The University of Mississippi Staff Council Bylaws

Amended March 9, 2017

SECTION I: Name

The name of this organization shall be The University of Mississippi Staff Council.

SECTION II: Purpose

The purpose of The University of Mississippi Staff Council, herein after referred to as “Staff Council” or “Council,” is to support the mission of the university by serving as a liaison between the Chancellor and the staff and by supporting all staff members through various events and activities.

SECTION III: Membership

All permanent, full-time staff employed for a period of not less than one (1) year shall be eligible for membership in the Staff Council.

The thirty-eight (38) member Council shall be composed of elected representatives from six Equal Employment Opportunity (EEO) Division units and regional campuses as follows:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DESCRIPTION</th>
<th>NUMBER OF REPRESENTATIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEO 1</td>
<td>Executive</td>
<td>1</td>
</tr>
<tr>
<td>EEO 3</td>
<td>Professional</td>
<td>11</td>
</tr>
<tr>
<td>EEO 4</td>
<td>Clerical and Secretarial</td>
<td>10</td>
</tr>
<tr>
<td>EEO 5</td>
<td>Technical and Paraprofessional</td>
<td>2</td>
</tr>
<tr>
<td>EEO 6</td>
<td>Skilled Crafts</td>
<td>2</td>
</tr>
<tr>
<td>EEO 7</td>
<td>Service Maintenance</td>
<td>7</td>
</tr>
<tr>
<td>Regional campuses</td>
<td>Grenada</td>
<td>1</td>
</tr>
<tr>
<td>Regional campuses</td>
<td>Tupelo</td>
<td>1</td>
</tr>
<tr>
<td>Regional campuses</td>
<td>Desoto</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>At large representatives</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>38</strong></td>
</tr>
</tbody>
</table>

The membership should also include a variety of staff members from various divisions on campus. Of the thirty-eight (38) members, these five divisions should be represented:

- Academic Division
- Student Affairs Division
- Athletics
- Administration and Finance
- Executive Division

Employees eligible for membership in the Faculty Senate or the Associated Student Body government will not be eligible for membership in the Staff Council.
The duties of the representatives will be to attend all meetings, to communicate to constituents’ information on Council activities, to communicate to the Council concerns and ideas of constituents and to serve on committees and participate fully in Council activities. Council representatives should be appointed by the Chancellor to staff-related Standing University Committees. When appointed, members will be expected to attend and represent the Council.

SECTION IV: Term of Office

Representatives of the Council will be elected to serve a three-year term beginning March 1st and ending February 28th, with the exception of the Council officers (Executive Council) whose term will end June 30th (see Section VII: Officers). Council representatives may serve only two consecutive terms after which they are eligible for re-election after one year of leave from the Council.

Any Council representative who misses a total of six (6) regularly scheduled meetings during a year (July 1 – June 30) shall be in violation of the Council’s absence policy. These individuals will be notified and given the opportunity to reevaluate their commitment to the Council. They can choose to either continue as a Council member or resign.

Any Council member who resigns during a term will be replaced by the alternate from the most recent election. In the event that an alternate moves up to Council member, a second or third alternate will be named. This alternate will be the one who received the next-highest number of votes in the most recent election. Should the alternate serve less than a full term, he/she shall be eligible for re-election for two consecutive terms.

If all alternates within a specified EEO category have been placed in vacant Council slots during the elected year, the Executive Council may then select from the roster of staff members whose names appeared on the most recent election ballot. When that list has been exhausted, the Executive Council is authorized to make a selection from the appropriate EEO category list from the Human Resources Office.

Should a Council representative be promoted to a different EEO category anytime during an elected term, he/she will be eligible to serve out the remainder of the elected term and will continue to represent his/her elected EEO category.

SECTION V: Nominating/Election Procedures

Nomination

During February, University staff employees will be encouraged to log into MyOleMiss to indicate the inclusion of their names on the election ballot for their EEO category. For those employees who do not have computer access, an alternate means of nomination will take place after a date is set to allow them to nominate themselves via paper nomination form. All positive responses will be included on the electronic election ballot.

Election Procedures

An election ballot will be prepared based on EEO category and will be available through MyOleMiss. Staff members will vote by EEO category for the number of representatives needed for that category. Ballots cast through MyOleMiss will be automatically tabulated and verified by the Council’s
Elections Committee. A period of one week will be allotted for voting. For those employees who do not have computer access, paper ballots will be available during the week of voting. Staff Council members will man announced locations to allow employees to vote by paper ballot. In order to receive a paper ballot, the staff member must sign by their name to indicate they have received a paper ballot, must complete the ballot at that time, and return the folded ballot to the Council member manning the location in order for their vote to be counted. Staff will not be allowed to vote both electronically and by paper. Paper ballots will be tabulated by the Elections Committee. The individuals receiving the highest number of votes are elected representatives; individuals receiving the next highest number of votes are elected as alternates. In case of a tie, the individuals with the longer time of service to the University will be the winner. Paper ballots are considered invalid if marked with more than the specified number of nominations.

