

Bylaws of Staff Council

Mission Statement

Staff Council provides a forum where staff members can address and discuss issues. The council advocates on behalf of the staff to the dean and administration to promote positive change, share concerns, and increase communication and transparency throughout the University of Maryland School of Nursing (UMSON). In addition, Staff Council promotes staff development opportunities to strengthen the professional well-being of its members.

Section 1. Membership. The Staff Council membership shall include the following:

- a. Active members. There must be a minimum of 10 active members on the Staff Council. Active members can be staff members from all units within UMSON and shall:
 - 1) attend at least three-quarters of Staff Council meetings per fiscal year
 - 2) agree to a one-year commitment
 - 3) vote on all recommendations brought forth by Staff Council.
- b. Members-at-large include staff members from all units within UMSON and may:
 - 1) participate in an advisory capacity without vote
 - 2) volunteer for Staff Council events or contribute to community outreach projects
 - 3) be involved as a member of the Staff Council Action Committee.
- c. Ex-officio members. The immediate past chair of Staff Council shall serve as an ex-officio member and an active member of the Executive Board for the six months immediately following his/her role as chair. Ex-officio members of the Staff Council have voting privileges.
- d. Elected Staff Council Executive Board members shall include:
 - 1) one chair
 - 2) one chair-elect
 - 3) one secretary
 - 4) one treasurer.
- e. Criteria for Executive Board members. To be elected to the Executive Board, a staff member must:
 - 1) be a full-time employee
 - 2) have been employed at UMSON for at least six months
 - 3) be an active member of the Staff Council for at least six months
 - 4) seek approval from his/her supervisor before confirming nomination.

- f. Term. Executive Board members shall serve for:
- 1) chair: one year
 - 2) chair-elect: two years
 - 3) secretary: one year and no more than two consecutive terms
 - 4) treasurer: one year and no more than two consecutive terms.

In the event that an Executive Board member is unable to complete the term, the procedure described in *Section 2 f. Vacating a position* shall be followed.

- g. Election. The nomination and election process of Executive Board members will be coordinated through an ad hoc Nomination/Election Subcommittee. Any UMSON staff member meeting the criteria in *Section 1 e. Criteria for Executive Board members* is eligible for nomination; staff may self-nominate or be nominated by another staff member. Members-at-large are eligible for nomination and UMSON staff may self-nominate. Those elected will begin their term at the first meeting of the new fiscal year. The Nomination/Election Subcommittee will consist of the chair-elect, exiting chair, and one active member of the Staff Council who is not anticipating a run for office. The subcommittee will:
- 1) gather at least one month prior to elections
 - 2) create nomination and election ballots via electronic survey and distribute to members-at-large
 - 3) notify nominees and announce winners to members-at-large.
- h. Attendance. If an active member has more than three unexcused absences per year, the member shall be dropped from the council and can attend council meetings as a member-at-large. An absence is considered unexcused if the active member does not notify a member of the Executive Board prior to the missed Staff Council meeting.
- i. Quorum. A quorum is achieved when a simple majority of active members are present.

Section 2. Staff Council Executive Board Functions/Roles

- a. Executive Board:
- 1) Meets with the Dean monthly
 - 2) Presents Staff Council updates during the biannual all-school assemblies
 - 3) Provides updates from Governance Council and votes on agenda items with the best interest of staff in mind
 - 4) Meets on a monthly basis
 - 5) Reviews and revises bylaws and presents them to the Staff Council for review and approval; provides any additional revisions of

- bylaws to the council
- 6) Establishes a Nominations/Elections Subcommittee to accept nominations, conduct elections, and announce results

b. Chair:

- 1) Presides over all meetings
- 2) Coordinates with the secretary on agenda for all meetings
- 3) Serves as the liaison between the dean and Staff Council
- 4) Casts a vote in meetings only in the event of a tie
- 5) Serves as a voting member on the Governance Council

c. Chair-elect:

- 1) Functions as the “chair-in-training” and will assume all of the responsibilities of chair in following fiscal year
- 2) Serves in the absence of the chair
- 3) Serves as a resource to the chair
- 4) Serves as a voting member on the Governance Council
- 5) Serves as a member on the Staff Council Action Committee

d. Secretary:

- 1) Serves as correspondent for Staff Council and members-at-large
- 2) Records and distributes minutes from all Staff Council meetings
- 3) Keeps an accurate register of active members
- 4) Manages sign-in sheets for meetings
- 5) Collaborates with the chair on agendas for meetings
- 6) Develops and edits all website and social media content
- 7) Promotes Staff Council events
- 8) Updates the files on the shared drive

e. Treasurer:

