

THE UNIVERSITY OF SOUTHERN MISSISSIPPI  
STAFF COUNCIL  
BYLAWS

DIVISION I COMPOSITION AND ELECTION OF COUNCIL MEMBERSHIP

ARTICLE 1 REAPPORTIONMENT

Section 1 The Election Committee shall request from the Department of Human Resources lists by apportionment categories of permanent full-time Staff of the University who have been employed for at least

[REDACTED]

one year. Faculty members shall not be included in the Division apportionment categories. The request shall be made in February of each year.

Section 2 The number of elected representatives apportioned to each category shall be based on an approximate ratio of one representative for each forty-four (44) full-time Staff positions in that category.

[REDACTED]

Section 3 The Election Committee shall annually review the number of employees within each apportionment category to verify correct representation.

Section 4 Members who changed Division categories shall complete their terms as a representative of the category from which they were originally elected.

ARTICLE 2 ELECTION OF COUNCIL MEMBERSHIP

[REDACTED]

employees by apportionment categories according to the responses from the Interest Inquiry Survey. Ballots, in accordance with the appropriate apportionment category, shall be sent the first week of April to each staff member for selection of new Council members. A link will be included that will allow staff members to cast their vote online.

Section 4. Ballots shall be submitted to the Chair of the Election Committee

*within ten working days from date of distribution. Response receiving*

[REDACTED]

Section 1

[REDACTED]

Division I, Article 5, Section 1 of the Bylaws shall be notified in writing by the Staff Council President that the member's seat will be declared vacant after the third absence. After the member's third absence, the Staff Council President will notify the Council member the seat has been declared vacant and the procedures in Division I, Article 3, Section 1 of the Bylaws shall be followed.

Section 2 Within a one-year period beginning with the organizational meeting in July, a Council member who fails to attend four regularly scheduled meetings with or without supplying a written proxy shall be notified in writing by the Staff Council President that the member's seat will be declared vacant in the event of the fifth absence. After the member's fifth absence, the procedures in Division I, Article 3, Section 1 of the Bylaws shall be followed.

Section 3 The Staff Council President may recommend to the Council that the absence be excluded from the count as described in Division I, Article 4, Sections 1 and 2 of the Bylaws when the absence occurs as the result of an extreme circumstance and is beyond the control of the Council member's ability.

ARTICLE 5.

Section 1 Good Faith effort should be exercised in obtaining a proxy from the Staff Council pursuant to Division 1, Article 5, Section 1.

Staff Council President may - if in the best interest of the Staff Council and University - invite auxiliary members to serve on Ad Hoc Committees as deemed appropriate.

Section 4 The length of term for auxiliary members shall be left to the discretion of the appointing outsourced unit.

