

Staff Council Bylaws

Amended (8/1/2003)

SECTION I: Name

The name of this organization shall be The University of Mississippi Staff Council and shall report to the Chancellor its recommendations, suggestions, and findings.

SECTION II: Purpose

The purpose of this council shall be to provide a channel of communication to the University administration and to act as an advisory group in policy matters of the University that affect the welfare of the institution and/or the staff it represents.

SECTION III: Membership

All permanent staff (full-time and part-time) employed for a period of not less than six months shall be eligible for membership in The University of Mississippi Staff Council.

The thirty-five member council shall be comprised of elected representatives from six EEO division units. Based upon the number of staff in non-faculty categories, there shall be one (1) representative from the executive, administrative, and managerial category; eleven (11) representatives from the professional non-faculty; ten (10) representatives from the clerical and secretarial (four (4) from the Academic Division; one (1) from the Student Life Division; one (1) from the University Advancement Division; two (2) from the Administration and Finance Division; two (2) from the Executive Division); two (2) representatives from the technical and paraprofessional category; two (2) representatives from the skilled craft category; and seven (7) representatives from the service/maintenance category. An additional two (2) members will be elected at-large. The Executive Committee will calculate percentages prior to each election to ensure proportionate representation.

The duties of the representatives will be to attend all meetings, to communicate to other staff members information on council activities, to communicate to the council concerns and ideas of staff members, and to serve on committees and participate fully in council activities. Council members should be appointed by the Chancellor to staff-related Standing University Committees. When appointed, members will be expected to attend and represent the Council.

Employees eligible for membership in the Senate of the Faculty or the Associated Student Body government will not be eligible for membership in the Staff Council.

Ex-officio members shall include the immediate past president, the affirmative action officer, and legal counsel as deemed necessary. They may be invited to participate in deliberations, but will have no vote.

SECTION IV: Term of Office

Members of the council will be elected to serve a three-year term beginning March 1st and ending February 28th, with the exception of the officers whose term will end June 30th (see Section VII Officers). Council members can serve only two consecutive terms after which time they would be eligible for re-election after a period of one year's absence from the council.

Any council member who misses a total of three (3) regularly scheduled meetings without first notifying the president and giving good cause for the absence or who misses a total of six (6) regularly scheduled meetings during a year shall be in violation of the council's absenteeism policy. Any council member who resigns during a term or is in violation of the absence policy will be replaced by the person who received the second highest number of votes (the alternate) in the most recent election. In the event that an alternate moves up to council member, a second or third alternate will be named. This person will be the one who received the next highest number of votes in the most recent election. Should the alternate serve less than half the term, he/she shall be eligible for re-election for two consecutive terms.

A Council member who is dismissed for excessive absences is prohibited from serving on the Council for at least two calendar years from the date of dismissal.

If all alternates within a specified EEO category have been placed in vacant council slots during the elected year, the Executive Committee can then draw from the pool of those staff members whose names appeared on the ballot for election. When that list has been exhausted, the Executive Committee is authorized to make a selection from the appropriate EEO category list in the Personnel Office.

Should a council member be promoted to a different EEO category any time during their elected term, that council member will be eligible to serve out the remainder of their elected term (and will continue to represent the EEO category they were elected to serve).

The council shall review its composition as necessary, but at least every five years, in order to ensure adequate representation. Changes in the composition will be accomplished by a majority vote of the membership. In order to establish a staggered term of office, the initial election will be for half of the membership to be elected for a one-year term with the remaining membership elected for a two-year term. In subsequent elections, each member will serve a three-year term.

SECTION V: Nominating Procedures

Each University staff employee will receive by campus mail a nomination form on which they will indicate whether they want their name to appear on the election ballot for their EEO category. All positive responses will be included on the election ballot. Those refusing will not appear on the ballot.

An election ballot will be prepared based on EEO category and mailed directly to the staff members in that EEO category. Staff members will vote by category for the number of representatives needed for that category. Ballots must be returned to the Affirmative Action office within one week of the mail date. Ballots will be tabulated by the Election Committee. The individuals receiving the highest number of votes would be elected representatives, with the individuals receiving the second highest number of votes elected as alternates. In case of a tie, those individuals will be notified and will meet to draw straws to determine the winner.

Ballots would be invalid if marked with more than the prescribed number of nominations.

SECTION VI: Organization

Meetings shall be held not less than once per month. Emergency meetings will be called by the Executive Committee 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, reading and approval of the minutes of the prior meeting, unfinished business, new business, committee reports, discussion and recommendations, opportunity for non-council members to address concerns on a limited basis, and adjournment.

Items for the agenda must be submitted to the president one week prior to the meeting. Additions to the agenda will be permitted by a vote of two-thirds of the members present.

The March meeting shall consist of an informational time for new members. The information shall cover what the Staff Council is about, who the present officers are and what their duties consist of. Election procedures for new officers shall also be distributed.

A majority of the members of the council shall constitute a quorum authorized to conduct business at any regular or called meeting of the council. A majority vote by the council members 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. Archival files will be housed in the office of the Affirmative Action Officer for a period of up to three years after which time the Executive Committee will review and designate appropriate storage of files.