- 1) Allocates and maintains budget.
- 2) Coordinates with Administrative Services to ensure security of funds for discretionary items:
 - a. assists in coordinating the Holiday Door Decoration Contest, including award of \$100 and
 - b. light fare for Staff Council events
- 3) Takes responsibility for membership dues and daily oversight of the UMSON Exercise Lab, which includes:
 - a. collecting the biannual dues for lockers
 - b. organizing the UMSON Exercise Lab Semi-Annual Cleanup Day
 - c. discarding any personal belongings left over in the daily lockers on a monthly basis
 - d. assisting in reserving lockers in the basement

f. Vacating a position. In the event an elected member is unable to complete the term:

- 1) Chair: the chair-elect vacates his/her office to assume the chair position
- 2) chair-elect: the position remains vacant until the next regular election. The remaining Staff Council Executive Board will assume the responsibilities of the position.
- 3) Secretary and/or Treasurer: the position will be filled by Staff Council quorum through self-nomination or active member nomination until the next regular election.

Section 3. Functions. The Staff Council shall:

- a. meet at least 10 times during each calendar year
- b. be an open forum for staff questions, comments, and concerns regarding UMSON-related topics
- c. respond to proposals brought forth from Governance Council that affect staff and finalize voting positions for response back to Governance Council
- d. conduct discussions of staff and administrative concerns and make recommendations to appropriate individuals or groups within UMSON and/or UMB.
- e. encourage professional growth through staff development programs
- f. facilitate participation in UMSON improvement initiatives and strategic planning
- g. refer staff grievances to the appropriate UMSON and/or UMB staff grievance policies and procedures
- h. foster solidarity among staff through social and community service activities.

Section 4. Staff Council Action Committee. The standing Staff Council Action Committee shall:

- a. plan and implement professional development activities
- b. administer the biannual Staff Excellence Award
- c. identify and assist with opportunities for UMSON staff to participate in new and ongoing community engagement activities across campus
- d. administer the yearly Dean Jane M. Kirschling Excellence in Leadership Award
- e. prepare and host the annual All-Staff Meeting in the fall and the staff anniversary celebration in the spring.
- f. administer the yearly Holiday Door Decoration Contest.

Section 5. Amendment(s). All motions to amend these bylaws shall be:

- a. proposed by any two active members of Staff Council and submitted in writing to the Staff Council chair
- b. distributed to the members of the Staff Council membership at least one week prior to any meeting at which the amendment will be reviewed

and discussed

- c. presented at the earliest scheduled working meeting of the Staff Council, provided that copies of the amendment were distributed at least one week prior to the next scheduled meeting date.
- d. Following the discussion, a simple majority affirmative vote on the motion shall be required for adoption of an amendment.
- e. Approved amendment(s) take effect immediately following the dean's approval.

Section 6. Bylaws Review. The Staff Council Executive Board will review the bylaws at least every three years or as needed.

Section 7. Glossary of Terms.

- a. Active Members. Any staff member who completes the Staff Council membership application and attends at least three-quarters of Staff Council meetings per fiscal year.
- b. Exercise Lab. Located in the UMSON building at 655 W. Lombard St. in Room 360 and houses exercise equipment for use by all staff and faculty who pay dues. Usage of the Exercise Lab requires biannual dues of \$20. To receive a key to the room, staff and faculty members will be required to complete and sign a Liability Waiver and return the waiver with biannual dues to the secretary. Daily use lockers will be provided at no charge, offering a space for personal items while using the Exercise Lab. Long-term lockers inside of the Exercise Lab will be provided on a first-come-first-served basis at the rate of \$10 per semester. Additional lockers will be provided in the UMSON basement at the rate of \$5 per semester. Collected funds will go to new equipment and continued maintenance of the Exercise Lab.
- c. Fiscal Year. Fiscal year runs July 1-June 30.
- d. Governance Council. The Governance Council serves as the vehicle for shared governance within UMSON. The Governance Council advises the dean on our budget and policies. Governance Council members approve and monitor UMSON's evaluation and strategic plans.
- e. Members-at-Large. A member-at-large is any staff member who is full-time, part-time, or under contractual status within UMSON.
- f. Quorum. To have a quorum means the minimum number of active members of the Staff Council are necessary to vote.

Revised 2017-2018 and approved by Dean Kirschling on June 25, 2018