

**UNIVERSITY SYSTEM OF GEORGIA  
STAFF COUNCIL**

**BYLAWS**

Approved January 13, 2017

## I. Name

- A. The name of this organization hereby constituted shall be the University System of Georgia Staff Council (USGSC).

## II. Purpose

- A. The USGSC shall be advisory in nature and a representative group for all staff at all institutions of the University System of Georgia (USG).
- B. The purpose of the USGSC is to advance the mission of the system as a whole and to promote and foster the welfare of system staff through the combined creativity of staff representatives from system institutions.

## III. Mission

- A. At the request of the Chancellor, the USGSC will participate in the process of University System of Georgia governance by advising, recommending, and consulting with the Chancellor or the Chancellor's designee(s) concerning the establishment of policies and procedures deemed necessary or proper for the promotion of the general welfare of the University System of Georgia and its staff.
- B. The USGSC will develop procedural guidelines to system institutions relevant to the formulation of staff representative bodies. These bodies will address local issues and forward system-wide concerns to the USGSC.
- C. The USGSC will develop and maintain a system-wide communications network to provide for efficient transmission of relevant information to system staff.
- D. All USGSC business will be decided by a simple majority vote of staff representatives from USG institutions in good standing with the USGSC.

## IV. Membership

- A. Membership of the USGSC will be comprised of two non-faculty representatives (one voting member, one alternate) from each system institution participating plus the USGSC elected officers. Each representative who serves on the USGSC will be selected by the individual system institution. USGSC elected officers will have voting privileges, but are not required to be the current representatives on the USGSC for their institutions

- B. Institutional membership dues shall be \$50.00 and will be payable by August 1 each fiscal year. The dues will be housed in an account at the institution of the current elected Treasurer.
- C. To be considered an institution in good standing, an institution must be current with the payment of their dues.

## V. Budget

- A. At the first USG Staff Council Meeting of each fiscal year, the Chair will call a vote on the budget items for the fiscal year. The Chair may call for any off-cycle (after July) budget voting to occur.

## VI. Structure

- A. Officers shall be a Chair, Chair-Elect, Secretary, Treasurer, and Immediate Past Chair.
- B. A Parliamentarian will be appointed at the discretion of the current chair. If the Parliamentarian is a voting representative from his or her institution, he or she will retain voting rights.
- C. A Webmaster will be appointed at the discretion of the current Chair. If the Webmaster is a voting representative from his or her institution, he or she will retain voting rights.
- D. The fiscal year (July 1 - June 30) will be the business year of the USGSC. Meetings shall be held once a quarter in February, May, July, and October. The October meeting shall be held in conjunction with the annual conference, which will rotate among institutions in good standing with the USGSC. All other meetings shall be held in a central location, preferably Macon, to minimize members' travel.

- E. Additional meetings may be scheduled by the Executive Committee or by vote of a simple majority of institution representatives or alternates. One voting member (Institution representative or alternate) from each institution in good standing may vote on each voting issue brought before the council. Institution representatives or alternates may place their vote if they are present during the meeting in which the vote was called, or if they are attending via a concurrent webcast. A method for proxy voting will be established for each meeting for those institution representatives or alternate unable to be present. The Executive Committee may submit an item to the Council for an email vote outside of a scheduled meeting. Votes may be cast by institution representatives or alternates via their institutional email accounts.

## VII. Elections and Vacancies

- A. Elections will be held in May at the final regularly scheduled meeting of the business year, with new officers seated immediately upon the start of the next business year. The Chair-Elect will automatically become Chair at the start of the next business year and does not need to be on the ballot or be nominated. Candidates must be a representative or alternate from an institution in good standing with the USGSC and have served at least one year as representative on the USGSC to be eligible for office.
- B. Candidates must be a representative or alternate from an institution in good standing with the USGSC and have served at least one year as representative on the USGSC to be eligible for office. Candidates for offices will be presented by the Nominating Committee, However, nominations of members in their first year can be made so they will have completed one year by the time they take office.
- C. The candidates must receive a simple majority vote in order to be elected as officer. In case of a tie, a runoff will be held and the candidate with simple majority vote for the runoff will be elected as officer.
- D. When vacancies occur in the Executive Committee, the Chair, with majority approval of the Executive Committee, will have authority to fill such vacancies. The Chair-Elect will succeed the Chair if the Chair must vacate the office before the regularly scheduled election. Vacancies can be filled by any institution representative regardless of service time.