**DIVISION II. OFFICERS**

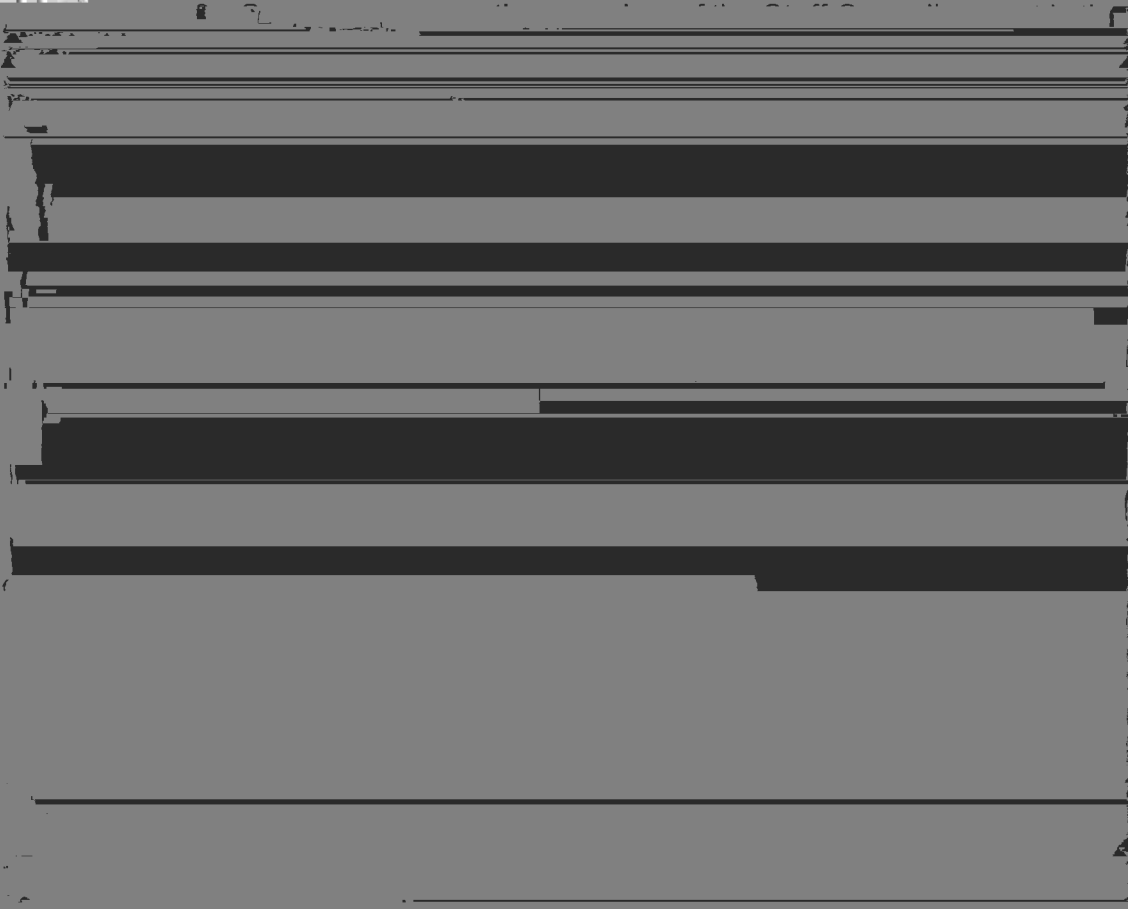
**ARTICLE 1 ELECTION OF OFFICERS**

Section 1 The Officers Nomination Committee shall receive the membership list for the new year from the Staff Council President. The Committee shall follow procedures as outlined in Division V, Article 2 of the Bylaws.

Section 2 The ballot shall be presented to the membership, including Executive Committee which is comprised of the Staff Council President, Staff Council President-Elect, Secretary and Secretary-Elect, at the June organizational meeting and shall include a space for writing in candidates for each office.

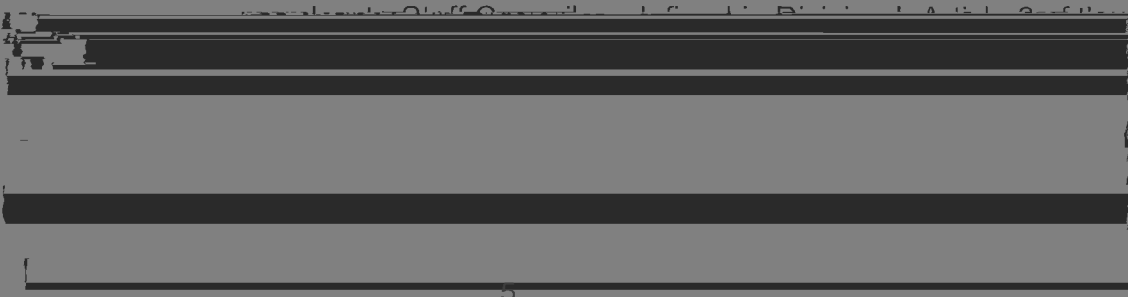
Section 3 The Election Committee shall collect and tabulate ballots and report results to the Staff Council President who will then announce the