SECTION VII: Officers

The officers of the council (henceforth referred to as the Executive Committee) shall include a President, immediate Past President, President-elect, Secretary, Textbook Scholarship Program Administrator and Treasurer. New officers (with the exception of the president) shall be elected at the May meeting each year. The incoming officers would not officially take office until July 1 and would serve through June 30 of the following year. The secretary and/or treasurer may serve two consecutive one-year terms and the Textbook Administrator for as long as they are staff council members or a minimum of 1 year.

The duties of the President are as follows:

- preside over all regular meetings of the council
- serve as ex-officio member of all council committees
- organize the agenda for the meeting
- act as official spokesperson for the council
- appoint committees as deemed necessary

The duties of the Immediate Past President are as follows:

- serve on Executive Committee as non-voting member
- assist with transition of new officers and materials (archives)
- other duties as assigned

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
- serve as ex-officio member of all council committees
- supervise elections and counting of ballots and notification of elected representatives and alternates
- maintain record of unexcused absences and notify members in writing in the event of replacement due to unexcused absences
- arrange for replacement of representatives as may be necessary

The duties of the Secretary are as follows:

- prepare minutes of each meeting, organize and supervise their distribution to council members after submitting them to the president for review
- maintain a record of attendance at council meetings
- assist in the preparation and distribution of correspondence and other council business to representatives, staff members, etc.

The duties of the Treasurer are as follows:

- maintain and present monthly statements to the Staff Council to ensure accurate financial statements are maintained
- present and verify all bills to the President in a timely fashion. After submission to the President for review, payment of approved bills shall be made by the treasurer
- administer and help coordinate with the President the Staff Council retirement awards programs
- coordinate and order retirement gifts for the Staff Council retirements awards program and presentation
- Assist the Textbook Administrator

Duties of the Textbook Scholarship Program Administrator:

- Announcements of scholarship application deadlines for each semester.
- Evaluation of all applicants for eligibility.
- Maintain a database and/or written records of applicants and their grades.
- Work with the Treasurer to issue vouchers and reconcile awards.
- Updates and presents reports to the Staff Council membership.
- Maintain complete records to comply with the University Auditors Office.
- May form a committee to assist with program. (This would be the administrator, treasurer and at least one other person of their choice).

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

The President will appoint an Election Committee at the March meeting, designating the chair, and nominations from the membership for President-Elect, Secretary, Textbook Administrator and Treasurer will go to the chair of that committee. Nominees must have served one full year as a member of Staff Council. Nominations will be made only with the approval of the proposed candidate. Deadline will be April 15. At the May meeting, the printed ballot will be distributed and nominations will be allowed from the floor. Voting will be by secret ballot and will be tallied by the Election Committee.

SECTION VIII: Amendments

A. Proposals for amendments to these Bylaws shall be submitted in writing to the secretary of the Council.

B. Bylaws may be amended by a two-third vote of those present at any meeting.

C. Amendments to the Bylaws shall become effective as soon as the affirmative vote has been certified.

Addendum to the bylaws as of 8/1/2003 to clarify outstanding staff member selection

EEO and OVERALL OUTSTANDING STAFF MEMBER

Criteria For Selection

Guidelines for Screening Committee

Revised 4/11/2003

OVERALL:

NOMINEE

1. Length of continuous employment at Ole Miss of nominee
 - A. Nominee must be classified by the University as an "active" employee; "permanent" employee (may be part-time or full-time, as long as they are "permanent"); in EEO categories 1, 3, 4, 5, 6, or 7; and must have a salary paid by the University greater than 0 (this eliminates the ROTC and other employees like them who are paid by someone other than the University).
 - B. Nominee must have been employed by the University for at least 1 year of continuous service
2. Service to the University
 - A. Committee memberships and/or offices held by nominee
 - B. Voluntary assistance by nominee at departmental/University functions (i.e., commencement, receptions, sports functions, etc.)

C. Outstanding job-related contributions to the University that can be classified as "above the normal" job-related duties

3. Service to the community

A. Organizations and/or committee memberships and/or offices held by nominee

B. Voluntary assistance by nominee at community functions

4. Personality and character traits of nominee

A. Job-Related

- (1) Shows initiative
- (2) Demonstrates pride in work accomplishments
- (3) Goes beyond basic job requirements
- (4) Is willing to learn new duties and to increase job skills

B. Personal

- (1) Honest
- (2) Trustworthy
- (3) Dependable
- (4) Pleasant to others

NOMINATOR

1. The person doing the nominating must be an "active, permanent" employee of the University in EEO categories of 1, 3, 4, 5, 6, or 7 and must have a salary paid by the University greater than 0.
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 by the Outstanding Staff Member Committee of the Staff Council that a Nomination Form be filled out and submitted for each nominee, instead of a letter of nomination. A sample of the suggested form is available 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.

EEO Category selection.

Voting for individual EEO category winners will be by ballot. All active full-time employees meeting the criteria in Section 1A and 1B above will be printed on the ballot forms for each category. These forms will be mailed to eligible employees within their category. The voter may select only one person in their category on the ballot form. Forms are mailed back to the committee chair who will tabulate the votes. The person receiving the most votes within their EEO category will be declared the winner.