

**Walters State Community College  
Support Staff Council  
Constitution and Bylaws**

I. Statement of Purpose

To initiate opportunities for support staff through professional development; to provide input into decision-making via representation on various committees; and to build a sense of community among support staff, faculty, administrators, and students.

II. Mission Statement

The mission of the Support Staff Council as summarized in the Statement of Purpose is to be carried out in cooperation with the Executive Director of Human Resources, with whom the Council will work in an advisory capacity.

III. Membership

Members of the Support Staff Council shall be appointed by the vice presidents and/or deans of each administrative area: Academic Affairs, Business Affairs, Student Affairs, Community & Economic Development, Center for Workforce Development, Office of Planning, Research & Assessment, Office of Communications and Marketing, and College Advancement. Each area will appoint 10 percent of their support staff employees to membership on the Council, with consideration given to campus balance. Members are appointed for terms of two one-year terms beginning July 1, regardless of the actual date appointed. Following completion of each initial term, members may elect to serve an additional term of one year. In the event there are no replacement members eligible in an administrative area, the vice president and/or dean of that area may reappoint a currently serving committee member. Former Support Staff Council members may serve as non-voting honorary members in order to assist in special events as needed. Members may not exceed three consecutive terms as voting members. In this manner, there will always be some experienced members on the Council.

IV. Executive Board (Officers)

The Council shall elect the following officers who will serve for one year: President, Vice President, Secretary, and Treasurer. Officers may succeed themselves, not to exceed two terms. Any vacancy of the executive board will result in a reelection of the office by the Support Staff Council excluding office of the President which would be filled by the residing Vice President.

V. Meetings

The Support Staff Council shall have monthly meetings as needed, with at least one meeting per calendar year quarter. Meetings will be video-streamed, when possible, in order to accommodate members at other campus locations.

VI. Council Funds

The Support Staff Council is not considered a fundraising entity. However, funds may be necessary in completing the Council's statement of purpose, deeming fundraising appropriate. Funds may be spent as determined by a two-thirds majority vote of the membership present at any regular or special meeting of the general membership. All funds spent must be in benefit of support staff employees.

VII. Scholarships

The Support Staff Council, in support of professional development, will award two (2) two hundred fifty dollar (\$250.00) scholarships each fall and spring semester to support staff employees continuing their education. Any full-time support staff employee who has been employed by Walters State for at least six months, is degree seeking, has not previously received the award within 12 calendar months, and is attending any accredited public or private institution of higher education is eligible for the scholarship. Upon submission of an application form to the appointed support staff council officer, the employee will be briefly interviewed by the Support Staff Council Scholarship Committee, which shall consist of the Executive Director of Human Resources, the Vice President for Student Affairs, the Vice President of Business Affairs, and any two of the following: the previous semester's scholarship recipients, the Support Staff Council President, or the Support Staff Council Vice President. The Scholarship Committee will vote and notify the two recipients immediately following completion of all interviews. Funds shall be awarded during the week prior to the beginning of fall and spring semesters. If funds are not available or if there are no eligible applicants, the Support Staff Council reserves the right to refrain from awarding this scholarship.

VIII. Amendments

The Constitution may be amended by a two-thirds majority vote of the membership present at any regular or special meeting of the general membership held after at least two weeks prior notice to the membership that such an amendment is to be considered.

IX. Bylaws

A. Privileges

1. Each regular member will have equal vote and status in all matters.

B. Duties of the Officers

1. The President shall:
  - a) Serve as the chief executive officer of the Council;
  - b) Preside at the meetings of the Council and of the Executive Board;
  - c) Serve as an ex-officio member of all the committees of the Council;

d) Perform those duties assigned by the Constitution and Bylaws and by the Executive Board.

2. The Vice President shall:

a) Preside in the absence of the President;

b) Assume the duties of the President in the event the President is unable to perform such duties;

c) Maintain an up-to-date master list of all support staff

d) Perform those duties assigned by the Constitution and Bylaws and by the Executive Board.

3. The Secretary shall:

a) Be responsible for the records and minutes of the Council;

b) Help prepare reports of the Executive Board to the membership;

c) Perform those duties assigned by the Executive Board and by the Constitution and Bylaws;

d) Prepare notices of meetings as directed by the President.

4. The Treasurer shall:

a) Maintain and administer any monies of the Council;

b) Keep proper records of any financial transactions;

c) Perform those duties assigned by the Executive Board.

C. Executive Board

1. Terms of Office

The Council officers shall hold office for no more than two consecutive terms.

2. Meetings and Quorum

The Executive Board shall meet at least quarterly in regular session and upon call of the President or a majority of the Executive Board members. Each member shall be notified of the time and place of meetings. A quorum consists of three Executive Board members. If an officer is absent from three consecutive meetings without having an excused absence, he/she shall be notified that he/she is being dropped from the Board. His/her vacancy shall be filled as provided in item III of the Constitution.

3. Powers and Duties

a) The powers and duties of the Board shall be:

i. To serve as the executive body of the Council;

ii. To set the time and place of Council meetings;

iii. To direct the affairs of the Council and carry out its policies;

- iv. To oversee any financial operations of the Council;
- v. To present recommendations to the membership on proposed amendments, policies, programs, or positions of the Council;
- vi. To develop programs for the achievement of the stated purposes;
- vii. To be responsible for coordinating with the President and Executive Director for Human Resources to develop the Support Staff Development Day in the fall.
- viii. To perform those duties assigned by the Constitution and Bylaws.

#### D. Elections

1. An election is held in July for each office. Officers may succeed themselves not to exceed two consecutive terms. Term of office is July 1 through June 30. The number of offices for which a person may run shall be limited to one. Prior to the June meeting, the Executive Board shall choose a nominating committee, which will present a slate of at least two nominees for each office at the May meeting.
2. The nominating committee will consist of three members who will choose a chairperson from among themselves. The report of the nominating committee shall be submitted in writing and copies shall be distributed to all members of the Council at least one week prior to the July meeting, when the election will be conducted by secret ballot. In case of a tie, a second secret ballot will be cast to break the tie.

#### E. Committees

##### 1. Standing Committees

The following committees shall be regarded as standing committees for the Council with chairpersons appointed by the President.

##### a) Activities

- i. Responsible for planning fundraising events. Assist the Professional Development Committee when needed.
- ii. Perform other duties assigned by the Constitution and Bylaws and by the Executive Board.

##### b) Mentoring

c) Responsible for acclimating new support staff employees to the college.

d) Shall maintain the support staff email distribution list.

##### 2. Temporary Committees

The Executive Board may appoint temporary committees to study and report to the Council on any issue of support staff concerns. A committee may exist on a temporary basis for no longer than one calendar year. After that time, the committee shall be accepted as a standing committee or shall be considered dissolved.

F. Amendments

The Bylaws may be amended by a two-thirds majority vote of the membership present at any regular or special meeting of the general membership held after at least two weeks prior notice to the membership that such an amendment is to be considered.

Revised & Approved: 6/2012