4. Serve as an ex-officio (non-voting) member of all committees of the Council;
5. Appoint a Parliamentarian;
6. Appoint a Council member to serve in the absence of the Secretary and Secretary-Elect;
7. Compile and submit an annual report to the Vice President for Finance and Administration (VPFA);



case of a tie at which time he/she may vote;

9. Contact non-University (i.e., outsourced) companies operating on the USM campus and invite them to appoint an Auxiliary



2. Present the minutes of previous meetings, as requested, and record any changes as approved by the Council;

3. Take roll call of members and proxies, and record members

[REDACTED]

present and absent at all meetings of the Council;

4. Inform the Council when a quorum is present;

5. Receive and maintain all official documents of the Council;

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2. Interpret *Robert's Rules of Order* as requested by the Staff Council President; and
3. Serve as an ex-officio member of the Constitution & Bylaws Committee.

Section 6 The Immediate Past Staff Council President shall

1. Serve in an advisory capacity to the Staff Council President and

2. Serve as the Council representative to the Executive Cabinet;

### DIVISION III STANDING COMMITTEES

Section 1 The Executive Committee shall consist of the elected officers of the Council.

1. Review and approve the annual budget;
2. Review the Council website at least annually;
3. Review Council agenda items as submitted by Council members;
4. Formulate the agenda for meetings;
5. Set the calendar of activities for the year;
6. Guide the work of the Council;
7. Determine and implement appropriate responses/actions on other situations as needed or as directed by the Council;
8. Compile materials in electronic format which document committee activity for the current year to be archived by the Secretary for historical reference;
9. Meet monthly with VPFA and Associate Vice President for Human Resources; and
10. Perform other duties as required

ARTICLE 2 SALARIES AND BENEFITS COMMITTEE

Section 1 Members of the Salaries and Benefits Committee shall be appointed by the Staff Council President.

Section 2. The Committee shall

1. Study and review, as needed, the salary and benefits package of the University as related to Staff and make recommendations

