

## Staff Council Bylaws

### Article I. Name

The name of this organization is the Spelman College Staff Council.

### Article II. Purpose

The purpose of the Spelman College Staff Council will be to serve as advisors to the President and Administration on matters pertaining to staff employees at Spelman. Specifically, the objectives of the Staff Council will be to:

- Provide a channel of communication between staff and the President and Administration
- Advise the President and Administration on matters pertaining to staff at Spelman
- Identify concerns related to staff, consider constructive solutions or approaches to addressing those concerns, and make recommendations to the President and Administration
- Enhance the employment environment, policies and procedures that affect Spelman College staff
- Promote a sense of community through activities that contribute to high staff morale

The Spelman College Staff Council is not a forum for any discussion of employee grievances, wages, hours of employment, benefits, bonuses, health and safety rules, health care coverage, employment policies, or any other topic related to the terms and conditions of employment. Nothing contained in these bylaws will be construed as authorizing the Staff Council to negotiate grievances, labor disputes, wages, rates of pay, hours of employment or conditions of work.

### Article III. Membership

Eligibility for membership on the Staff Council is open to all regular full-time employees of Spelman who have completed their 90-day introductory period and in good standing. Faculty members, members of the Spelman Leadership Council and members of Senior Staff are not eligible for membership. Members of the Spelman Staff Council will be nominated by division heads and appointed by the President. The Council will be comprised of eleven individuals representing each division of the College, according to the following guidelines.

Academic Affairs	2
Business & Financial Affairs	1
Enrollment Management	1
College Relations	1
Institutional Advancement	1
Facilities Management Services	1
President's Office <sup>1</sup>	1
Public Safety	1
Spelman Technology Services	1
Student Affairs <sup>2</sup>	1

In addition to the appointed members, the President may designate two *ex officio* members to assist in an advisory capacity with the option of attending the monthly Staff Council meetings as a non-voting member.

### Article IV. Appointment to Staff Council

The President will appoint members to the Staff Council for a two-year term, based on nominations submitted by the division heads. A normal term year would extend from July 1st through June 30th. Terms are renewable for a maximum of two terms (four years). Members appointed during an existing term will serve through June 30<sup>th</sup> with the option of serving an additional two full terms.

Each year the President or her designee will issue a call to division heads for nominations to the Staff Council, provided there is a

<sup>1</sup> This category includes Communications and Leadership Center

<sup>2</sup> This category includes Sisters Chapel staff

vacancy. Each eligible nominee will be contacted to determine his or her interest in serving on the Council. Vacant positions on the Staff Council will be filled using the same procedure outlined above.

#### **Article V. Meetings and Agenda**

The Staff Council will hold at least one regular meeting per month during the academic year. Meetings during the summer months are held when considered necessary. At the beginning of each year, the Staff Council will meet with the President of the College to establish a set of priorities for the Council for the year. The President of the College may call meetings at his/her discretion.

Six (6) members of the Council shall constitute a quorum.

#### **Article VI. Officers**

The officers of the Staff Council will consist of a President, Vice President, Recording and Corresponding Secretary to be elected by and from among the members of the Staff Council. Each officer will serve for a period of one year and may be re-elected at the end of that term.

The Staff Council President will be responsible for facilitating Staff Council meetings, acting as spokesperson for the Staff Council and composing all written communications made by the Council.

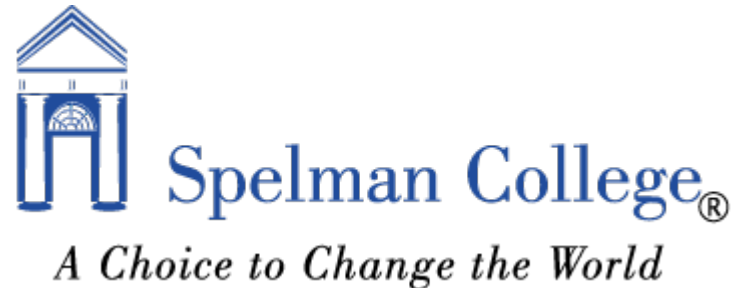
The Staff Council Vice President will assume the responsibilities of the Staff Council President in his/her absence.

The Staff Council Recording Secretary will be responsible for preparing the agenda, taking minutes of each Staff Council meeting. In addition, the Secretary will maintain all documents pertaining to the Staff Council.

The Staff Council Corresponding Secretary will be responsible for preparing, packaging and distributing correspondence to the staff, and notifying Staff Council members and the community of meeting dates and locations.

Approved 11.08.2017

# SPELMAN COLLEGE



## Staff Council Bylaws Approved November 8, 2017

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