SECTION VI: Organization

Regular meetings shall be held not less than monthly. Ad hoc meetings may be called by the Executive Council with two days’ notice to the membership. All meetings will be open except during times of executive session. Every effort will be made to limit the meetings to less than two hours in duration.

The agenda for Council meetings will include the call to order, recording of attendance, approval of the minutes of the prior meeting, approval of the treasurer’s report, unfinished business, new business, committee reports, discussion and recommendations, opportunity for attendees to address concerns, and adjournment. Additional items for the agenda should be submitted to the president one week prior to the meeting.

Before the March meeting, an orientation session for new members will be conducted by the Executive Council. This session will provide information for newly elected representatives. The information shall cover what the Staff Council is about, who the present officers are and what their duties consist of. A manual of information created and maintained by the Executive Council will be presented to each new representative at orientation.

A majority of the members of the Council shall constitute a quorum authorized to conduct business at any regular or ad hoc meeting of the Council. A majority vote by the Council representatives present shall carry a motion. Voting by the membership shall be by voice or show of hands except when deemed necessary by the president to vote by ballot.

Current records of the Council shall be maintained and filed with the president. Inactive records will be transitioned and retained with the president for a period of three (3) years, after which the Executive Council will review the records and designate archiving or destruction as appropriate.

All members are encouraged to serve on at least one of the following Staff Council Standing Committees:

- Elections Committee – chaired by the President
- Fundraising & Scholarship Committee
- Hospitality Committee
- Communications and Marketing Committee – chaired by the Communications and Marketing Coordinator
- Staff Appreciation Committee – chaired by the President-elect
SECTION VII: Officers

The officers of the Council (referred to as the Executive Council) shall include a president, immediate past president, president-elect, secretary, textbook scholarship administrator, communications and marketing coordinator, and treasurer. New officers, with the exception of the president, shall be elected at the May meeting each year. The incoming officers officially take office July 1 and serve through June 30 of the following year. The president, secretary and/or treasurer may, if elected, serve two consecutive one-year terms. The textbook scholarship administrator may serve a minimum of one (1) year or as long as he/she is a Staff Council representative.

The duties of the president are as follows:

- Preside over all regular meetings of the Council
- Organize the agenda for Council meetings
- Act as official spokesperson for the Council
- Appoints members to the Chancellor’s Standing Committees
- Supervise elections and counting of ballots by serving as chair of the Elections Committee.
- Appoint ad hoc committees as necessary
- Make executive decisions without Council approval when necessary because of time constraints or inability to contact the Executive Council
- Attend at least one leadership development training course
- Attend monthly meetings with the Chancellor

The duties of the immediate past president are as follows:

- Serve on the Executive Council
- Assist with transition of new officers and materials
- Perform other duties as assigned
- Attend monthly meetings with the Chancellor

The duties of the president-elect are as follows:

- Prepare to assume the role of president
- Execute the duties of the president in the president’s absence
- Work with the secretary on maintaining a record of absences; contact members who violate the absence policy to ask if they want to continue as a staff council member; arrange for replacement of representatives as necessary.
- Attend at least one leadership development training course
• Attend monthly meetings with the Chancellor

• Coordinate Staff Appreciation Week by serving as chair of the Staff Appreciation Committee.

The duties of the secretary are as follows:

• Prepare minutes of each meeting and submit to the Executive Council for their review, organize and supervise the distribution of meeting minutes to Council representatives after Executive Council review

• Assist the president elect in maintaining a record of absences

• Assist in the preparation and distribution of correspondence and other Council business to representatives, staff members, etc.

• Maintain membership records

• Assist the president-elect with elections as a member of the Elections Committee

• Recruit Staff Council Members to serve on the Staff Council Standing Committees

• Maintain an inventory list of University property controlled by the Staff Council and work with the Property Control Office during property audits

• Attend monthly meetings with the Chancellor

The duties of the treasurer are as follows:

• Manage the finances and financial records of the Staff Council to ensure compliance with applicable regulations

• Maintain and present monthly treasurer's reports to the Staff Council to ensure accurate financial statements are maintained

• Verify the accuracy, present to the president for approval, and ensure prompt payment of Council invoices

• Provide assistance to the textbook scholarship administrator in managing finances as necessary for that program

• Attend monthly meetings with the Chancellor

The duties of the textbook scholarship administrator are as follows:

• Send announcements of scholarship application deadlines for each semester

• Evaluate all scholarship applicants for eligibility

• Maintain a database and/or written records of applicants and their grades

• Work with the treasurer for assistance in managing finances as necessary for the program

