

# MISSISSIPPI STATE UNIVERSITY STAFF COUNCIL CONSTITUTION

## ARTICLE I

### Name

The name of this organization shall be the Mississippi State University Staff Council, hereinafter referred to as the "Staff Council."

## ARTICLE II

### Purposes

Staff Council is advisory to the President of the University. The purposes of Staff Council are as follows:

1. to foster and enhance communication between the professional and support staff and University administration;
2. to provide a forum for staff to discuss their role in the total University system as well as to discuss issues involving University policies and procedures;
3. to advise University administration in matters relating to professional and support staff before the implementation of new policies, procedures, and programs; and to recommend changes in existing policies as needed;
4. to serve as a resource through which staff employees may be nominated to serve on University committees.

## ARTICLE III

### Members

Section 1. Staff Council is composed of thirty (30) seats (+/-), with every Division of the University and the Meridian campus having at least one seat. A Division or Campus is a unit represented by a Vice President, Administrative Dean, Athletic Director, or reports directly to the President's Office.

Section 2. Administrators will recommend and appoint staff to be interviewed for membership.

Section 3. One term is three (3) years. Members may serve two consecutive or non-consecutive terms, if selected. After two consecutive terms, the member is ineligible for one term.

Section 4. A member selected to serve out more than half of an unexpired full term shall be considered to have served a full term.

Section 5. Membership shall be selected from professional and support staff positions. Each member shall have at least one (1) year of service as a full-time staff employee of the University appointed to a budgeted position prior to appointment to Staff Council.

Section 6. The number of seats representing each Division of the University and the Meridian Campus shall be based on the number of full-time professional and support staff employees in each Division and Campus. Using

data from the Department of Human Resources Management, the Executive Board of Staff Council will review the distribution of representatives at least every three years or at the request of Staff Council and redistribute seats as appropriate.

## ARTICLE IV

### Officers

Section 1. Officers of this organization shall be Chair, Vice Chair, and Recording Secretary. Officers shall be elected by Staff Council membership at the April meeting and shall serve a term of one (1) year from July 1 through June 30. The officers shall be elected in the manner prescribed in the By-laws of this Constitution. Officers are eligible to succeed themselves in back-to-back terms, if re-elected, in the same office for not more than one (1) additional one-year term.

Section 2. The Chair shall preside at all meetings of Staff Council and perform all duties pertaining to that office including representing the staff on Executive Council. The Chair shall:

1. appoint committees as needed;
2. serve as an *ex-officio* member of all committees with the exception of the Nominations and Elections Committee;
3. sign all communications sent out in the name of Staff Council;
4. appoint members to fulfill special functions as deemed necessary;
5. act as official spokesperson;
6. manage the Staff Council budget;
7. appoint standing Committee chairs and members;
8. appoint members to serve on university committees;
9. assign tasks to standing committees;
10. hold standing Committee chairs or co-chairs responsible;
11. maintain minutes, annual reports, and correspondence of Staff Council;
12. transmit recommendations of Staff Council to the appropriate administrator(s) and keep Staff Council informed of the disposition of each recommendation that is made.

Section 3. The Vice Chair shall, in the absence of the Chair, perform the duties of the Chair. The Vice Chair shall:

1. works with Chair to cover university standing committee appointments for Staff Council;
2. coordinate any special functions of Staff Council;
3. arrange for speakers as required by the Staff Council;
4. assist new members;
5. be responsible for assuring that all committee reports are reviewed and given to the Recording Secretary each month for inclusion in a permanent file;
6. If Staff Council is unable to get someone to agree to chair the Events Committee, the position will fall back to the Vice Chair and the Vice Chair shall appoint a Co-Chair for the annual Staff Appreciation event.

Section 4. The Recording Secretary shall:

1. serve as the Awards & Scholarship Committee Chair;
2. keep an accurate record of all proceedings of Staff Council;
3. conduct all correspondence of Staff Council with the approval of the Chair;

4. serve as historian of Staff Council.

Section 5. Committee Chairs or Co-Chairs shall:

1. establish a regular meeting schedule;
2. serve as members of the Executive Board of Staff Council;
3. present committee recommendations to the Staff Council Executive Board and Staff Council.
4. submit a written report at each monthly meeting to include the following information:
  - name of standing committee
  - date last met
  - date of next scheduled meeting
  - Staff Council committee members in attendance
  - topics of discussion
  - recommendations

ARTICLE V

Executive Board

The Chair, Vice Chair, Recording Secretary, and chairs or co-chairs of standing committees (Events, Communications, Policies & Procedures and Awards & Scholarships) shall form the Executive Board, presided over by the Staff Council Chair. The Executive Board is responsible for:

1. setting meeting agendas;
2. making decisions on behalf of the Staff Council between general Staff Council meetings;
3. establishing the direction for Staff Council activities;
4. reviewing the Constitution and By-laws on an annual basis;
5. addressing staff concerns with appropriate university administration;
6. reviewing standing committee reports prior to meetings.

