

## **Staff Council Constitution**

### **Article I. Establishment**

The Staff Council of The University of North Carolina at Pembroke was established at the request of the UNC President and the Chancellor of the University.

The representative body for SPA and EPA non-teaching staff (hereafter referred to as “Staff”) of The University of North Carolina at Pembroke shall be known as the Staff Council.

### **Article II. Purpose**

The Staff Council serves to represent the staff at the request of the Chancellor and in an advisory capacity to the Chancellor and to the UNC Staff Assembly.

**Section 1.** The Council will provide a regular, open forum to facilitate communication among Staff and University Administration, Faculty and Students for the purpose of identifying and discussing general interests and concerns; exchanging information to clarify and coordinate policies; identifying current issues within University operations; and presenting plans or recommendations for improvement of working conditions and University operations.

**Section 2.** To serve as liaison between Staff members and the Chancellor and other campus governing bodies and the UNC Staff Assembly.

### **Article III. Participation**

Supervisors and managers shall support participation by permitting reasonable release time for Council activities, including general meetings, committee activities and special events. Staff Council members and alternates engaged in scheduled Council activities during regular work schedule will report such activity as work time.

All Staff Council and Staff are encouraged to participate in Council activities, although these activities should be coordinated with their supervisors and/or department heads so that the critical operations of the University are not disrupted.

### **Article IV. Membership**

**Section 1.** Elected delegates and alternates shall be non-probationary Staff of the University.

## **Section 2. Delegates**

**A. Staff Council number.** The Council will be comprised of 12 elected delegates.

**B. Representation.** Staff Council membership shall be encouraged to be diverse and representative of all University administrative divisions: Academic Affairs, Business Affairs, Enrollment Management, Student Affairs, Office of the Chancellor, Advancement and University and Community Relations.

**C. Terms.** Elected delegates shall be elected to serve a two-year term. To ensure continuity, terms will be staggered so that approximately one-half of the delegates are elected each year. Delegates take office and assume voting rights at the first meeting of the Staff Council year.

**D. Re-election.** Elected delegates who complete two consecutive two-year terms are not eligible for re-election for one year after the completion of their second term.

**E. Appointed.** The Chancellor, at his/her discretion, may appoint up to two additional voting delegates. Appointed delegates will serve one-year terms. Appointed delegates may run for office at any regularly scheduled election and serve two, two-year terms.

**F. Alternates.** Alternates will be the persons with the highest number of votes in the most recent general election. The Chair may name as many Alternates as he/she feels necessary to assist with the business of the Council. Alternates will serve one-year terms. If a vacancy occurs during the year, the Alternate with the highest number of votes assumes a voting seat on the Council to serve out the remainder of the departed member's term. An additional alternate may be picked to replace him/her. This is done by selecting the person who received the next highest number of votes in the general election.

**1. Duties.** Alternates will be non-voting members of the Council, who may serve on committees, including the ERC, and serve the Council in other capacities as the Chair deems desirable.

## **Article V. Operating Procedures**

**Section 1. Operating Year.** The Staff Council shall operate on the North Carolina fiscal year.

**Section 2. Monthly Meetings.** The Council shall meet at least quarterly at a date, time, and place set by the Council. An agenda will be provided to all Council delegates prior to each meeting.

**Section 3.** The Council shall seek to notify Staff of its meetings and decisions as widely as expedient.

**Section 4. Special Meetings.** The Chair may, at his/her discretion, call a Special Meeting of the full Council.

**Section 5. Executive Decisions.** The Executive Board may, in an emergency, vote to take action on Council business. Decisions of the Executive Board must be brought before the full Council for ratification.

**Section 6. Open Meetings.** Staff Council general meetings shall be open to the public, and Staff members are encouraged to attend.

**Section 7. Quorum.** A quorum of the Staff Council, as defined as one member more than half of the number of elected members, must be present to vote on action items.

**Section 9. Delegate Responsibility.**

**A. Attendance.** Each member is expected to attend all meetings, including special meetings and the committee meetings on which they serve. If a Council member is absent (unexcused) from three regularly scheduled Council or Committee meetings in a row, he or she will be replaced. Excused absences are for work-related conflicts, illness, injury or vacation and such requests must be communicated to the Chair prior to the meeting.

**B. Resignation.** In the event any member feels that he/she cannot fulfill his/her responsibilities, it is his/her obligation to notify the Council Chair immediately.

**C. Change in Member Information.** All delegates must report any change in member information (ie. office phone, home phone, employment status, etc.) immediately to the Chair.

