

**BAINBRIDGE COLLEGE
STAFF COUNCIL BYLAWS**

ARTICLE I: NAME

The name of the organization shall be “The Bainbridge College Staff Council,” referred to hereafter as the “Staff Council.”

ARTICLE II: PURPOSE

The purpose of the Staff Council is as follows:

1. Act as an advocate for the Bainbridge College Staff by communicating staff concerns to the President or appropriate body and by following them through to resolution.
2. Represent all members of the Bainbridge College Staff.
3. Pursue fair and impartial treatment of all staff, regardless of position, including equitable work conditions and standards.
4. Develop and maintain a campus-wide communication network (e-mail) to provide information to the college staff.

Any legislative action of the Staff Council is subject to veto by a two-thirds vote of the staff and/or the College President.

ARTICLE III: MEMBERSHIP

Membership of the Staff Council shall consist of all non-probationary regular full-time and part-time non-teaching staff at Bainbridge College. The President of the College is a non-voting member of the Council.

ARTICLE IV: EXECUTIVE COMMITTEE

The Executive Committee of the Staff Council shall be elected by the Staff with three (3) members coming from hourly employees and two (2) from salaried employees

- A. Qualifications
 1. Executive Committee Members must be regular, full-time staff employees who have completed one year of continuous service at the time of election.

ARTICLE V: OFFICERS

The Executive Committee of the Staff Council shall consist of a Chair, Vice-Chair, Secretary, Parliamentarian, and one (1) At-Large Officer.

- B. Duties
1. Chair
 - a. Preside at all meetings of the Staff Council.
 - b. Develop the agenda for each meeting.
 - c. Work with the Staff Council Secretary to publicize meetings to the campus.
 - d. Ensure that Staff Council meetings are included on the college calendar.
 - e. Appoint and discharge ad hoc committees as needed.
 - f. Confer with and report regularly to the College President.
 - g. Work with the College President to call special meetings as needed.
 - h. Uphold the Bylaws of the Staff Council.
 2. Vice-Chair
 - a. Assume the duties of the Chair in his/her absence.
 - b. Assist the Chair in performing leadership responsibilities.
 3. Secretary
 - a. Record minutes of each Staff Council meeting.
 - b. Distribute minutes of the previous meeting and the agenda for upcoming meetings to delegates at least three (3) working days before the next scheduled meeting.
 - c. Publicize meeting dates, times, locations, and agendas to the entire Bainbridge College staff.
 - d. Maintain roster of Staff Council delegates and their attendance at meetings.
 - e. Maintain other Staff Council records, including committee memberships.
 4. Parliamentarian
 - a. Ensure that meetings are conducted according to Robert's Rules of Order.
 - b. Ensure adherence to the BC Staff Council Bylaws.

ARTICLE VI: ELECTION OF EXECUTIVE COMMITTEE

Executive Committee members shall be elected every two (2) years by a majority vote of the Staff Council members. Terms are staggered, and an election shall be held to replace members whose terms have expired. All staff as defined above is eligible for election. After the election, the Executive Committee will elect the officers.

Absentee voting will be allowed. **Prior to the meeting** members can deliver their proxy in a sealed envelope to the Staff Council secretary. All envelopes will then be opened during the Staff Council meeting. (Employees are on the honor system.)

The Executive Committee must consist of no more than one (1) staff member from an individual department.

No officer shall serve in any office for more than two (2) consecutive full terms. If an officer serves two (2) consecutive terms, he/she may not serve as a Staff Council officer for at least one (1) full term before being nominated again. The term will begin July 1 and end June 30 of the following year.

Vacant positions will be filled by appointment by the Executive Committee. The appointed member will complete the term of the vacated position.

ARTICLE VII: MEETINGS

Meetings of the Council shall be held in July, September, November, January, March, and May, and any other times that may be deemed necessary by the Executive Committee. The Secretary of the Council shall make announcements of the specific date and time at least two (2) weeks prior to the meeting. The month of June shall be designated to elect members of the Executive Committee of the Council. The Staff Council and committee meetings shall be considered part of an employee's normal work week and shall be compensated at regular pay rate and shall not generate any overtime or comp time. All meetings are open.

ARTICLE VIII: STANDING COMMITTEES

There shall be one (1) Standing Committee of the Staff Council.

Staff Development Committee

This committee will consist of five (5) members appointed by the Executive Committee to develop procedures, manage the budget, and make decisions on the use of staff development funds. After the initial appointments of staggered terms, members will serve a two (2) year term.

ARTICLE IX: AMENDING THE BYLAWS

Proposals for amendments to these Bylaws shall be submitted in writing to the Executive Committee at least 30 days prior to the next scheduled bi-monthly Council meeting. The first reading of the amendment(s) shall be at the next scheduled bi-monthly meeting. The second reading of the amendment(s) shall be at the next scheduled bi-monthly Council meeting after the first reading. Upon the second reading, duly made motions, seconds, discussions and votes may be conducted.

A two-thirds vote of the Staff Council membership is required to amend the Bylaws.

ARTICLE X: QUORUM

A quorum of Staff Council members excluding probationary staff shall be required to conduct business at any Council meeting.

A quorum of the Council shall be defined as one-third of the members. A quorum of any committee meeting shall be defined as a majority of its members.

Members may vote by proxy by writing in a sealed envelope prior to the meeting where such vote shall count toward the quorum. The proxy votes will go toward creating a quorum only for those items voted on by the proxy votes. Proxy votes are not considered for creating a quorum for new business.

ARTICLE XI: INTERPRETATION OF THE BYLAWS

Interpretation of the Bylaws rests with the Executive Committee of the Staff Council.

ARTICLE XII: PROHIBITION OF RETALIATORY ACTION

No staff member shall be harassed, intimidated, or otherwise penalized for utilization of the Staff Council, its procedures, or its processes.