

# **Belk College Staff Council Bylaws**

## **I. NAME**

The name of the body hereby constituted will be the Belk College Staff Council.

## **II. FUNCTIONS & RESPONSIBILITIES**

### **A. Function**

In its representation of all staff employees (both SPA and EPA classification), the Belk College Staff Council will promote better understanding, increased cooperation, and open communication among all constituent groups within the college. While performing this function, the Staff Council will endorse and adhere to the mission, goals and policies of both the Belk College of Business and UNC Charlotte.

The Staff Council is not authorized to consider or advocate for the requests or grievances of individual employees.

### **B. Staff Council Responsibilities**

1. To enhance the communications network for staff throughout the Belk College.
2. To manage the Staff Member of the Year award for the Belk College.
3. To plan team-building activities to build camaraderie among staff members.
4. To promote professional development opportunities for the staff.

## **III. MEMBERSHIP**

### **A. Representation**

Membership in the Staff Council is granted automatically to all permanent full-time staff, both SPA and EPA, in the Belk College of Business. Full-time status is defined by the University as employment for 30 hours or more per week. Part-time and temporary staff members may attend Staff Council meetings and voice opinions but may not vote. Part-time permanent staff members may serve on Staff Council committees, with supervisory approval.

## **IV. MEETINGS**

### **A. Full Meetings of the Council**

The full Staff Council will schedule at least three regular meetings per year: in early September, early January and late April. Typically these meetings will be held in conjunction with the Belk

College faculty/staff meetings. All Staff Council meetings will be announced by email at least two weeks prior to the meeting date.

Attendance at all Staff Council meetings, as well as committee meetings and other Staff Council activities may be considered work time, provided advance arrangements have been made with the appropriate supervisor for attendance. Supervisors will be advised by college administration to allow and encourage staff participation.

#### B. Committee Meetings

The Executive Committee, Social Committee, and ad hoc committees will meet at least every other month, or more often as required by their charge. It is expected that committee members will attend a majority of committee meetings, and members are encouraged to discuss meeting schedules with their supervisors to ensure participation.

#### C. Special Meetings

The Dean of the Belk College will schedule regular faculty/staff meetings. The Dean of the Belk College or the President of the Staff Council may call special meetings of the Staff Council, outside of the regular schedule, to discuss or vote upon issues being considered by the Council. At least two weeks' notice should be given for any special meeting.

#### D. Quorum

A simple (51 percent) majority of the membership will constitute a quorum. If less than 51 percent of voting members are present, any matter requiring a vote can be presented by online survey to the entire Staff Council, with a binding result.

#### E. Items of New Business

New business may not be voted upon during the same meeting at which it is first discussed. This rule may be waived by a quorum vote of those in attendance.

### V. OFFICERS OF STAFF COUNCIL

#### A. Officers and Duties

1. President: The President presides at Staff Council meetings, calls special meetings as necessary, and performs other duties usual to the office. In this role, the President serves as the voice of the Belk College staff and will regularly confer with and report to the Dean or Associate Dean on matters pertaining to the staff, Staff Council, and the College. The President is responsible for upholding the Bylaws of the Staff Council. The President will oversee any budget granted to the Staff Council, in consultation with the appropriate college staff.

At the discretion of the Dean, the President of the Staff Council may receive release time of eight (8) hours per month to attend to Staff Council duties.

The President will be elected by and from the Staff Council membership to serve a one (1) year term and may not serve as President for more than two (2) consecutive years.

2. Vice President: The Vice President will assist the President and perform the duties of the President in his/her absence. In addition, the Vice President will monitor the activities of the Standing Committees and will serve as a resource for committee chairs.

The Vice President will be elected by and from the Staff Council membership to serve a one (1) year term and may not serve in the office for more than two (2) consecutive years.

If the President is unable to complete the term of office, the Vice President may immediately assume the duties of Acting President and convene a special session of the Staff Council to preside over the election of a new Acting Vice President. The Acting Vice President will complete the remainder of the current term. Service as Acting President will not count against the term limits.

3. Recording Secretary: The Recording Secretary will have responsibility for publicizing upcoming meetings and gathering materials from the Standing Committees to disseminate to members. He or she will also be responsible for taking minutes at the full Staff Council meetings and distributing them to members. The Recording Secretary will be a volunteer position. If there are no volunteers, the President may nominate people for the position until someone accepts the responsibility.

Together, the President, Vice President and Secretary will constitute the Executive Committee of the Staff Council, with responsibilities outlined below in Section V, Committees.