**D. Alternates Responsibility.**

- 1. General.** Alternates are encouraged to attend general meetings, participate on committees and be informed of Council duties and activities.
- 2. Attendance.** The attendance of Alternates at Council and Committee meetings is considered work time when it falls during his/her regular work schedule.
- 3. Resignation.** If an alternate cannot fulfill his/her term, it is his/her obligation to notify the Council Chair immediately of this decision.

- 4. Change in Alternate Information.** Any change in alternate information (office phone, home phone, employment status, e.g.) should be reported immediately to the Chair.

**E. Annual Reports.** A report of the business of the Staff Council shall be prepared, delivered to the Office of the Chancellor and made public annually by the end of the fiscal year.

## **Article VI. Officers.**

**Section 1. General.** There shall be a Chair, Vice Chair, Secretary, Treasurer and Parliamentarian who compose the Executive Committee elected by a quorum of the Staff Council by a majority vote.

1. **Executive Board.** The Chair will appoint committee chairs and committee members. The Chair may also establish ad-hoc or standing committees. The Chair shall serve as an ex-officio member of the Council for one-year after leaving the post.
2. **Vice Chair.** The Vice Chair shall chair the Council in the Chair's absence. The Vice Chair shall assume the Chair if the Chair is unable to fulfill his/her term.
3. **ERC (Employee Recognition Committee) Chair.** The ERC Chair shall coordinate Staff morale boosting programs, including, but not limited to, the Employee of the Quarter/Year, Employee Bash, Cookout and Holiday Gathering.
4. **Secretary.** The Secretary is responsible for the accuracy of the minutes for all Council meetings. The Secretary shall be responsible for assembling and disseminating agendas, rosters, minutes, meeting notifications of other information to the Council or to the Staff as a whole. The Secretary shall maintain a roster of Council members and alternates, with the alternate list maintained for each district in order of vote count.
5. **Treasurer.** The Treasurer shall be responsible for budgeting and planning the finances of the Staff Council. The Treasurer shall also be a liaison with the University Cashier and Controller for the purpose of handling receipt books, making deposits and other financial transactions. The Treasurer shall provide regular financial reports at Staff Council meetings.
6. **Parliamentarian.** The Parliamentarian is responsible for advising Council members on "Robert's Rules of Order" and the Staff Council Constitution. The Parliamentarian shall also ensure that meetings are carried out in an orderly manner. This individual shall coordinate efforts to amend the Constitution when necessary.

## **Section 2. Election of Officers**

**A. Election.** Election of Council officers, who constitute the Executive Board, shall be held at a regular monthly meeting following a general election and conducted by the outgoing Chair. In the event the Chair is nominated for re-election, the responsibility shall pass to the outgoing Vice Chair, then to the Secretary. In the event that both of these officers also are nominated for re-election or are no longer serving on the Council, elections shall be conducted by a delegate of the Council.

**B. Eligibility.** Officers must be elected delegates at the time of their election and during their term in office.

**C. Term of Office.** Each officer will serve a one-year term and assume his/her duties beginning July 1. An officer may be re-elected during his/her two-year delegate term.

**D. Leadership Continuity.** In order to ensure continuity of leadership, the Vice Chair shall assume the position of Chair if the Chair is unable to complete his/her term. A vote for a new Vice Chair will take place at the earliest possible regular meeting of the Council.

**E. Vacancies.** In the event of vacancies in other positions in the Executive Board, the Chair shall appoint replacements from the Council membership.

**Section 3. Succession.** In the event that the Chair cannot fulfill the duties of office, the Vice Chair shall succeed him/her. The succeeding Chair then shall immediately schedule a vote for a new Vice Chair. For vacancies in other Executive Board positions, the Chair shall nominate, and the Council shall vote with a simple majority needed for approval.

## **Article VII. Administrative Committees**

**Section 1. General.** Delegates are required to serve actively on at least one Council committee. Only Council delegates may serve as chair or co-chair of these committees. There shall be three permanent committees: Executive Board, Election Committee and Employee Recognition Committee. Standing or ad-hoc committees and their chairs will be appointed by the Council Chair, and their function and the need for them will be reviewed annually by the Executive Committee.

### **1. Permanent Committees**

**A. Executive Board.** An Executive Board, which will be comprised of the Council Chair, Vice Chair, Secretary, Parliamentarian and Treasurer, will set the agenda for monthly Council meetings and

handle business between meetings of the Council. Emergency decisions made for the Council by the Executive Board are subject to approval of the full Council at the next regularly scheduled Council meeting. The Executive Board is also responsible for meeting with the Chancellor, at least annually, to discuss issues of the Council.

