

## **COLLIN COLLEGE STAFF COUNCIL BY-LAWS**

### **ARTICLE 1 NAME**

The name of the organization will be the Collin College Staff Council.

### **ARTICLE II PURPOSE**

The mission statement of the Staff Council is *“The Collin College Staff Council will serve as an advocate for Collin College staff, serving in an advisory role to the District President regarding the college’s working environment, and ensuring transparency and collaboration throughout the Collin community.”*

The Staff Council will address issues such as:

- Full-time staff retention
- District-wide staff communication
- Professional development
- Cross training for movement/promotion/advancement

The Staff Council will also oversee the R.O.S.E. Awards, Student Employee of the Year Awards, and will work in conjunction with the Faculty Council on the Meals on Wheels campaign.

This list may evolve as the council evolves.

### **ARTICLE III MEMBERSHIP**

1. Membership in the Staff Council shall consist of 35 Collin College staff members. There are 20 elected members and 15 appointed members.
2. The appointed members will be selected based on campuses and departments to ensure all staff are fairly represented on the council. The Elections Coordinator (*non-Council volunteer appointed by the Council President*) will compile a list of individuals considered for appointment from those who ran for a position, but were not elected.
3. The Executive Committee, consisting of the President, Vice-President (*President-Elect*), Recorder, and Treasurer, will review the list considered for appointment after elections are finalized, and make their decisions based on what departments and campuses need to be represented. The Collin College Executive Leadership Team reserves the right to review the final appointment list prior to the individuals being notified that they were selected.

4. Members of the Staff Council will serve a two-year term that begins on September 1 of the year they are elected/appointed and ends on August 31 two years later.
5. If a staff member must step down from their position before their two-year term is up, a new member will be elected or appointed for a two-year term.
6. No administrator, faculty, or student worker will serve on the Staff Council.
7. To be eligible for membership a staff member must have worked at Collin College for one year by the end of the election period, and have not had any disciplinary action taken against them in the past three years.

To maintain membership status, members may not incur more than three unexcused absences in an academic year. An unexcused absence is any absence not given at least the Monday prior to the Friday meeting. Excused absences will be made for those using FMLA, planned vacations, illness, bereavement, family emergencies, and work conferences. If three unexcused absences occur, the President will decide next steps for the staff member. If a staff member is dismissed due to lack of attendance, their position will be filled at the start of the next academic year. The new member will serve a two-year term.

8. Members may not serve more than three consecutive terms unless serving as President or Vice President. Members may run for additional terms if they have sat out for at least one year.
9. Eligibility for membership in the Staff Council may not be limited on the basis of race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental disability, ancestry, or medical condition.

#### **ARTICLE IV OFFICERS & DUTIES**

1. The officers of this council will be: President, Vice-President (*President-Elect*), Recorder, and Treasurer. There will also be committee chairs for the R.O.S.E. Awards, Student Employee of the Year Awards, the Foundation Support, Meals on Wheels, and any other committee the Staff Council forms.
2. The officers will be selected at the first meeting of the academic year. There will be a vote within the Staff Council to select the officers. Individuals may nominate themselves or receive a nomination from another Staff Council member. The person with the majority of the vote will serve as the officer of the position they ran for.
3. The term of office will be for one academic year (9/1-8/31) for Recorder and Treasurer and will begin on the day of the first meeting for that academic year. The term of office will be for two academic years (9/1-8/31) for the Vice-President and President.
4. Vacancies will be filled by voting for a new officer at the next meeting after the position becomes vacant. The new officer will serve the remainder of the term in which they are elected.

