ARTICLE I – PURPOSE

The purpose of the Staff Council is to study, consider, and exchange ideas related to the University’s staff (in this case, staff is defined as any non-faculty employee – excluding the Cabinet – of the University) and to make recommendations as needed to the President.

ARTICLE II – MEMBERSHIP

1. The Staff Council shall be made up of nine (9) members, each elected for three (3) year terms with three (3) members rotating off each year. Outgoing members are eligible for re-election after one year.

2. Election of new members shall be held in April of each year with the University staff voting. The term of office shall begin June 1.

3. If a member must be replaced, the Staff Council shall appoint a replacement for the remainder of the term.

ARTICLE III – ORGANIZATION

1. At the first meeting of each year a chair and secretary shall be elected. The chair is responsible for calling the meetings, setting the agenda, and presiding at the meetings. The secretary is responsible for keeping minutes and distributing them to the University staff.

2. The Staff Council shall meet at least quarterly. Other meetings, either the Staff Council or the entire University staff, may be scheduled as needed.

3. Advance notice and an agenda shall be provided at least two (2) working days before each meeting.

4. To constitute a quorum, no less than five (5) elected members shall be present.

ARTICLE IV – ADOPTION AND RADIFICATION

1. The by-laws shall become effective upon final approval of the President.

2. The by-laws may be amended in a similar manner.