The Executive Board will be empowered to allocate funds for the purchase of necessary items for the council operations and committee projects if previously discussed at the general meeting.

ARTICLE VI

Committees

Section 1. Annually, each member will select a standing committee on which he/she will serve. The Chair of the Staff Council will appoint absent members to a committee.

Section 2. Standing committees, in addition to the Executive Board, are:

1. Communications
2. Events
3. Policies and Procedures
4. Awards and Scholarships

Each Standing Committee will have a Chair or Co-Chairs appointed by the Staff Council Chair. Standing Committee Chairs or Co-Chairs will be responsible for ensuring that the responsibilities of their committee are met. Each standing Committee Chair or Co-Chairs will be responsible for an activities report at

each monthly meeting.

Section 3. Roles and Responsibilities of the Standing Committees:

The Communications Committee (at least five members) shall be responsible for:

1. handling all website and online content and updates;
2. organizing and distributing the monthly email newsletter;
3. relaying all email and social media communications to staff (all messages should be informative and promote Staff Council in a positive manner).

The Events Committee shall be responsible for:

1. organizing and promoting monthly Staff Council meetings (arrange for speakers/refreshments/location/date/time);
2. organizing annual event(s) to promote Staff Council.
3. the Events Committee Chair or Co-Chairs shall assign members of the Events Committee to co-chair specific events (i.e., T-shirt sales, homecoming sales, Staff Appreciation Day, and other events as necessary).

The Policies and Procedures Committee (at least five members) shall be responsible for:

1. assisting Staff Council Chair in appointing members to university standing committees, as needed;
2. assisting Staff Council Chair in appointing members to university special committees, as needed;
3. identifying additional university committees requiring Staff Council representation and work with administration to gain that representation;
4. reviewing and/or submitting policies and procedures related to the functioning of Staff Council.

The Awards and Scholarship Committee (at least five members) shall be responsible for:

1. Soliciting and reviewing the applications for staff education awards and scholarships for the fall, summer, and spring semesters;
2. reviewing and modifying the application process annually;
3. organizing annual campaign(s) to provide information to staff that promotes giving to the awards and scholarship foundation fund.

Section 4. Nominations & Elections Committee. This committee is formed by the Chair in the month of March. It is responsible for providing a list of nominees for a slate of nominations for Staff Council officers.

Section 5. Special committees may be appointed by the Chair, as needed; including but not limited to, Nominations and Elections, Constitution and By-laws.

Section 6. The Chair will appoint each standing committee chair or co-chair before the first meeting of each new year. The chair elect for each of the committees will have served at least one (1) year on Staff Council, if possible.

Section 7. All members, except elected officers, will serve on at least one standing committee. Failure to do so will be brought to the attention of the Chair and may result in Staff Council recommendation for removal of said member.

Section 8. Each standing committee chair will submit a written, end-of-the-year annual report to Staff Council at the June meeting.

## Meetings

Staff Council will hold at least eleven (11) monthly meetings each calendar year.

## ARTICLE VIII

### Amending Procedure

An amendment to this Constitution shall be proposed in writing to the Chair for distribution to Staff Council at least seven (7) calendar days prior to the meeting during which it is to come up for a vote. Adoption of amendments shall be by a majority of a quorum, but at least a one-half (1/2) "yea" vote of all members. Upon acceptance of the amendment(s) the revised addition shall be sent to the University President for approval.

## ARTICLE IX

### Revision Procedure

Revision of this Constitution shall be undertaken only if a motion of revision is approved by three fourths (3/4) of the members present and voting. If such a revision is approved, it shall be undertaken by a committee appointed by the Chair. The Chair shall appoint a member to serve as Chair of the Revision Committee. The revision of this Constitution shall be by ballot and shall require a three fourth (3/4) vote of the members present and voting. Upon acceptance of the revised constitution, the revised Constitution shall be sent to the University President for approval.

## ARTICLE X

### Non-Discrimination

Mississippi State University does not discriminate on the basis of race, color, ethnicity, sex, religion, national origin, disability, age, sexual orientation, genetic information, pregnancy, status as a U.S. veteran, and/or any other status protected by applicable law. The University will not tolerate unlawful discrimination, harassment, or retaliation and is committed to preventing or stopping them whenever they may occur at the University or in its programs.

Further, it is the policy of Mississippi State University to comply with applicable civil rights laws, regulations, and orders, including but not limited to the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Vietnam Era Veterans' Adjustment Assistance Act, the Uniformed Services Employment and Reemployment Rights Act of 1994, the Americans with Disabilities Act of 1990, and the Genetic Information Nondiscrimination Act of 2008.

## MISSISSIPPI STATE UNIVERSITY STAFF COUNCIL

### BY-LAWS

#### ARTICLE I

##### Meetings

Section 1. The Staff Council, hereinafter referred to as "Staff Council," will hold a general meeting on the second Wednesday of each month at a designated time and location. The Executive Board will meet the Tuesday before the week of the general meeting at a designated time and location.

