

# STAFF ADVISORY COUNCIL OF WEST LIBERTY UNIVERSITY

## CONSTITUTION AND BY-LAWS

(Revised 03/16/2023; Effective 4-7-2023 )

### ARTICLE I: NAME

The name of this organization shall be the Staff Advisory Council of West Liberty University (WLU), hereinafter referred to as Staff Advisory Council.

### ARTICLE II: MISSION & PURPOSE

The Staff Advisory Council is created for the purpose of promoting a means by which staff employees of WLU may convey their thinking on employee-employer relations to the president or their designee and promote the welfare of staff employees.

Recognizing that all matters at WLU are governed by State law, by WLU Board of Governors, and by the office of the President of the University, we do hereby establish this Constitution.

- a. To serve as a representative body for all staff of WLU and provide a forum for discussion of staff interests.
- b. To promote, improve, and make recommendations for communication enhancement in matters pertaining to WLU in general.
- c. To foster a spirit of unity and cooperation among all employees.
- d. To promote, improve, and make recommendations for the staff's working environment and the operating efficiency of WLU.
- e. To promote the good and general welfare of staff employees.
- f. To act in an advisory capacity and to make recommendations related to concerns of the staff employees, as deemed appropriate, through the President and WLU Board of Governors hereinafter referred to as WLU Board Governors.

### ARTICLE III: MEMBERSHIP

A. Membership shall include representation under constituency groups at West Liberty University with the exclusion of the President and the President's Cabinet members.

B. Each constituency may have up to two Representatives:

- a. First/Med Officers & Managers (Group 1)
- b. Professionals (Group 2)
- c. Administrative Support Workers (Group 3)
- d. Craft Workers/Service Workers (Group 4)

e. Laborers and Helpers (Group 5)

C. The Staff Advisory Council shall consist of at least eight (8) elected staff members, depending upon the number of staff at the time of election. The elected Council will include one (1) elected Chairperson and at least five (5) Group Representatives from which the Vice Chairperson and Secretary will then be chosen by the Council members. In addition, two (2) exofficio, voting members (being the WLU State Staff Representative and WLU Board of Governors Representative) will be part of the Council.

D. Group listings will be kept current and coordinated through the Human Resources office.

E. In meetings of the Staff Advisory Council, two-thirds (2/3) of the voting members shall constitute a quorum. The elected Chairperson does not count towards the quorum and will only vote in the event of a tie.

F. Any member of Staff Advisory Council who fails to attend three consecutive meetings may be removed from the Council by a vote of the remaining members of the Staff Advisory Council.

G. In the event that a Group Representative vacancy occurs, the Chair can either call for a special election or appoint a representative. The Chair can appoint a representative by either contacting the Group and asking for a volunteer or by choosing a member from the current Council to act as that Group's representative. If the vacancy is filled by appointment, the Chair will make a motion to vote on the appointment and a majority of the voting members are required to confirm the appointment. If a quorum is not present the vote will be rescheduled until the next regular meeting. The elected or appointed representative will serve as an interim for the remainder of the vacated position's term. In the event that a vacancy in the WLU State Staff Representative or the WLU Board of Governors Representative occurs, the positions will be filled by special election. In the event that there is a vacancy in the elected Chair position, the Vice Chairperson will resume responsibilities if the remainder of the term is less than half (1/2) a term. If the remaining term is more than half (1/2) of the term, a special election will be held.

H. All terms of the Staff Advisory Council members begin on July 1.

I. All staff members are able to attend meetings of the Staff Advisory Council. However, a twenty-four (24) hour advance notice will be required to address the Council with new business. Staff must contact the Chairperson to be added to the agenda. A five (5)

minute time period will be allotted during the new business time frame of the meeting. This will be an open discussion of the topic submitted for the agenda.

#### **ARTICLE IV: STAFF ADVISORY COUNCIL**

A. The Staff Advisory Council shall consist of the elected representatives of each constituency, the elected Chairperson, a Vice Chairperson, a Secretary, the elected WLU State Advisory Council Representative, and the elected WLU Board of Governors Representative.

B. The term of each Staff Advisory Council member shall be two (2) years beginning July 1 of the new fiscal year. A maximum of four (4) consecutive terms, eight (8) years, can be served.

C. Each Staff Advisory Council member will be required to follow the Staff Advisory Council Bylaws and duties outlined in the Staff Advisory Council bylaws.

D. **Any** Staff Advisory Council member may be removed from office for just cause such as policy or procedural violation by a two-thirds (2/3) member vote by Staff Advisory Council. Any Staff Advisory Council member can make a motion and/or second to remove a member and after all relevant discussions are made, a vote can be made to remove the member during any regularly scheduled meeting.

E. All Staff Advisory Council members are voting members excluding the Chairperson who will only vote in the event of a tie.

#### **ARTICLE V: DUTIES OF THE STAFF ADVISORY COUNCIL**

A. Constituency Representative:

- a. Will be directly responsible to their constituency and are expected to communicate concerns to the Staff Advisory Council and back to that constituency.
- b. May hold meetings with their constituents.
- c. If a Representative changes their constituency classification midterm, they shall remain a Representative for their elected group for the remainder of that term.
- d. Have the responsibility to follow WLU policies and procedures.

