Staff Council
Mission Statement, Constitution, and Bylaws

Contents
Mission Statement ............................................................................................................. 3
Constitution ...................................................................................................................... 4
   Article I. Name of Organization ..................................................................................... 4
   Article II. Purpose ......................................................................................................... 4
   Article III. Authority and Funding .................................................................................. 4
   Article IV. Membership .................................................................................................. 5
   Article V. Executive Board ............................................................................................. 5
   Article VI. Divisional Representatives ........................................................................... 6
   Article VII. Meetings ...................................................................................................... 7
   Article VIII. Rules of Procedure .................................................................................... 7
   Article IX. Ratification/Amendments of Constitution .................................................... 7
Bylaws ................................................................................................................................ 9
   Article I. Purpose .......................................................................................................... 9
   Article II. Name and Membership .................................................................................. 9
   Article III. Executive Board ........................................................................................... 9
   Article IV. Elections ...................................................................................................... 10
   Article V. General Duties ............................................................................................... 10
   Article VI. Committees .................................................................................................. 11
   Article VII. Budget and Funding ................................................................................... 12
   Article VIII. Ratifications/Amendments of Bylaws ....................................................... 12
Mission Statement
Presented to Executive Council: August 5, 2014; Adopted: August 19, 2014

The mission of Staff Council is to serve as an advisory committee and a collective voice to convey ideas, information, and recommendations to the Executive Council regarding the interest and concerns of the staff. Our goal is to continually improve operations and build a sense of community and environment of respect and fairness by facilitating effective communication among Staff, Administration, Faculty, and Students.
Constitution
Presented to Executive Council: August 5, 2014; Adopted: August 19, 2014
Revised: March 25, 2016; Revised July 19, 2017.

Article I. Name of Organization
The name of the organization that will represent Blinn College Staff employees of each Campus shall be called Blinn College Staff Council. Hereafter, it shall be referred to as Staff Council.

Article II. Purpose
The purpose of Staff Council shall be to:

Section 1. Staff Council shall serve as an advisory committee to the Executive Council on matters which are deemed an interest and concern to the Staff and College.

Section 2. Staff Council shall seek to promote communication, suggestions, and proposals between Blinn College staff members and Executive Council.

Section 3. Staff Council shall consider, propose, and support programs and projects designed to benefit the staff and college within keeping the Mission and Strategic Plan of Blinn College.

Section 4. Staff Council shall not duplicate the role of other established committees on campus.

Section 5. Staff Council will not serve as representative for employees in any specific employee/employer dispute within Blinn College.

Article III. Authority and Funding
Section 1. Staff Council will receive its authority from the staff at each Blinn College Campus.

Section 2. Executive Council may establish and fund an operating budget sufficient to meet reasonable operating expenses of the Staff Council.
Article IV. Membership

Staff Council is an equal opportunity organization and provides access to membership regardless of race, color, religion, sex, national origin, age, sexual orientation, marital status, veteran status, or disability. Terms of membership eligibility are:

Section 1. Staff Council shall be extended to all full-time budgeted employees, classified and non-classified non-faculty employees.

Section 2. Staff Council members must have completed one (1) year in a staff position prior to accepting a nomination to serve.

Section 3. Staff Council members are elected by the body of staff members of Blinn College.

Section 4. Staff Council members shall hold a position below the level of Executive Council.

Section 5. Staff Council members are not represented by Executive Council, the Deans Council, and Faculty Senate.

Section 6. Voting members of the Staff Council shall consist of the Staff Council Executive Board and Staff Council Representatives.

Section 7. No Division should be represented by more than one third (1/3) of Staff Council. If a change of Blinn College’s published Organizational Chart occurs and affects Divisional representation, a Staff Council member may fulfill their current term. During the next election, the ballot will conform to this Section.

Article V. Executive Board

The Executive Board shall consist of the following officers: President, Vice President, Secretary, and Treasurer. All terms of office (excluding Past President which is on an advisory basis) shall be two (2) academic years, September-August. In order to hold a position on the Executive Board, one must have approval from his/her direct supervisor and have attended more than half (1/2) of the Staff Council meetings in the prior year or approval of two thirds (2/3) majority vote of the members of the committee.

Section 1. The officers of Staff Council will be President, Vice President, Secretary, Treasurer, and Past President.

Section 2. The President shall: (a) be present at all meetings of Staff Council; (b) conduct Staff Council meetings; (c) ensure that projects undertaken by Staff Council are developed, organized, and implemented in an orderly and timely manner; (d) involve
the Vice President in all decisions; (e) fulfill other responsibilities and duties as required; and (f) vote in case of a tie.