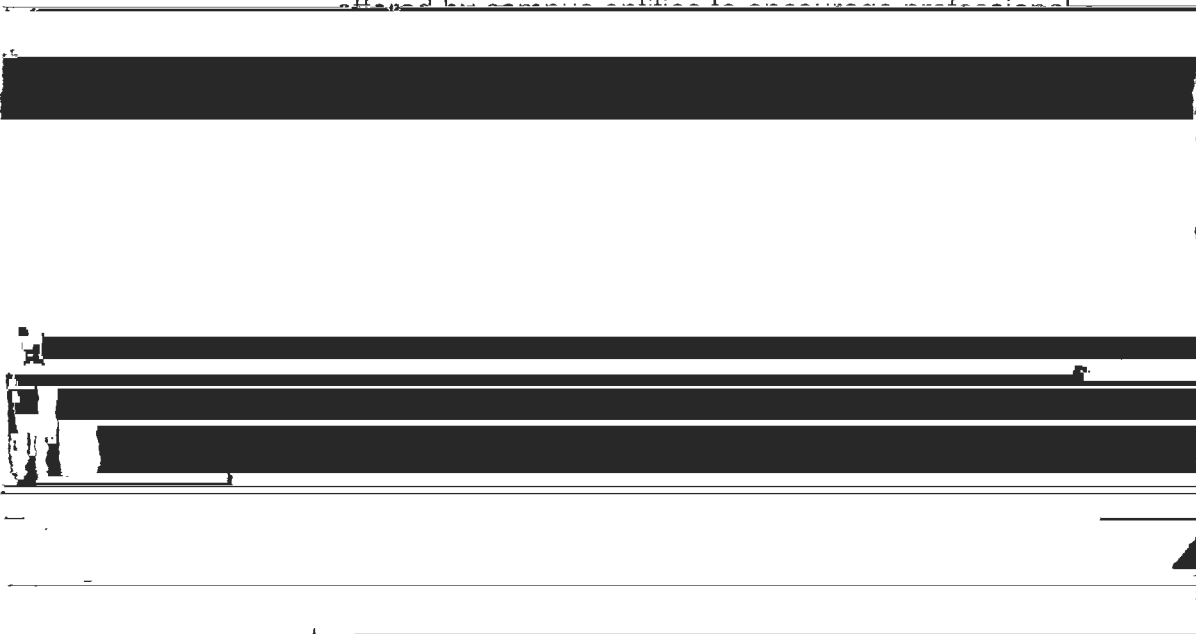


ARTICLE 3. UNIVERSITY RELATIONS AND CULTURAL DIVERSITY COMMITTEE

Section 1 Members of the University Relations and Cultural Diversity Committee shall be appointed by the Staff Council President

Section 2. The Committee shall

1. Strive to increase the morale of the University Staff;
2. Study and make recommendations on agenda items as assigned by the Executive Committee;
3. Promote networking events and Staff development workshops

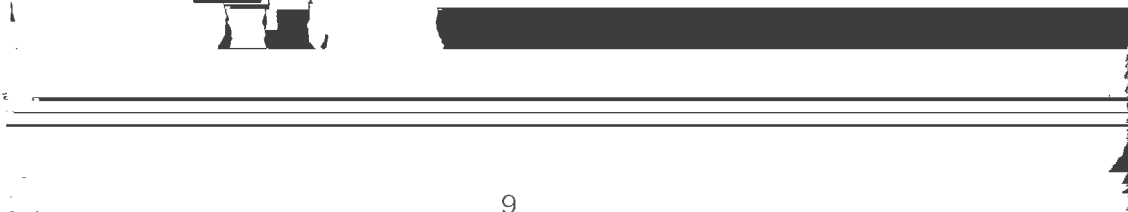


development of Staff.

Section 1 4. Investigate avenues to enhance communication and relationships with all areas of the University and its activities;

Section 2. The Committee shall  
5. Review nominations and select recipients of the Staff Council Service Award. The deadline for nomination of this award shall be April 1st, with the award being presented at the June meeting. One award shall be presented from the University.

2. Study and make recommendations on agenda items as



3. Receive written recommendations from the Staff for revisions to the Constitution, Bylaws, and Standing Rules;
4. Draft recommended amendments, bylaws, and standing rules;
5. Present recommendations to the Council for approval as prescribed in Division VII of the Constitution
6. Compile materials in electronic format, which document committee activity for the current year, to be archived by the Secretary for historical reference; and
7. Perform other duties as required

ARTICLE 5: LEGISLATIVE COMMITTEE

Section 1 Members of the Legislative Committee shall be appointed by the Staff Council President.

Section 2 The Committee shall:

1. Serve as liaison with the University's registered Lobbyist;
2. Study and review legislative items;
3. Coordinate annual meetings with Legislators;
4. Keep Council informed on Legislative matters;

5. Investigate, evaluate, and report on communications and

Section 2. The Committee shall

relationships with Legislators;

1. Be responsible for the Staff Council web page;

2. Represent Council issues on the University

Technology/Security Committees;