## B. Election Procedures for Officers

The officers of Staff Council will normally be elected in March of each year using the following procedures:

1. Nominations will be accepted during the month of February.
2. Any member of the Staff Council who has completed their probationary period is eligible to be nominated as an officer.
3. The offices of President and Vice President will be voted upon separately.
4. The nomination form will be available via online web form, and a staff member may nominate him/herself. Anonymous nominations will not be accepted.
5. An individual who has been nominated has the option to decline the nomination. Once the nominations have been confirmed, the ballot will be prepared for the election.
6. Elections will normally occur in March and will be conducted online. Ballots will be anonymous.

7. Officers will normally be announced at the April meeting of Staff Council.

### C. Terms of Service

1. Terms for elected officers will begin on July 1 of each year and run through June 30 of the following year.

## VI. COMMITTEES

### A. Membership

Any member of the Staff Council will be eligible for membership on a Standing Committee. Committee members will generally be solicited on a volunteer basis; however, there may be occasions when the Executive Committee will appoint willing members to a committee to ensure that committee reflects the diversity of the Staff Council. A staff member may serve on more than one committee.

Unless indicated otherwise in the Bylaws, Standing Committees will consist of no fewer than three (3) full voting members. The members of the committees may choose a chairperson from among the membership.

### B. Charge to Standing Committees

1. Each committee is empowered to investigate issues in its area of responsibility for report to the Staff Council.
2. The initial meeting of each committee should be convened within three weeks of appointment.
3. Each committee will present a written report of its activities to the Staff Council at each regularly-scheduled meeting. The report should include a list of all items placed on the committee agenda and provide a status report for each.
4. At the end of each year (June 30), each committee should provide a written report with a summary of the year's activities and recommendations for the upcoming year.
5. Requests for committee service will be sent to the full Staff Council in July, and committees will begin their work following the first Staff Council meeting of the academic year.
6. Committees will elect their own chair from among their members.
7. If an issue arises within a committee any member of that committee may bring the issue to a member of the Executive Committee for review. The Executive Committee in conjunction with the Senior Associate Dean can change the membership of a committee.

### C. Standing Committees

## 1. Executive Committee

The Executive Committee will consist of the President, Vice President and Recording Secretary of the Staff Council. Standing Committees will be charged by the Executive Committee.

Responsibilities of this committee include:

- A. Coordinating annual elections to Staff Council.
- B. Recommending the addition or dissolution of standing committees for vote by the full Staff Council (per Section VI).
- C. Creating ad hoc committees for special projects.
- D. Conducting regular meetings of the Staff Council.
- E. Serving as a resource to Staff Council committees.
- F. Reviewing college procedures and develop recommendations that benefit the college and the staff.
- G. Advocating for career and professional development opportunities for staff.
- H. Acting as the voice of the Staff Council in communications with the college administration.

## 2. Staff person of the Year Award Selection Committee

The Staff Person of the Year Committee will consist of a minimum of 3 members. The winners of the award for the two previous years are appointed to this committee automatically, and the immediate past winner will serve as Chair. One additional member may be appointed by the Dean of the Belk College. The appointed member may be selected from either a faculty or staff position. If the winner of either the previous year or the prior previous year is not available to serve volunteers may be appointed to this committee.

This committee will administer the Belk College Staff Person of the Year Award according to the existing guidelines.

If the committee wishes to make changes to the award selection guidelines, they may make recommendations to the Dean of the College, who is ultimately responsible for the award.

## 3. Social Committee

The Social Committee will be responsible for gathering input from the Staff Council and plan activities and events that foster team-building and camaraderie among the staff. Members of this committee may be asked to assist in the planning and implementing of the college's beginning of the year party in conjunction with a member of the Dean's office and faculty member(s) as appointed by the Dean.

## 4. Committee on Diversity

The Committee on Diversity will serve to advise the Dean on matters relating to diversity within the Belk College including diversity within the student body, faculty, and staff. The Committee shall consist of one faculty member elected from each Department and no less than three and no

more than six volunteer members of the Staff. If more than six staff members volunteer to serve on this committee, a special online election will be held by the Executive Committee to determine the six who will serve.

The Committee will be Co-Chaired by the Belk College Faculty President and the Belk College Staff Association President.

## VII. CHANGES TO THE BYLAWS

Amendments to the Bylaws may be proposed by any member of the Staff Council at a regular meeting. The Executive Committee will review any proposed amendment and make a recommendation to the Staff Council body for their consideration and possible action. Amendments to the Bylaws must be approved by a two-thirds (2/3) vote of the full membership of the Staff Council. If there are not enough members in attendance at the meeting to meet this requirement, the vote may be held over until the next regular meeting, or a vote may be conducted by online survey. All votes regarding changes to the bylaws will be tabulated and certified by the Recording Secretary.

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