

University of Kentucky, Gatton College of Business and Economics
Staff Council Bylaws

Mission Statement

The Staff Council shall function as an advisory group to the Gatton College of Business and Economics administration and to the staff it represents by providing an operational framework for discussions and communication of issues, policies, and activities relating to the staff of the Gatton College of Business and Economics.

The Council shall promote interaction and communication among all levels of employees in the enhancement of goals, purposes, and functions of the Gatton community. The Council serves to benefit the staff through advocacy and the surrounding community through service.

Staff Council Functions

- To facilitate a healthy, civil College culture
- To identify and address common issues directly affecting staff.
- To communicate matters of academic and administrative policy to College staff and respond to their concerns.
- To actively solicit information and opinions from College staff on pending College matters and communicate such information to the Dean and Executive Associate Dean
- To receive and consider recommendations from the Dean and College community on matters of College concern by providing a staff perspective.
- To participate in the promotion of excellence in staff development and creative activities; and advise the Dean on long-range plans for professional and physical development of the College.
- To promote collegial referenda and set guidelines for selection of Council members and senate representatives.
- To coordinate service opportunities on campus and in surrounding communities.
- To facilitate news from the Staff Council through the College communication's office.
- To recommend staff representation on search committees charged with the responsibility to select a new dean of the College.
- To facilitate networking opportunities for staff of the College.

Officers

The four executive officers of staff Council are Chair, Vice Chair, Treasurer, and Secretary. Duties are as follows:

Chair:

1. Shall preside with voting rights at all Staff Council meetings
2. Enforce all regulations and policies of the Staff Council
3. Serve as the Staff Councils representative
4. Meet with the Dean and Executive Associate Dean as needed
5. Lead all projects approved by the Staff Council
6. Bring College issues to the Staff Council for discussion
7. Establish and maintain Mission and Vision Statement
8. Establish By-laws and review By-laws as needed
9. Serve as liaison to Diversity Committee

Vice Chair:

1. Assumes duties of the Chair in his or her absence
2. Assists with any task assigned by the Chair of the Staff Council
3. Assist with planning stages of projects approved by the Council
4. Lead all committees that may be established based on projects approved by the Council
5. Lead recruitment initiatives and efforts
6. Assist with maintaining and update of bylaws

Treasurer:

1. Keeps and maintains all financial transactions which involves income or expense
2. Works with the Business Office to pay all expenses that may occur by the Staff Council
3. Presents a fund report of balance and transactions monthly

Secretary

1. Notify Council members of meetings
2. Record and prepare minutes of the Council meetings, noting if quorum is present
3. Distribute meeting agenda, proposals and the minutes of each meeting to all Council members and other individuals as directed by the Chair
4. Take roll call of members and proxies, and record members present and absent at all meeting of the Council
5. Maintain mission statement and bylaws
6. Maintain calendar for all events, committee elections, committee appointments, etc.
7. Oversee election of officers

Committees

The Council may create and designate special committees at any time. The four existing committees are service, membership, events, and morale (described below). Each council member is to be on exactly one committee. Chair will assign committees while considering members' expressed preferences.

1. Service: exists to coordinate one Gatton-wide service event per semester, and identify ways Gatton staff can benefit the surrounding community
2. Membership: exists to recruit and retain a full staff council (at least one representative from each department)
3. Events: exists to plan and execute Gatton Staff Council events; delegates tasks to Staff Council members for event logistics
4. Morale: exists to envision and implement strategies to make Gatton a welcoming place to work, executes staff appreciation initiatives

Membership & Composition

It is the goal of Staff Council to consist of at least one staff member per department: Staff Support Associates for Academic Centers (to be treated as a group), Center for Business and Economic Research, Dean's Office, Executive Education Center, MBA Center, Graduate Center, Technology Center, Marketing and Communications, Office of Development, Von Allmen Center for Entrepreneurship, Graham Office of Career Management, Undergraduate Resource Center. Should these departments only have one staff member, the staff member is eligible to serve more than two terms. The only staff member excluded from membership is the Dean of the College. In its origins, no formal nomination or election process for

members exist. A formal election procedure will exist for officers (see details on next page). Members are to serve a two year term starting from their respective joining dates (to be documented by the Secretary). The maximum amount of terms for members is two; no member is permitted to serve more than four years on the Council.

Informal recruitment of members will persist until otherwise determined by staff council leadership officers.

Service on the Council is strictly voluntary. There shall be no stipend, added employment benefits or employment privileges issued to any member serving on the Council. An employee may serve as a Council member provided that he/she does not hold the rank of faculty and is a full time University of Kentucky employee (as defined by Human Resources).

The Executive Associate Dean or his/her designee shall be an ex officio member of the Council. Recommendations from the Staff Council will be submitted to the Executive Associate Dean for consideration through the Diversity Committee. If the Dean and Executive Associate Dean do not agree with a recommendation of the Staff Council, the Dean and/or Executive Associate Dean shall state the reasoning in writing.

Staff Council meetings are open to all staff. Meeting dates and locations are to be published in the Gatton Wire.

Quorum at meetings is 2/3rds. A majority vote wins.

Officer Elections

Elected officers can serve two terms in their positions, each consisting of two years. They may not serve more than two terms. Vice Chair and Secretary will be elected on odd years. Chair and Treasurer will be elected on even years. Officer nominations are to be internally collected through an email form completed by current Council members. Nominations will be announced during the September Staff Council meeting. A college staff-wide ballot will be distributed online for officer elections in October. Elected officers will be announced November 1.

Should current officers need to leave or step down from their position, an immediate internal nomination and election process will occur. If members miss more than two meetings a year without a valid excuse or do not fulfill their duties, the board may remove that member from the Council.