5. The duties of the officers will be:

- a. The President will call and preside at monthly Staff Council meetings, prepare the agenda for all Staff Council meetings, prepare the meeting schedule, name special committees, call special meetings of the Staff Council and its special committees, present and discuss meeting topics with the District President and Executive Leadership Team (ELT) and report information back to Staff Council. The President will attend all Executive Leadership Team meetings and board meetings. He/she will be responsible for giving necessary Staff Council presentations at board and ELT meetings. The President will communicate with the District President and ELT concerns, research, and projects of the Staff Council. The President will serve in a non-voting advisory capacity as past president in the subsequent year if term is expired. The President will also serve on the Executive Committee.
- b. The Vice-President (*President-Elect*) will fill all duties and responsibilities of the President in his/her absence, serve as President the next two years immediately following the two-year term as Vice-President, and will serve as the Parliamentarian if needed at meetings. In the event the Vice-President is unable to serve as President or leaves the college, a new President will be elected by the Staff Council members to serve the remainder of his/her term. The Vice-President will also serve on the Executive Committee.
- c. The Recorder will record minutes of the Staff Council meetings, prepare a draft of the minutes for the Staff Council President, maintain a file of the minutes and past records of the Staff Council, and make arrangements for approved minutes to be posted to the Staff Council website. The Recorder will also serve on the Executive Committee.
- d. The Treasurer will prepare and present the Treasurer's Report at the monthly Staff Council meetings, prepare, revise, maintain, and monitor the Staff Council budget, order supplies, awards, services, etc. through appropriate purchasing systems, and process financial documents (check requests, etc.) according to Business Office procedures. The Treasurer will also serve on the Executive Committee.
- e. The chairs for all committees will take the lead on their assigned project. They will be in charge of communicating with their committee members, planning meetings for their committee, compiling and finalizing any reports that must go to the ELT, and district-wide communication as necessary. The committee chairs must work with the Treasurer to place orders for awards, services, etc.

## **ARTICLE V FUNDING**

1. The Staff Council will receive an annual budget of **\$4,680**.
2. All financial transactions must be approved by the President.

## **ARTICLE VI MEETINGS**

1. Regular meetings of the Staff Council will be held on the fourth Friday of each month unless noted otherwise on the meeting schedule.
2. Special meetings may be called by the President.
3. Agendas for the meetings shall be prepared by the President, and emailed to the Staff Council members prior to the day of the meeting.
4. The Council President may conduct council meetings by video conferencing at their discretion. Council members will still need approval per the Bylaw addendum for Zoom Meetings in order to join remotely at non-video conference meetings.
5. Members of the Staff Council may petition the council per Zoom Meeting addendum approved by Staff Council, for participation in a Staff Council meeting, based upon addendum guidelines.
6. Meeting by video conference technology must allow all members to be able to see each other, hear each other, make motions and seconds, as well as cast votes.
7. A Video Conferencing meeting will be defined as any meeting that makes use of video streaming and sharing technology for council members to interact with each other while not in the same location.

## **ARTICLE VII POWERS**

1. The Staff Council will have the following standing committees: R.O.S.E. Award Committee, Student Employee of the Year Award Committee, Foundation Support Committee, Meals on Wheels Committee, Random Acts of Core Values Committee, Employee Retention Research Committee, Professional Development Research Committee, District-Wide Communication Committee, and Campus Ambassador.
2. Additional committees may be created by the President after a Staff Council vote, and members of the committees will be selected by the President after receiving a list of preferences from members.
3. The Staff Council will operate as a non-profit association, and no profits may accrue to any individual within the organization.
4. Unless otherwise provided by these bylaws, decisions of the Staff Council will be made by a simple majority of those present and voting, with those abstaining from the vote not figuring into the determination of the majority required.

5. For purposes of any vote, all active members are eligible to vote. The Past-President is not eligible to vote.
6. When the Council President calls for meetings to be held via video conferencing technology, the council may conduct voting. Decisions of the Staff Council will be made by a simple majority of those present and voting, with those abstaining from the vote not figuring into the determination of the majority required. The President will enable Roll Call Voting for any vote that happens when there is at least one member of the council joined via video conferencing technology. The Recorder shall call for a roll call vote, with each member giving a yay or nay or abstain response. If there is no opportunity for Roll Call Voting, the President may enable Third Legacy Voting (anonymous voting) in Zoom under settings, or whatever relevant technology is available for the school, as long as each member is not sharing an independent identifier, i.e. sharing a camera.
7. Per the Staff Council approved Bylaw for Zoom Meetings Addendum, all persons participating in the Video Conferencing meeting must have access to a camera or other such relevant equipment as to properly verify the user is who they say they are.
8. If the meeting is held solely by video conferencing technology, and there is a quorum present, then the meeting must be recorded and made available for the public in a reasonable amount of time. If there is a meeting and the number of attendees via video conference technology is less than a quorum while still maintaining a total quorum, the meeting will not be recorded.

## **ARTICLE VIII AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Staff Council by two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.