3. Study and make recommendations on action items as assigned by the Executive Committee;

4. Compile materials in electronic format, which document

committee activity for the current year to be retained by the

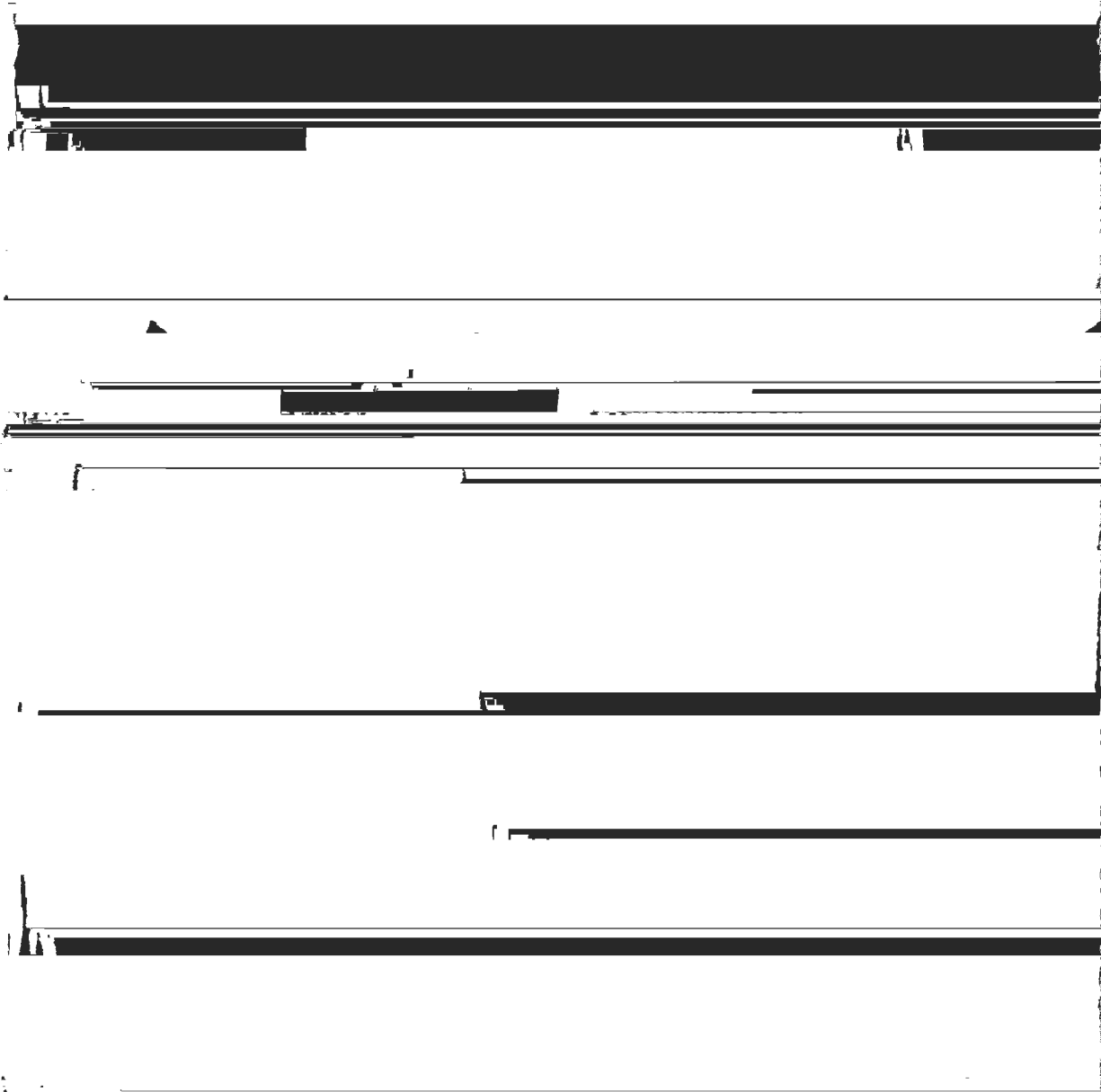
5. Notify the selected recipients of the Committee's decision and ensure Staff Council President makes the award for

Secretary for historical reference; and

5. Perform other duties as required

6. Compile materials in electronic format, which document committee activity for the current year, to be archived by the

Registrar for historical reference and



3. Distribute the Staff Council Survey;

University staff.