- E. Chair. The Chair will preside at all meetings and will chair the Executive Committee. The Chair will vote on USGSC business only in the event of a tie. The Chair is responsible for upholding the bylaws of the USGSC. The Chair shall represent, or name a designee, the USGSC at USG and BOR meetings. The Chair shall report information and updates to the USGSC body as necessary. The Chair shall appoint Special Committees as deemed necessary. The position of Chair is a one year term.
- F. Chair-Elect. The Chair-Elect will succeed the Chair at the beginning of the next USGSC business year. The Chair-Elect will assist the Chair and perform the duties of the Chair in the Chair's absence. The Chair-Elect will serve as a voting member of the Executive Committee.
- G. Secretary. The Secretary will be responsible for taking minutes, maintaining records, updating the subscribers of the USGSC listserv, and distributing information via the listserv. The Secretary will be a voting member of the Executive Committee and will chair the Publicity Committee. The position of Secretary is a one year term. There is no term limit for this position.
- H. Treasurer. The Treasurer will be a voting member of the Executive Committee with the following responsibilities: 1) reporting the status of the account at each meeting, 2) generating the registration form sent to each institution that collects the contact information for the two current institution representatives and its voluntary membership dues, 3) housing the USGSC account at the Treasurer's institution, 4) disbursing funds as approved by the Chair or his/her designee, 5) providing end-of-year account status to institution representatives or alternate at the May meeting and 6) updating the representative/alternate list and informing the chair and secretary. 7) implementing an audit of the USGSC financial records and providing audit records to the new treasurer. The position of Treasurer is a one year term. There is no term limit for this position.
- I. Immediate Past Chair. The Immediate Past Chair will be a voting member of the USGSC Executive Committee and will be assigned pertinent duties by the Chair.
- J. Parliamentarian. The Parliamentarian will be appointed at the discretion of the Chair. The Parliamentarian will assure that proper meeting procedures, according to Roberts Rules of Order Newly Revised, are maintained.

- K. Webmaster. The Webmaster will be appointed at the discretion of the Chair. The Webmaster will make updates to the USGSC webpages as designated by the Chair. Relevant experience necessary to perform these duties is a requirement of this position.

## VIII. Committees and Committee Structure

### A. Executive Committee

- (1) Membership. The Executive Committee will consist of the Chair, Chair-Elect, Immediate Past Chair, Secretary, and Treasurer. Members will serve during their elected terms of office.
- (2) Duties. The Executive Committee will take action on behalf of the USGSC in cases requiring urgent action. The Executive Committee will inform the full council of all such actions taken at the next quarterly meeting or by memoranda to all individual USGSC representatives. The Executive Committee will prepare the agenda for each meeting, including any items received from the Chancellor or any system institution staff body. The Executive Committee will also consider agenda items from any person or group not provided for above and, if decided by majority vote, will include such on a meeting agenda.

### B. Public Relations Committee

- 1. Membership. The Public Relations Committee will consist of the USGSC Secretary and three other members appointed by the Chair from the USGSC. The committee will be chaired by the USGSC Secretary.
- 2. Duties. The Public Relations Committee will be the communicating body of the USGSC. It will be the charge of the committee to distribute agendas and minutes of meetings to all system institution staff bodies and to solicit newsworthy items for distribution to system staff via the system institution staff bodies.
- 3. Listserv
  - I. The listserv shall serve as a means of communication for official USGSC business.
  - II. The listserv shall be housed at the Secretary's home institution. If this is not possible, the backup hosting location will be UGA.
  - III. The listserv shall be comprised of two representatives from each institution and the past USGSC Officers.
  - IV. It shall be the responsibility of the listserv members to communicate appropriate information to their constituents.

C. Nominating Committee

1. Membership. The Nominating Committee shall be appointed by the Chair and consist of three members of the USGSC.
2. Duties. The Nominating Committee will be responsible for preparing a slate of officer candidates from the current USGSC representative/alternate list in good standing to be presented at the May meeting each year.

D. Bylaws Committee

1. Membership. The Bylaws Committee will be appointed by the Chair each year and consist of three or more members from the USGSC.
2. Duties. The Bylaws Committee will be responsible for drafting amendments to the Bylaws as deemed necessary by the full membership of the USGSC.
3. Amendments. Amendments to the bylaws may be adopted by simple majority vote of institution representatives or alternates present at any scheduled meeting with at least 10 days prior notice via email of the proposed changes.

E. Annual Conference Committee

1. At the discretion of the Chair, committee members will be appointed to assist the member institution which hosts the annual conference.

IX. Parliamentary Authority

- A. The parliamentary authority shall be Robert's Rules of Order Newly Revised.