

# Staff Council

## Mission Statement

The Converse University Staff Council serves as an advocate for staff by seeking out and responding to their ideas and concerns, representing them to the administration, and keeping staff informed of campus initiatives. Staff Council works to create a cohesive community, have a positive impact on staff culture, and promote the betterment of all.

## Purpose

Under the authority of the President of Converse University, the Staff Council has the following responsibilities:

- A. To listen to, pursue and respond to the ideas and opinions of staff employees;
- B. To convey these ideas and opinions to the University administration;
- C. To inform staff employees of issues and policies affecting them

## Statement of Values

The Staff Council supports the following core values of Converse as it carries out its mission, as well as in all of its communication with the campus community. We aspire to be a community that values the following core values:

**Excellence** drives us to achieve the best in all that we pursue; to develop competence, confidence and courage to realize full potential in mind, body, and spirit.

**Integrity** calls us to cultivate and exercise honor, character and vision in daily decisions and actions; to act honestly and justly when confronted with ethical dilemmas and life's challenges.

**Exploration** compels us to think critically and creatively in the acquisition of knowledge and skills; to discover and enrich scholarship and research, disciplines, methods and vocations through hands-on learning and leadership and through discovery, discourse and debate.

**Diversity** inspires us to embrace the different perspectives, experiences, cultures, backgrounds, talents and contributions that comprise a global society; to enhance and expand inclusivity as we build a stronger multi-dimensional community.

**Respect** leads us to value self and others, recognizing the legitimacy of individuality in belief, expression and perspective; to exercise civility, mindfulness and responsibility in words and actions.

**Community** motivates us to develop a dynamic network of relationships through a balance of work and play that nurtures the abilities of each member in order to establish a better whole; to mentor, collaborate and communicate as engaged citizens who effect positive change.

**Progress** challenges us to think strategically toward the future by employing creativity, adaptability, ingenuity and innovation; to advance and transform the world around us.

# Staff Council Standing Bylaws

## **A. Establishment**

On December 3, 1996, the Converse University Staff Council was appointed by Dr. Sandra Thomas to formulate a council to represent the staff of Converse University. The first full session of the Council began July 1, 1997 with 13 members.

## **B. Membership**

The general staff will elect Council members to terms of two years. After serving a two-year term, a member will not be eligible for reelection for a period of one year. The commencement of the terms for the various units will be staggered. The Director of Human Resources will serve as an ad-hoc member of Staff Council.

## **C. Charter of the Staff Council**

### **Article I. Constituency**

The general staff will elect Council members to terms of two years. The staff will be arranged in three sections for the purpose of elections. In order to meet the population shifts in the staff, the Council shall reapportion itself every third year (if necessary) in the month of April, to maintain a balance of staff in each section.

### **Article II. Eligibility for Election**

To be eligible for election to the Council a staff member must:

1. Be a permanent full-time staff member,
2. Have completed at least six months of service at the University
3. Not hold faculty status, and
4. Not be a Vice President or Dean

### **Article III. Method of Election**

Current Staff Council will reach out to all staff requesting nominations of individuals to serve on Staff Council. After nominations are completed, the nominations will be brought to the campus community to be elected by majority vote in May of each year by all staff, including Vice-Presidents, Deans, and part-time employees. Faculty members will not participate in the process.

Voting will be conducted electronically and returned to the presiding President of the Staff Council for tabulation. The election will be verified by the Director of Human Resources. The President will contact the members-elect for their acceptance as members of the Staff Council. Announcements of election results will be made on or near May 25th of each year.

Should a section lack representation during the course of the year due to the vacancy of a council position, a special election may be held.

### **Article IV. Officers**

The Staff Council will have a President, and a Vice President. The President and the Vice President will be elected for 2 years by the Council from among the members of the Council.

The Staff President will serve on the President's Cabinet to serve as a representative for staff.

### **Article V. Quorum**

A quorum of the Council will consist of sixty percent of the members.

### **Article VI. Staff Council Members**

Section 1. Council members shall be responsible to participate in all Staff Council meetings.

Section 2. Council members shall represent the University as a whole, and the unit which elected them in particular. When and where appropriate, they shall voice the concerns of their constituency, and they shall bring news of Council discussion and actions back to the same.

**Article VII. Powers and Functions**

Section 1. The Staff Council will be authorized to create ad hoc subcommittees from its membership to address issues relating to staff such as retention, training, benefits and recognition of the staff, to include in the membership of these subcommittees such persons as may be desired, whether members of the Staff Council or not.

Section 2. The Staff Council will act in an advisory capacity to the President of the University and the Vice President of Finance and Administration in matters relating to the staff of Converse University. It will also serve as an authorized representative of the staff in communications with the Board of Trustees, such communications to be made only with the knowledge and consent of the President of the University.

**Article VIII. Amendment Procedure**

A motion of amendment to the Charter of the Staff Council shall carry in the Council if, and only if, it receives the support of two-thirds of the regular members of the Council.