GGCSC Executive Committee to take appropriate action when a GGCSC member does not comply with their responsibilities.

SECTION 12: GGCSC COMMUNICATIONS

A. Official public communications disseminated on behalf of the Executive Committee should be reviewed and approved by all members of the Executive Committee prior to dissemination.

B. Official public communications disseminated on behalf of GGCSC should be sent to all members of GGCSC at least 48 hours prior to dissemination for review and feedback.

C. Official GGCSC communications will be distributed in The Pulse and/or via direct email.

SECTION 13: AMENDMENTS TO THE BYLAWS

A. GGCSC Bylaws will be reviewed by the Executive Committee every two years and amended if needed.

B. The GGCSC will have the power to amend its bylaws providing such amendments to be approved by a majority of the votes, cast at two consecutive meetings of the GGCSC.