

USF College of Business Staff Council Bylaws

Article I: Name

The name of this organization shall be the Staff Council of the College of Business at the University of South Florida, hereafter referred to as SC.

Article II: Missions and Goals

The SC is an elected body that represents the following College of Business employees:

1. Staff
2. Administration
3. Non-student Other Personnel Services (OPS) with an appointment of 50% FTE or more

The goals of the SC are to:

1. Develop and promote activities and opportunities to enhance the quality of work life
2. Advocate changes or improvements
3. Advise the College Administration on policies
4. Ensure awareness of available on-campus resources
5. Ensure represented employees are recognized for their accomplishments on a college and university level.

Article III: SC News

SC information and minutes of meetings will be posted on the SC web site, <http://business.usf.edu/staffcouncil/>

Article IV: Elections

Membership

The SC shall be comprised of one individual from each of the following areas: Dean's Office; Graduate Studies and Undergraduate Advising; Academic Units; Centers; ex-officio (former Chair) and one at-large member from any area within the college.

Election of members

1. Elections shall be organized and completed under the direction of the Chair of the SC annually in June with terms beginning in July (with the exception of the original founding members of the SC, who will serve a one and a half year term).
2. The nomination process shall be completed as follows:
 - o A list of eligible employees classified by area will be distributed to each eligible person.
 - o Eligible employees may be nominated or self-nominate. If an employee is nominated, their interest will be confirmed before they are placed on the ballot.

3. The election of individuals shall be completed as follows:
 - o A ballot, comprised of all nominated individuals, will be distributed to each eligible employee.
 - o Each person may vote for one person from each of the represented areas.
 - o Ties will be resolved by a majority vote of the existing SC.
 - o The "at-large" member will be the person on the ballot receiving the next highest number of votes.
4. The length of term shall be one year for each elected member.
5. SC members may serve one term or two consecutive terms. If serving a second term is desired, that member must be re-elected in the June elections. If a member serves two consecutive terms, they will be ineligible to serve again for two consecutive terms.

Article V: Officers

There will be three officers: chair, vice-chair, and secretary, each serving a one-year term. Members of the SC will elect officers.

1. The chair or designee will announce the meeting agenda, preside at meetings, organize elections, and report to the Dean on the council's progress.
2. The Vice-chair will act in the chair's capacity when the chair is unable to do so.
3. The Secretary will write and distribute minutes of meetings to all members of the SC.

Article VI: Meetings

1. Meetings of the SC shall be open.
2. The SC meets monthly and at such other times as necessary. If a non-standard monthly meeting is called, the SC will give a minimum of one week notice.
3. The chair or designee will call all meetings of the SC. The chair will announce the agenda prior to the meeting via electronic mail.
4. The Council will meet with the Dean of the College at least annually.

Article VII: Vacancies

In the event of a vacancy on the SC, the chair and the vice-chair will appoint a new member from that unit/department with the approval of the SC.

Article VIII: Amendments

These bylaws may be amended at the regular monthly meeting of the SC by a two-thirds vote, provided that the amendment has been introduced to the SC at the previous regular meeting.

Bylaws approved 4/5/07; amended 5/13/10; amended 8/11/11