• Update and present reports of textbook scholarships to the Staff Council and the Chancellor

• Maintain complete records to comply with the Internal Auditing Office
- Form committees as needed to assist with the program (committee members to include the administrator, treasurer, and at least one other Council representative)
- Attend monthly meetings with the Chancellor

The duties of the communications and marketing coordinator are as follows:

- Serve as the conduit between the UM Staff Council and UM staff to report events via website and social media channels (Facebook, Twitter, Staff Council website, UM Today, etc.)
- Manage the social media elements to foster interaction, education, engagement, and discussion regarding policies and issues significant to constituents through the use of online communities (posting of minutes and updating event information on Staff Council website, promoting staff awareness, Staff Member of the Month promotions, etc.)
- Manage, update, and enhance through creative efforts our social media efforts: Facebook, Twitter, and other blogs/social media channels
- Approve all promotional materials (letter, flyers, posters, etc.) for Staff Council events and activities
- Recruit individuals to assist with these duties as part of the Communications and Marketing Committee
- Attend regular monthly meetings with the Chancellor

The procedure for the election of officers shall be as follows:

The president will send an email to the Council members requesting nominations for president-elect, secretary, textbook scholarship administrator, communications and marketing coordinator, and treasurer by April 1. Nominees must have served six months as a representative of Staff Council prior to nomination. Nominees must be an active member of the council within the six month period prior to nomination by attending meetings regularly and providing service in conjunction with the council’s activities. Nominations will be made only with the approval of the proposed candidate. The deadline for nominations will be April 15. At the May meeting, the printed ballot will be distributed and voting will be conducted by secret ballot and will be tallied by the Executive Council.

SECTION VIII: Bylaws and Amendments

- The Council shall review these Bylaws at least every five (5) years to update as needed.
- Proposals for amendments to these Bylaws shall be submitted in writing or via email to the secretary of the Council.
- Bylaws may be amended by a two-third vote of those Council representatives present at any meeting.
- Amendments to the Bylaws shall become effective upon certification of the affirmative vote by the Council.

NOMINEE CRITERIA

1. Length of continuous employment and classification of nominee
   - Nominee must have been employed by the University for at least one (1) year of continuous service.
   - Nominee's salary must be paid by the University and nominee must be classified by the University as an active, permanent, full-time employee in EEO categories 1, 3, 4, 5, 6, or 7

2. Service to the University
   - Committee memberships and/or offices held by nominee, and/or
   - Voluntary assistance by nominee at departmental/University functions (i.e., commencement, receptions, sports functions, etc.), and/or
   - Outstanding job-related contributions to the University considered by the nominator as "above the normal" job-related duties

3. Service to the Community
   - Organizations and/or committee memberships and/or offices held by nominee, and/or
   - Voluntary assistance by nominee at community functions

4. Personality and Character Traits
   - Job-Related
     - Shows initiative
     - Demonstrates pride in work accomplishments
     - Goes beyond basic job requirements
     - Is willing to learn new duties and to increase job skills
   - Personal Characteristics
     - Honest
     - Trustworthy
     - Dependable
     - Respectful of others

NOMINATOR CRITERIA

1. The nominator must be paid by the University as an active, permanent, full-time employee of the University in EEO categories 1, 3, 4, 5, 6, or 7.
2. The nominator may only nominate one person per year.

NOTE: In order to ensure that all of the categories mentioned above are covered, it is recommended the Staff Council use a nomination form to be completed and submitted for each nominee, instead of a letter of nomination. The form should reflect the criteria mentioned above.

GUIDELINES FOR SELECTION

Overall and EEO Category Selection:

Voting for (deleted Overall and) individual EEO category winners will be by electronic ballot located within MyOleMiss. All active full-time employees meeting the criteria in Section 1A and 1B above will be included on the ballots for each category. Employees must vote within their category. The voter may select only one person in their category on the ballot. Electronic ballots will be electronically tabulated with the Elections Committee verifying the results. The person receiving the most votes within their EEO category will be declared the winner. For those staff members who do not have computer access, voting will be allowed by paper ballot during the same time period as the electronic voting will take place. Council members will man various locations, which have been announced prior to this time period, to allow those staff to cast a paper ballot for their category.

Selection of the Overall Staff Member of the Year will be done by a committee selected by the Staff Council President. This committee will consist of five members that will review the nomination packet for the Overall Staff Member of the Year award. All active full-time employees meeting the criteria in Section 1A and 1B can be nominated for the Overall Staff Member of the Year Award. This Award seeks to recognize the most outstanding staff member, regardless of EEO category. The nomination form will be available on the Staff Council Website, as well as on UMToday and upon request.

NOTE: No person can win in his or her EEO category more than once.

No person can win the Overall category more than once.

A person can win in both the EEO category and Overall category, but not in the same year.