Section 3. The Vice President shall: (a) conduct Staff Council meetings in the absence of the President; (b) be authorized to sign all documents for Staff Council in the absence of the President; (c) assume other duties as directed by Staff Council; (d) become interim President during extended, but not permanent, absence (i.e. vacation, illness, professional development, etc.) of the President; and (e) assist the President with duties as needed.

Section 4. The Secretary shall: (a) give notice of all meetings; (b) keep attendance and report absences to the President prior to the monthly meeting; (c) prepare and maintain a file of official minutes for all meetings of Staff Council. The minutes shall be summarized after each meeting for electronic publication; (d) post the minutes of the previous meeting on Staff Council website; (e) help with all correspondence as directed by Staff Council within the timeframe specified; (f) keep and archive the history of the formation of all members and actions of Staff Council; and (g) conduct Staff Council meetings during the absence of the President and Vice President.

Section 5. The Treasurer shall: (a) be responsible for all financial aspects of the Staff Council functions, including making any deposits to Staff Council accounts, processing purchase requisitions, and purchase vouchers according to Blinn College policy and regulations; (b) maintain an accurate account of all receipts and expenditures; (c) verify accounting summary/detail reports from Blinn College Administrative Accounting records for Staff Council accounts; (d) reconcile such account records at least monthly; (e) report on these activities at each Staff Council meeting; (f) submit an annual written report to the Executive Board; and (g) conduct Staff Council meetings during the absence of the President, Vice President, and Secretary.

Section 6. The Past President shall provide additional support to the accomplishment of Executive Board responsibilities. There is no required “term” for this position.

Section 7. The Officers shall be elected by a majority at the annual elections held during the month of April each academic year. Vacancies of offices shall be posted on the website and appointed by Staff Council, in which the appointed individual shall serve the remaining term of the vacated position.

Article VI. Divisional Representatives

Section 1. Divisions will be based on Blinn College’s published Organizational Chart.

Section 2. Divisional Representatives shall be elected by a majority at the annual elections held during the month of April each academic year.
Section 3. Terms are two (2) academic years. Vacancies of offices shall be posted on the website within thirty (30) days of notification. The selected individual would resume office immediately and shall serve the remaining term of the vacated position.

Section 4. A Human Resources Representative may be assigned, on an as needed basis. The position is assigned but, the individuals participating will vary based on availability. This position is not eligible to vote.

Article VII. Meetings

Section 1. The regular meetings of the voting membership shall be held every fourth (4th) Tuesday of the month.

Section 2. Special meetings of the organization may be called by the President or upon the request of two-thirds (2/3) members of the organization.

Section 3. A quorum for the conduct of official business shall be defined as two-thirds (2/3) of the voting membership.

Section 4. Any member who is absent for three (3) regular meetings during the academic year may be removed. A new representative can be elected within thirty (30) days of the vacancy and will take office immediately.

Section 5. With viable cause, a vote to terminate a current representative and elect a new representative may be initiated by a written petition signed by at least one-half (1/2) of the eligible staff in a represented division. In the case of an “at-large” representative, the division in which they belong will apply.

Article VIII. Rules of Procedure


Section 2. In order to maintain active status, the organization agrees to abide by the Constitution and Blinn College organization policies.

Article IX. Ratification/Amendments of Constitution

Section 1. The Council shall be the sole judge of its own rules and Constitution. Ratification or amendment of the Constitution by a two-thirds (2/3) vote of the current Staff Council membership.
Section 2. Following the determination of Executive Council, some portion(s) of the Staff Council Constitution that may be at variance with Texas state law and policies of Blinn College will be recommended for amending.
Bylaws
Presented to Executive Council: August 5, 2014; Adopted: August 19, 2014
Revised: March 25, 2016

Article I. Purpose

Section 1: To foster a spirit of unity, cooperation, and loyalty among all staff employees.

Section 2: To initiate and provide means for the exchange of information among staff employees relative to issues of mutual concern.

Section 3: To consider methods and means by which overall working conditions may be improved and operating efficiency increased.

Section 4: To periodically review personnel policies and procedures and recommend appropriate revisions to the Human Resources department.

Section 5: To aid in the strategic planning goal of establishing an environment conducive to the recruitment, retention, development, and recognition of outstanding staff members.

Article II. Name and Membership

Section 1: The Staff Council is established to represent staff employees at all Blinn College Campuses.

Section 2: Membership of the Staff Council shall consist of the Staff Council Executive Board and Staff Council Representatives.

Section 3: It is recommended, but not required, that Staff Council Representatives include one (1) or more representatives from each college division. All Staff Council members must be classified and non-classified staff of the College who have been employed one (1) year in a staff position.