8. Provide funding support for staff to travel in order to participate in professional development activities.
9. Review and revise the travel stipend application as needed and determine the number of stipends to be awarded based



1. Determine and at least once a year, compile,

**DIVISION IV.**

1. Explore options to raise funds for Staff scholarships;
2. Coordinate campaigns to raise funds for Staff scholarships;
3. Compile materials in electronic format, which document committee activity for the current year, to be archived by the Secretary for historical reference; and

**DIVISION V**

4. Perform other duties as required
- OTHER COMMITTEES**

**AD HOC COMMITTEES**

**ARTICLE 1**

Ad Hoc Committee(s) shall be formed on an as-needed basis by vote of the Council.

**Section 1**

Members of the Ad Hoc Committee(s) shall be appointed by the Staff Council President.

1. Conduct all elections in accordance with the Staff Council Bylaws and Constitution; and
2. Consist of representatives from the Hattiesburg and at least one other campus, when possible.

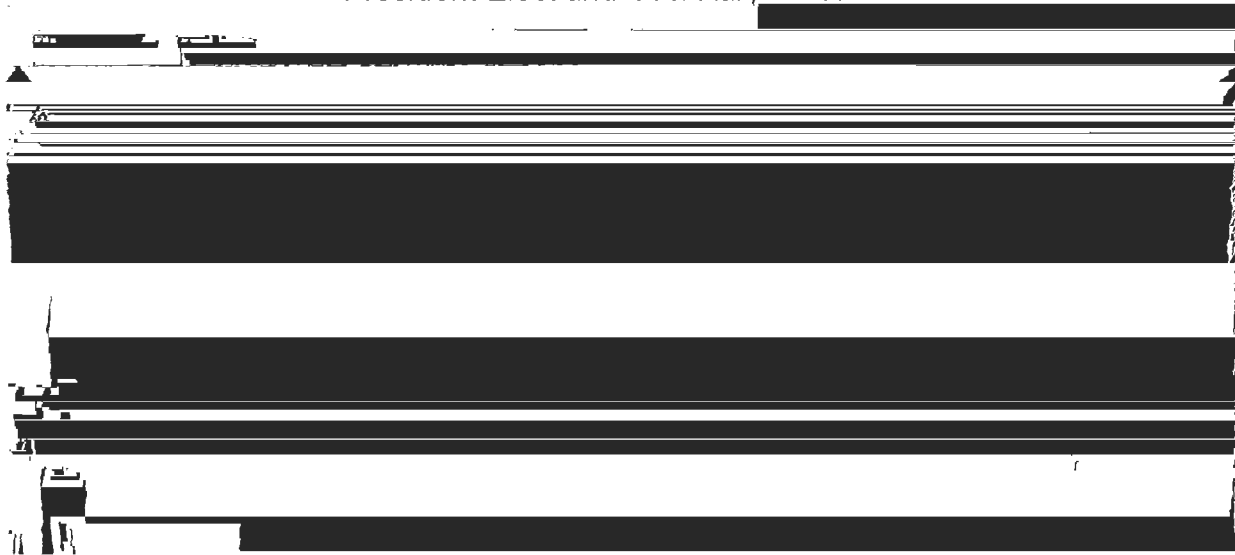
ARTICLE 2 OFFICERS NOMINATION COMMITTEE

Section 1 The Officers Nomination Committee shall consist of three members elected by the Council from the floor at the March meeting. The Staff Council President shall appoint the Chair of the Officers

Nomination Committee from those elected

Section 2. The Committee shall

1. Provide a list of candidates for the offices of Staff Council President-Elect and Secretary-Elect.

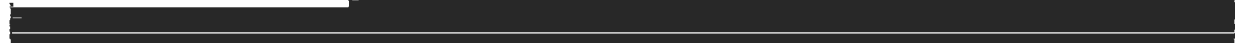


The Officers Nomination Committee regarding Special Elections shall:

