

Paul Smith's College  
Staff Council  
Bylaws

Amended 2018; Amended 2017;  
Amended 2013; Amended 2008; April 2007

**1. Name**

The name of this organization shall be the Paul Smith's College Staff Council (SC).

**2. Purpose**

The primary purpose of Staff Council will be to serve as an ongoing means of communication between the College's staff and administration. The Council's goals are to help the Paul Smith's College educational community be an efficient, fulfilling, and attractive environment for employment and to support the College's formal mission statement as defined by the institution.

**3. Staff Council Functions**

- A. To participate, assist, and advise in decision-making processes that affect the staff's relationship with the larger College community.
- B. To initiate suggestions to improve College staff relations and to help bring useful ideas that may originate with the staff to the attention of the administration.
- C. To serve as a sounding board for the administration regarding proposed actions, programs, policies and procedures that will affect the staff.
- D. To provide a forum for hearing and reviewing staff concerns and interests.
- E. To recommend to the President the names of staff members who can serve as appointees on College Standing Committees.
- F. To foster a spirit of unity and cooperation among all employees of Paul Smith's College.

**4. Staff Council Membership**

**A. Composition**

- 1. Staff Council shall consist of 13 voting members, each serving a two year term with potential for re-nomination after each two year term.
- 2. Voting members must be non-faculty employees who hold a full-time staff appointment and have been employed by the college for at least six months.

3. The Staff Council shall elect one President, one Vice President and one Secretary from the pool of voting members to serve as Staff Council Officers. Each officer shall serve for a maximum of two years. For continuity, the President and Vice President should serve staggered terms, meaning one new presidential position will be elected by majority vote during the first regular meeting of each academic year.
4. All employees of the college holding a staff appointment are invited to attend and participate in Staff Council meetings as non-voting members.
5. Staff Council membership shall reflect, as much as possible, the full diversity of the staff positions on campus.
6. The Human Resources Director shall serve as the ex-officio member of the Council and shall be the primary liaison with the College's administration related to staff issues.
7. Ad hoc members may be appointed upon the recommendation of Council Leadership (see E.1 below) or the Human Resources Liaison.
8. Ex-officio, as well as, non-member ad hoc and subcommittee members do not have voting privileges.
9. At the discretion of Staff Council, other staff group representatives may hold ex-officio positions.

**B. Selection and Appointment of Voting Members and Officers**

1. A letter soliciting new voting members will be sent annually in early March by the President or Vice President of the Staff Council to all non-faculty employees who hold a full-time staff appointment and have been employed by the college for six or more months, excluding Cabinet Members. Individuals may volunteer or be nominated for membership.
2. The President, Vice President and the Secretary will review the qualifications of all individuals who volunteer or are nominated to serve as voting members. They will contact each person to confirm interest, commitment, and supervisor approval, and then they will present the slate of candidates to the current voting members for consideration.
3. New voting member elections shall take place during the month of May. A two-thirds majority vote is required for the selection of new voting members. Appointments will be announced in June and will begin in August. A year appointment will be considered to span the time frame of August through July of the upcoming academic year.
4. Unscheduled vacancies shall be filled in a timely manner by appointment under the same guidelines used for regular appointments.

5. Officer positions shall be elected from the pool of voting members. A new President and Vice President shall be elected each year and a new Secretary every two years during the month of August. In the event that none of the voting members are interested in serving as an officer, the same guidelines for electing new voting members will be followed.
6. When a vacancy occurs during the year in the office of President, Vice President or Secretary, the President or Vice President shall immediately appoint an acting officer. Permanent replacements shall be elected by a majority vote at the first regular meeting following the vacancy.

**C. Term of Appointment**

1. Staff Council voting members and officers will serve for two years.
2. A year appointment will be considered to span the time frame of August through July of the upcoming academic year, unless the member was elected as a result of an unscheduled vacancy.

**D. Duties of Voting Members**

1. Each voting member shall attend monthly meetings and specially called meetings on a regular basis. Voting members who miss three consecutive meetings, or six meetings during a year of appointment must meet with the Staff Council officers to determine the continuation of their appointment. Extenuating circumstances will be taken into consideration, but if the voting member is not able to fulfill the requirements of their appointment they will be asked to resign from the voting member position.
2. Each member shall act as a communicator between the Council and College staff, assist in conducting surveys, and participate fully in all activities of the Staff Council.
3. Each member shall serve on ad hoc and standing subcommittees, as needed.

**E. Officer Duties**

1. The President shall have duties which consist of, but are not limited to:
  - a. Presiding over all regular and special meetings of the Council;
  - b. Setting meeting agendas with input from Council members, staff, and the Human Resources Liaison, or his/her designee;
  - c. Speaking officially for the Staff Council;
  - d. Representing SC at Board of Trustee meetings, and Cabinet meetings, as necessary;
  - e. Developing and distributing a comprehensive written annual report of Council activities to College staff, the President, and the Office of Human Resources towards the end of Spring semester. The report will be filed as a permanent record and posted on the SC shared folder.

2. The Vice President shall have duties which consist of, but are not limited to:
  - a. Notifying the campus community of all meetings at least one week in advance of the meeting date;
  - b. Acting as the official liaisons with the Human Resources Liaison, or his/her designee;
  - c. Assigning responsibilities for maintaining electronic communication among committee members and between the Staff Council and all staff;
  - d. Developing and distributing a comprehensive written annual report of Council activities to College staff, the President, and the Office of Human Resources towards the end of Spring semester. The report will be filed as a permanent record and posted on the SC shared folder.
  
3. The Secretary's duties shall consist of, but are not limited to:
  - a. Maintaining all official minutes, records and resolutions of the Council, which shall be filed as permanent record and posted in the SC shared folder;
  - b. Receiving and filing all Council reports as permanent record and posting them in the SC shared folder;
  - c. Distributing copies of minutes to Council members and posting them in the SC Voting Members Only folder until such time as they are approved by Council vote. Once approved, minutes will be posted in the SC shared folder;
  - d. Recording all votes of the Council.

## **5. Meetings**

- A.** There shall be a regular meeting of the Staff Council each month. Dates, locations, and times shall be determined during the first meeting of each academic year. Regular meetings shall be held during normal business hours, and departments are expected to give release time to permit attendance.
- B.** The President and Vice President may call special meetings by notifying the membership three days in advance of such a meeting.
- C.** Regular meetings shall be open to ALL members of the Paul Smith's College community, except when a Council vote goes into executive session.
- D.** A simple majority of voting members, including at least the President or Vice President, shall constitute a quorum to conduct Council business.
- E.** Electronic communication may be used to conduct Council business as needed.

## **6. Subcommittees**

- A.** The Council may establish standing or ad hoc subcommittees.

- B.** Subcommittee membership will be open to ALL members of the Paul Smith's College community. The Chair of the subcommittee must be a current voting member of the Staff Council.
- C.** Topics addressed by the subcommittees may include staff training and development, staff communications, open enrollment for benefits, and other issues as deemed necessary by the Council.
- D.** Each standing subcommittee will maintain minutes and submit to the President or Vice President an annual written report summarizing subcommittee activities. Information from these reports will be incorporated into the annual report of the Staff Council.

## **7. Amendments to the Bylaws**

Proposed amendments must be presented to the Staff Council in the form of a motion. If passed by the Council, a copy of the proposed amendments must be sent to all staff no later than ten days before a meeting of the Council. The amendments will pass by a two-thirds vote.

## **8. Parliamentary Authority**

The Staff Council will follow the above stated bylaws and will defer to Robert's Rules of Order for direction on all matters not specified in the bylaws.