Section 4: Staff employees must be in good standing with the College to serve on the Executive Board, Committee Chairs, and Staff Council Representatives.

Article III. Executive Board

Section 1: Membership of the Staff Council Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and Past President. These individuals must be classified or non-classified staff of the College who have been employed one (1) year in a staff position.
Section 2: Elected members of the Executive Board must be classified below the level of Executive Council; employed during the twelve (12) month period immediately preceding the election as a Staff Council Executive Board member.

Article IV. Elections

Section 1: The Staff Council Secretary shall prepare a ballot for the election of Staff Council members. The ballot will be reviewed and approved by the Executive Board prior to elections.

Section 2: Departmental nominations for new members will begin March of the academic year and will be voted upon April of the academic year, with new officers beginning their official role effective September 1st. There will be a summer workshop prior to September 1st in which all new Staff Council members are expected to participate.

Section 3: Elections to replace a member outside of the normal election period will normally occur within thirty (30) days of notification of the vacancy. The replacement member will assume Staff Council responsibilities immediately upon election.

Section 4. Nominations for Officers of Staff Council will be an application process prepared by the Staff Council Secretary and approved by a majority vote of two-thirds (2/3) of the voting membership.

Article V. General Duties

Section 1: Staff Council members are expected to:

A. Attend all regularly scheduled Staff Council meetings. Failure to attend scheduled meetings may result in removal from office (see Article VI Meetings, Section 4).

B. Bring staff issues and concerns to the Staff Council for discussion and action.

C. Communicate information on Staff Council activities to their constituents.

D. Accept committee responsibilities as assigned by the President and the Executive Board.

E. Assist in developing the Council's general budget.

F. Provide vision and direction for the Council.

G. Carry out voting responsibilities.

H. Annually evaluate, revise, and maintain as needed, the Council's goals.

Section 2: Staff Council Meetings:
A. The Executive Board will establish a regular time and meeting dates for Staff Council meetings. Regularly scheduled monthly meetings of the Staff Council shall be open to all Blinn College employees. Certain issues may be discussed by the Staff Council in closed session or Special meetings called at the discretion of the Executive Board.

B. The President of Staff Council may call and/or cancel a meeting at any time he/she deems advisable, provided that at least one (1) business days’ notice is given.

Article VI. Committees

Section 1: Standing and Special Committees:
A. The Council shall create such Standing and Special committees as it deems necessary to address any topic pertinent to the work of the committee.

Section 2: Staff Council Committees:
A. Have the responsibility of originating proposals on behalf of their represented division.
B. Hold open meetings to explore campus opinion, in considering proposals referred to them by the Staff Council or members of the College.

Section 3: Membership on Council Committees:
A. Excludes members of Executive Council, full-time faculty, and adjunct faculty members.
B. Staff Council can be any full-time staff members. All full-time staff may serve on a committee, regardless of Staff Council membership.
C. Staff Council members shall be eligible to serve as chair on committees.

Section 4: Meetings:
A. Committee meetings shall be open to the public unless otherwise ordered by the Executive Board.
B. The time and place of any open meeting of a committee shall be adequately published on the website at least three (3) business days before the meeting is to occur.

Section 5: Reports:
A. All reports of committees shall be presented to Staff Council in writing and may also be presented orally if desired by the committee or requested by the Council.
B. All standing committees shall present an annual report to the Council as well as such other reports as the committee shall desire to present or
shall be requested to present by the Council. Staff Council in closed session or Special meetings called at the discretion of the Executive Board.

C. The President of Staff Council may call and/or cancel a meeting at any time he/she deems advisable, provided that at least one (1) business days’ notice is given.

Article VII. Budget and Funding

Section 1: Funding:
A. Funds may be approved by the Executive Council for the purpose of operating Staff Council.
B. The Staff Council has the responsibility and authority to determine how the funds will be utilized to best support the mission of Staff Council.
C. Additional sources of funds, such as fund raisers and donations, may be made available to Staff Council.
D. The funds raised will be designated by Staff Council for use as specified by the source of the funds (i.e. funds raised through a Staff Council sponsored activity advertised for scholarships, will only be used for scholarships).

Section 2: Approval of Expenditures:
A. Staff Council shall have the authority to approve expenditures of funds available. At the discretion of Staff Council, expenditures may be brought to the voting body for approval by a two-thirds (2/3) majority vote of members.

Article VIII. Ratifications/Amendments of Bylaws

The Staff Council shall be the judge of its own rules and Bylaws. Ratification or amendment of the Bylaws shall be accomplished upon the approving vote of two-thirds (2/3) majority of the members of the Staff Council.