1. Provide a list of candidates for the office(s) to be filled by the special election.

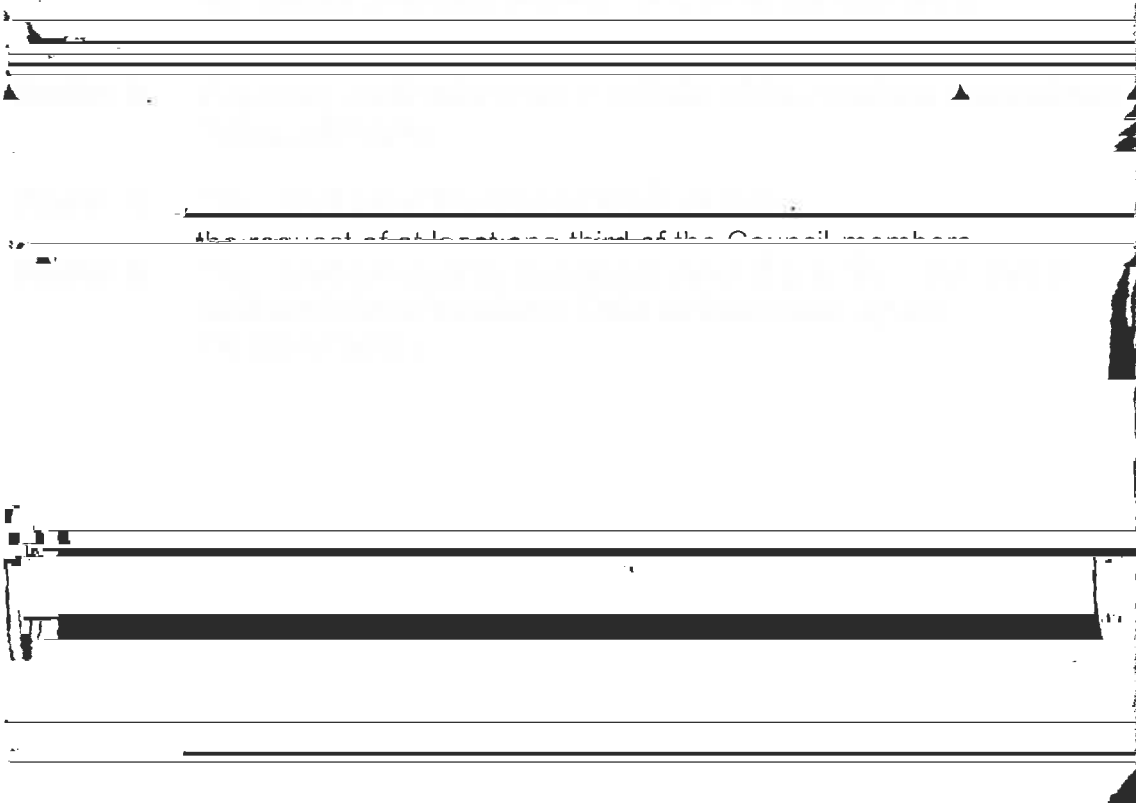
2. Determine if a special election is necessary.

Staff Council Bylaws and Constitution



Section 1. The Council shall meet on the first working Thursday of each month at 9:30 AM at the place designated by the Staff Council President. When it is necessary to change the meeting date or time, it shall be brought before the Council for voting. Once a Council meeting is called to order, any Council member more than 20 minutes late will be considered absent for that meeting.

Section 2. Special meetings may be called by the Staff Council President or at



Section 3 A quorum shall exist when a majority of the members present have voting privileges.

Section 4. The meetings of the Council shall be open

Section 5. The meetings shall be conducted according to the most recent edition of *Robert's Rules of Order* as interpreted by the Parliamentarian.

Submitted:  Date: 7.11.2021  
Mary Alexander, Staff Council President, 2021-2022  
Staff Council

Submitted: Allyson Easton, Vice President for Finance and Administration  
The University of Southern Mississippi  
Date: 7-9-2021