Section 2. Attendance at regular meetings is required of all members except those submitting to the Staff Council Recording Secretary, in advance of the meeting, valid reasons for absence. Members with three (3) absences during a fiscal year (July 1 through June 30) will be under review of the Executive Board. Irresolvable member attendance problems may result in removal of said member by the Executive Board. A member may ask the Chair to be released from Staff Council if job responsibilities prevent the member from performing his/her duties.

Section 3. Robert's Rules of Order, newly revised, shall be parliamentary authority.

Section 4. A quorum shall consist of one-half (1/2) of the total membership. No vote can be taken in the absence of a quorum except to adjourn the meeting.

Section 5. Matters requiring a vote shall be adopted when receiving the vote of a simple majority of the Staff Council members present and voting "yea" or "nay" except as stated in the Constitution. In the case of a tie, the Chair shall cast the deciding vote.

Section 6. The Chair, with the consent of the Executive Board, may change the date or place of any meeting. Members shall be notified of a changed meeting date or place at least three (3) days in advance of the changed meeting date.

Section 7. The Chair may call special meetings. All members should be notified at least three (3) days in advance of a special meeting.

Section 8. The minutes of the previous meeting, finance reports of the prior month and the agenda for the next meeting will be emailed to members no later than one (1) week prior to the next scheduled meeting.

Section 9. All meetings of Staff Council are open to the public unless by two-thirds (2/3) vote of the members present, the meeting is declared to be in executive session. These executive sessions shall be attended by guests invited by majority vote of the Council and members only.

## ARTICLE II

### Selection of Members

Section 1. Beginning January 15 of each year, the Chair of Staff Council will request that the Vice Presidents and/or Administrative Dean solicit professional and support staff nominations from the Deans, Directors, and Department Heads to fill vacancies occurring within their Division or Campus. The nominee(s) will be forwarded to the Chair of Staff Council for acceptance and/or approval. The Vice President(s) will be contacted if the nominee(s) is not approved or accepted with a request for additional nominations.

Section 2. The Executive Board will make the final selection and the Chair will notify the new appointees. Newly appointed members will be invited to the first meeting of the next year.

Section 3. Replacements for vacancies occurring in unexpired terms of members will be chosen only once a year for terms beginning July 1. A member elected to complete more than half of an unexpired full term shall be considered to have served a full term.

## ARTICLE III

### Election of Officers

Section 1. By April 1 of each year the Nominations and Elections Committee will submit a slate of nominations to the Chair for consideration and for a vote of the members at the April meeting. Nominations may be made from the floor during the election process. Nominees shall be given the opportunity to address the Council, either in oral or written form, addressing their nomination. Voting will be by written ballot and election by a simple majority of a quorum.

Section 2. Newly elected officers will assume office July 1.

Section 3. In the event a vacancy occurs in the position of Chair; the Vice Chair will assume the vacancy if the time remaining is less than two months. If more than two months remain in the term of office, a slate of candidates will be presented by the Nominations and Elections Committee to Staff Council for election. If a vacancy occurs in any other office, the Executive Board may name a temporary replacement, disperse responsibilities among other officers, or refer the vacancy to the Nominations and Elections Committee.

## ARTICLE IV

### Amending Procedure

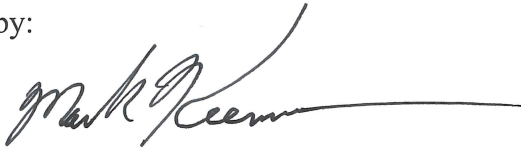
An amendment to these by-laws shall be proposed in writing to Staff Council at least three (3) days before the meeting during which it is to come up for a vote. Adoption of amendments shall be by a simple majority of a quorum. Upon acceptance of the amendment(s) the revised addition shall be sent to the University President for approval.

### ARTICLE V

#### Revision Procedure

Revision of these by-laws shall be undertaken only if a motion of revision is approved by three fourths (3/4) of the members present and voting. If such a revision is approved, it shall be undertaken by a committee appointed by the Chair. The Chair shall appoint a member to serve as Chair of the Revision Committee. The revision of these By-laws shall be by ballot and shall require a three-fourths (3/4) vote of the members present and voting. Upon acceptance of the revised By-laws, the revised By-laws shall be sent to the University President for approval.

Approved by:



Dr. Mark Keenum, President Mississippi State University

*Mississippi State University does not discriminate on the basis of race, color, ethnicity, sex, religion, national origin, disability, age, sexual orientation, genetic information, pregnancy, gender identity, status as a U.S. veteran, and/or any other status protected by applicable law. The University will not tolerate unlawful discrimination, harassment, or retaliation and is committed to preventing or stopping them whenever they may occur at the University or in its programs.*

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