**B. Employee Recognition Committee.** The Employee Recognition Committee will be comprised of Council, Alternates and other Staff members as appointed by the Chair. This committee is responsible for programs designed to boost the morale of Staff, including the Employee of the Quarter, Employee of the Year, Employee Bash and other events.

**C. Election Committee.** The Election Committee shall be appointed by the Chair for a one-year term. The Election Committee will be approved by the Council at the first meeting of the newly-elected Council. The committee is responsible for conducting Council elections and securing ballots before tallying and archiving ballots for one year following elections.

**2. Standing Committees.** The existence, function and membership of Standing Committees will be reviewed (and appointed) annually by the Executive Board.

**A. Constitution Committee.** This committee writes and submits to the Council any revisions to the Constitution or other by-laws, which have been suggested by the Council. The committee reviews the Constitution for possible amendment and submits changes to the Council for its consideration. In its first year of operation, the Constitution Committee shall be responsible for holding a public meeting of Staff to obtain employee ratification of the finalized Constitution. Prior to ratification, the Council shall operate under this provisional Constitution.

**B. Publications and Information Committee.** This committee is responsible for disseminating information about Staff Council elections, events and other promotions.

**C. Personnel Committee.** This committee is responsible for becoming acquainted with State Personnel Act, University personnel policies and other issues of importance to the Staff. The committee shall act as liaison with the Office of Human Resources (HR), and members of this committee shall sit on HR Committees, such as the Grievance Committee and others.

- D. Community Service Committee.** This committee shall seek out and coordinate community service and volunteering opportunities to involve as many Staff as possible.
- E. Scholarship Committee.** This committee shall coordinate awarding of the Staff Council Endowed Book Scholarship or other scholarships as they are established and in accordance with policies and procedures of the scholarships as approved by the Council.
- F. Staff Development and Training Committee.** The Staff Development Committee shall advise the University and publicize opportunities and needs for programs on career and professional development, orientation/mentoring, diversity in the workplace and basic skills development. This committee shall work closely with the Office of Human Resources in enhancing and developing Staff development programs.
- G. Fund Raising Committee.** This Committee shall coordinate all fundraising activities of the Council, including, but not limited to, raffles, door prizes for Council events and employee recognition prizes.

## **Article VIII. Representation on UNC Staff Assembly**

**Section 1. Appointments.** The Chair may appoint representatives to the UNC Staff Assembly in a number and procedure spelled out in the Staff Assembly Constitution. These representatives shall represent the Staff Council and make periodic reports.

## **Article IX. Amending the Constitution**

**Section 1. General.** The Constitution may be amended by a two-thirds vote during two consecutive regular meetings of the Council where a quorum is present. The proposed amendment(s) shall be made public, including posting on the Web site and through other media, and a public comment period shall be allowed during both meetings when the amendment(s) is considered.

**Section 2. Record keeping.** A record of amendments and dates of amendments shall be kept as part of the Constitutional record in perpetuity.

**Section 3. Chancellor approval.** A copy of approved amendments will be submitted to the Chancellor for approval before becoming effective.

## **Election Ordinances**

**Section 1. Election Committee.** Each year the Chair shall appoint an Election Committee from the membership not seeking re-election in that year. The Election Committee is charged with developing a slate of candidates and conducting the annual election. There shall be no limit to the number of candidates for Council positions.

**A. Election.** The Election Committee shall present a list of nominees to the University community as close to 10 days as possible before the election. The election shall be closed to additional candidates at that time, unless the Chair and a simple majority of Council member rule otherwise.

**B. Ballots.** Ballots cast in the annual general election must be kept in a secure location and counted as soon as possible. They shall be preserved in the Staff Council archives for one year and then discarded. The Election Committee appoints poll workers. The Chancellor or the Staff Council Chair may, at their discretion, appoint election observers, whose responsibility it will be to monitor election procedures. Each Staff member will be allowed to vote for each open position.

**Section 2. Special Elections.** In the event that the general election does not fill all of vacant Staff Council seats, or resignation or termination of elected delegates and alternates creates a vacancy or vacancies, a special election may be held, if the majority of Council members votes, in a regular or specially-called meeting with a quorum present, to hold a special election to fill the vacant delegate(s) and alternate(s) positions. The Election Committee, in consultation with the Council, is charged with initiating and conducting the special election in accordance with instructions for general elections.