

**JACKSONVILLE STATE UNIVERSITY  
STAFF COUNCIL CONSTITUTION**

**PREAMBLE**

We, the staff of Jacksonville State University, to acknowledge the importance of shared governance; to recognize the value of staff professionalism, experiences, and expertise; to promote staff contributions to the policies and decision making of the Institution; to better fulfill the University's mission; to advance student success; and to nurture the morale and welfare of the staff; do hereby acknowledge the need and desire to establish a governing body. As a result of this, we do hereby request that the University President and the University Board of Trustees do ordain and establish this Constitution for the Staff Council of Jacksonville State University.

**ARTICLE I: Organization**

**Section 1. Name**

This government shall be known as the Jacksonville State University Staff Council.

**Section 2. Operation**

The Staff Council shall be unicameral, and all governing powers herein stated shall be granted unto this body. This body shall consider all relevant matters brought before it, duly deliberate and study said matters, and provide recommendations to the Senior Vice President for Finance and Administration, about these matters.

**Section 3. Purpose**

The purpose of this Organization and its Council Members shall be to:

- A. Support the vision, mission, and values of the University.
- B. Embrace a positive and supportive environment for all members of the campus community.
- C. Promote a better understanding, cooperation, and communication among all constituent groups.
- D. Facilitate collaboration, mentoring, professional development, and knowledge sharing among the staff.
- E. Exercise communication among staff and between staff, faculty, and administrators.
- F. Serve as a clearinghouse for issues and concerns of the staff at large.
- G. Serve as an advisory body to the governing authorities of the University.

**Section 4. Meetings**

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The Staff Council shall assemble at least every two months from August to April of every year, and such meeting shall be on the second or third Thursday of each month. The Council may pass a resolution to, on occasion, appoint a different month and day.

**ARTICLE II: Representation**

**Section 1. Eligibility**

Council member eligibility shall be extended to regular staff members, employed in a full-time status, not on probation, and who are in good standing according to their division's cabinet member. Faculty, contract employees, and members of the President's Cabinet are not eligible. The Senate shall also include one ex officio member from the Faculty Senate and one ex officio member from the Student Government Association, neither of who shall vote.

**Section 2. Electorate**

The members of the first organizational Staff Council shall be chosen from nominees submitted by their respective divisions and appointed by the University President. All subsequent vacancies on the Staff Council shall be filled in accordance with the procedures set forth hereinbelow.

**Section 3. Elections**

- A. Voting: Voting for Council members shall be held annually, beginning in the Spring Semester of the subsequent academic year, after the establishment of this Constitution by the University Board of Trustees. The time, place, and manner of holding elections shall be prescribed in the duly adopted bylaws of the Staff Council.
- B. Nominations: Any eligible staff employee may nominate an eligible staff employee as a candidate to the Staff Council. The person who is nominated must consent to the nomination.
- C. Vacancies: When vacancies occur in the representation of any division, the university division head shall appoint an eligible staff member within 30 days to fill such vacancy for the remainder of the term. The name of the appointee shall promptly be transmitted to the Staff Council President.

**Section 4. Ratio**

Beginning with the first election of the Council, the following representative ratios shall be enumerated from each university division:

- A. President's Office and Academic Affairs: 8 representatives
- B. Finance and Administration: 5 representatives
- C. Student Affairs and Enrolment Management: 3 representatives
- D. Athletics Department: 1 representative
- E. Information Technology: 1 representative

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F. Philanthropy: 1 representative

Additional at-large representation, among the university divisions, may be elected according to the duly adopted bylaws of the Staff Council, with the total number of Councilors not to exceed 30.

**Section 5. Terms**

Each representative elected to the Staff Council shall serve a one-year term and may serve up to three consecutive terms. A Councilor in his/her 2nd year of the term shall be eligible to serve as president elect, and if selected shall be eligible to serve as president in the 3rd year. The immediate past-president may serve a fourth year, as an ex-officio member.

**Section 6. Duties**

- A. Staff Councilors shall attend the meetings of the Staff Council. Attendance requirements shall be established by the shall be prescribed in the duly adopted bylaws of the Staff Council.
- B. Consistent with the purpose of this Organization, the Staff Council may hear all matters pertaining to and affecting the morale and welfare of the staff, students, and faculty at Jacksonville State University; provided, however, the Staff Council's function is not to address individual employee matters, but rather concerns and issues that affect the staff as a whole.
- C. Staff Councilors shall communicate to their constituents' information on Staff Council activities and shall communicate to the Staff Council the concerns and ideas of constituents.
- D. Staff Councilors shall work on Staff Council activities and/or committees and represent the Staff Council elsewhere in the University if appointed.
- E. Each Councilor shall have and exercise one vote on motions made in Staff Council meetings.
- F. The Staff Council may pass and present a resolution as to the opinion and consciousness of the staff regarding any matter.

**Section 7. Impeachment**

The Staff Council shall have the power of impeachment of its membership, as defined by the duly adopted bylaws of the Staff Council. The President of the University shall also have the power to remove a member.

**ARTICLE III: Officers**

**Section 1. General**

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The Officers shall consist of an elected President, a Vice-President/President-Elect, a Secretary, the Immediate Past-President, and may include appointed Committee Chairs.

**Section 2. Executive Board**

- A. Composition: The Staff Council President, Vice-President/President-Elect, and Secretary shall comprise the Council's Executive Board. The Immediate Past President may serve as the ex-officio advisor to the Executive Board.
- B. Selection: The Staff Council President of the first organizational Staff Council, shall be appointed by the University President. All subsequent vacancies of the Staff Council Officers shall be elected by the Staff Councilors annually, in accordance with the procedures set forth and prescribed in the duly adopted bylaws of the Staff Council.

**Section 2. Committees**

The Staff Council President may create committees, comprised of Staff Councilors, as are deemed necessary, to facilitate the Council's work. Chairs of each committee shall be appointed by the Staff Council President.

**ARTICLE IV: Guiding Documents**

**Section 1. Constitution**

The Staff Council Constitution shall serve as the governing document for the Body. The Staff Council, whenever two thirds of its members deem it necessary, may propose amendments to this constitution. Also, the Staff Council, on the application of two thirds of the eligible staff of Jacksonville State University, may call a convention for proposing amendments to this constitution. In either case, the proposed amendments shall be valid to all intents and purposes as part of this constitution when ratified by three fourths of the Staff Councilors and approved by the Board of Trustees. No amendment shall be made that will deprive the staff, without consent, of its equal suffrage in the Staff Council.

**Section 2. Bylaws**

- A. A simple majority of Staff Councilors present shall constitute a quorum to do business; but a smaller number may adjourn and may be authorized to compel the attendance of absent members, in such manner, and under such penalties as the Staff Council may provide.
- B. Robert's Rules of Order shall be the parliamentary authority used to settle procedural objections or points of order.
- C. In accordance with the Constitution of the Staff Council, a set of simple but effective bylaws shall be established that describe the acceptable rules of conduct and behavior for the Staff Council.

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**Section 3. Resolutions**

Every resolution that shall have passed the Staff Council shall be presented to the Senior Vice President for Finance and Administration for consideration and appropriate action. The Senior Vice President for Finance and Administration will acknowledge, in writing, the receipt of any Staff Council resolutions, no later than 5 business days after delivery, and will provide a written response to the resolution by the next regularly scheduled Staff Council meeting.

**Section 4. Records**

The Staff Council shall keep a journal of its proceedings, and annually shall publish the same through Jacksonville State University Digital Commons. The Yeas and Nays of the members of the Staff Council on any question shall, at the desire of one fifth of those present, be entered on the journal.