



Board of Regents of the University System of Georgia
"Creating A More Educated Georgia"

UNIVERSITY SYSTEM OF GEORGIA STAFF COUNCIL

BYLAWS

APPROVED
October 27, 2010

Section I: Name

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

Section 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.

Section 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 member institutions participating in USGSC.

Section 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 USGSC will be selected by the individual system institution, preferably from the system institution's staff body. USGSC elected officers will have voting privileges, but are not required to be the representatives for their institutions.
- B. Institutional membership dues shall be \$25 and will be payable by August 1 each fiscal year. The dues will be housed in an agency account at the institution of the current elected Treasurer. These funds will be used to pay operational expenses of the USGSC.

Section V: 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.
- C. 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.
- D. Additional meetings may be scheduled by the Executive Committee or by vote of a simple majority of members.

Section VI: Elections and Vacancies

- A. Elections will be held at the final regularly scheduled meeting of the business year with new officers seated immediately upon the start of the next business year. Only individuals from USGSC member institutions will be eligible to be elected officers. 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.
- B. Candidates for offices will be presented by the Nominating Committee who shall be appointed by the current Chair. Nominations for officers will be accepted by the Nominating Committee in advance of the May meeting. New officers will begin their terms at the close of the fiscal year on June 30. Each nominee must consent to having her/his name placed on the election ballot.
- C. A representative must be in good standing (from a dues supporting institution) and have served at least one term as the member representative from their institution before being eligible for office. However, nominations of members in their first year can be made so they will have completed one year by the time they take office.
- D. The candidates receiving the most votes will be considered the elected officers.
- E. 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 member representative regardless of service time.

Section VII: Duties

- A. 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 USG Staff Council. The Chair shall represent the USGSC at USG and Board of Regents meetings/events. 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.
- B. 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 Chair in the Chair's absence. The Chair-Elect will serve as a voting member of the Executive Committee.
- C. Secretary. The Secretary will be responsible for taking minutes, maintaining records, and distributing information within the USGSC 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.
- D. Treasurer. The Treasurer's position will be part of the Executive Committee with responsibilities including: 1) reporting the status of the account at each meeting, 2) generate the registration dues form sent to each institution that includes the two current listserv members of that institution and collecting said voluntary institutional membership dues, changes to the listserv and updating the Secretary 3) housing the agency account at the Treasurer's institution, 4) disbursing funds as approved by the Chair or his/her designee, and 5) providing end-of-year account status to council members at its May meeting. The position of Treasurer is a one year term. There is no term limit for this position.

- E. 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.
- F. Parliamentarian. The Parliamentarian shall be appointed at the discretion of the Chair. The Parliamentarian shall assure that proper meeting procedures are maintained.

Section VIII: Committees and Committee Structure

- A. Executive Committee
 - a. Membership. The Executive Committee will consist of the Chair, Chair-Elect, Immediate Past Chair, Secretary, and Treasurer. Each member will serve a one-year term of office.
 - b. 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 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
 - a. 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.
 - b. 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.
 - c. 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 open to any present USGSC member and any Past Chair of the USGSC.
 - iv. The Chair, or the Chair's designee, shall update the listserv membership following the collection of dues each year, to determine if the appropriate names are on the listserv.
 - v. It shall be the responsibility of the listserv members to communicate appropriate information to their constituents.
 - vi. A second listserv will be created comprised of the primary and secondary contact for each member institution. The "Voting Listserv" can be used as an online tool for voting on USGSC issues.
- C. Nominating Committee
 - a. Membership. The Nominating Committee shall be appointed by the Chair and consist of three members of the USGSC.
 - b. Duties. The Nominating committee will be responsible for preparing a slate of officer candidates from members in good standing of the USGSC to be presented at the May meeting each year.

D. Bylaws Committee

- a. Membership. The Bylaws Committee will be appointed by the Chair each year and consist of the Secretary and two members from the USGSC.
- b. Duties. The Bylaws Committee will be responsible for studying the suitability of drafting amendments to the USGSC Bylaws as deemed necessary by full membership of the USGSC.
- c. Amendments. Amendments to the Bylaws may be adopted by simple majority vote of voting members present at any scheduled meeting with prior notice via email of the proposed bylaw changes.

Section IX: Parliamentary Authority

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