**B. Chairperson:**

- a. Shall be the chief member of the Staff Advisory Council directing activities of the council.
- b. Shall preside at all Staff Advisory Council meetings.
- c. Shall convene all meetings of the Staff Advisory Council.
- d. Shall be responsible for collecting requests for staff to speak at meetings.
- e. Shall email all staff on campus at least one week in advance to notify them of the upcoming monthly meeting and request agenda items for discussion at that time. Also, include the prior month's meeting minutes in the email.
- f. Shall remind, at least once a semester, all staff via email who the members of Staff Advisory Council are.
- g. Shall arrange one meeting per quarter for the Staff Advisory Council to meet with the President of WLU. This can be in the form of a private meeting or during a regular monthly scheduled Staff Advisory Council meeting.
- h. Shall arrange one meeting per year for Staff Advisory council to meet with WLU Board of Governors. Meetings with the WLU Board of Governors are subject to West Virginia Open Meetings Act.
- i. Extends open door policy to the WLU President who is welcome to attend any regularly scheduled monthly Staff Advisory Council meeting and any meetings called upon by Staff Advisory Council to conduct interim business.
- j. Shall review the current Staff Advisory Council Bylaws each election year with all the Staff Advisory Council members to make any changes, updates, or corrections, as necessary.
- k. Will be responsible for informing all staff at WLU of any proposed changes/updates to the Staff Advisory Council ByLaws. This will be done electronically with a comment period of thirty (30) calendar days.
- l. Will be responsible for taking any concerns to the President of the University for discussion.

**C. Vice Chairperson:**

- a. Shall assume responsibility for coordination of Staff Advisory Council Committees.
- b. Shall fill the unexpired term of Chairperson in the event a vacancy occurs in that office.
- c. Shall assume other duties upon the request of the Chairperson or Staff Advisory Council.
- d. Will serve as Chairperson of the Election Board.

**D. Secretary:**

- a. Shall keep the minutes, including attendance, of the proceedings of the Staff Advisory Council meetings.

- b. Shall give a copy of the minutes to the Chairperson who will distribute the minutes to all via email and then will post the minutes on the Staff Advisory Council website within 14 days of the meeting.
  - c. At the direction of the Staff Advisory Council Chairperson, keep the Staff Advisory Council informed of upcoming deadlines, important dates regarding campus policies, and/or Council obligations.
  - d. Shall maintain the Staff Advisory Council website.
- E. WLU Board of Governors Representative:
- a. Is required to take meeting notes at the WLU Board of Governors meetings and give a report to the Staff Advisory Council at the next meeting.
  - b. Must follow all WLU policies and procedures for WLU Board of Governors members.
- F. WLU State Staff Representative (formerly ACCE):
- a. Will meet with other State Staff Representatives monthly, in person, unless a phone-in option is available. Also, will be in an advisory capacity to the state legislature, Higher Education Policy Commission, and other groups as appropriate.
  - b. Is required to take meeting notes at the State Representative meetings and give a report to the Staff Advisory Council at the next meeting.
  - c. Must follow all WLU policies and procedures.
  - d. Is required to take concerns from the Staff Advisory Council to the State Staff meetings.

## **ARTICLE VI: ELECTIONS**

- A. Elections shall be held every two (2) years in the month of April in odd-numbered years.
- B. The WLU President and the President's Cabinet are not eligible to vote or serve as members of the Staff Advisory Council.
- C. Staff members may only vote once in an election.
- D. The Vice Chairperson will serve as Chair of the Election Board and will submit five (5) current full-time WLU Staff member names for consideration, of which three (3) will be selected by a majority vote of the Staff Advisory Council.
- E. Election board members must meet the following criteria:
- a. Not a current Staff Advisory Council member.

- b. Cannot be nominated for the upcoming election for a Staff Advisory Council member position.
- c. Available to attend a meeting with Staff Advisory Council members after being selected to serve on the Election Board at the request of the Chairperson.

#### F. Election Board Duties:

- a. The Election Board will be responsible for all aspects of the election including:
  - i. Meet with Human Resources to review and verify the current group lists.
  - ii. Communicate with all staff and the Staff Advisory Council members before, during, and after the election via email.
  - iii. Notify the campus via email of the nomination process by the last business day in March.

#### G. Nomination Process

- a. A call for nominations will go out on the first Tuesday of April.
- b. Only one nomination for a position can be accepted. (ie: you can not accept a nomination for a Group Representative and a nomination for BOG Rep. You must choose one )
- ~~a.~~ c. Nominations must be received by 4 pm on the second Tuesday in April.
- ~~b.~~ d. Ballots will go out for review on the third Tuesday in April.
- ~~c.~~ e. The Election will be held on the fourth Tuesday in April beginning at 8 am and closing at 4 pm.

#### H. Election Procedures

- a. Ballots and General Election Procedures:
  - i. Ballots will be available electronically.
  - ii. Write-in candidates will not be accepted.
  - iii. Ballots will contain clear and concise instructions specifying cutoff dates and voting procedures.
  - iv. Announcements regarding the election will appear in various WLU communications media. Such announcements will include instructions for electronic voting.
  - v. Electronic ballots will be counted automatically by electronic software.
- b. Elections Results
  - i. The preliminary election results will be posted no later than the Friday following the election. Results will be reported in writing to the WLU President and announced through various WLU communications media.
  - ii. If no request for a recount is made as provided herein within seven (7) working days of the posting of the preliminary results, the preliminary results become final and are reported to the campus.

- iii. The Election Board will submit a written report during the May Staff Advisory Council meeting regarding the election. The report should include any suggested changes for the identified difficulties during the election.
  - iv. Names of the elected Staff Advisory Council members will appear in the minutes of the May Staff Advisory Council meeting.
- c. Election Audit:
- i. In the event the election results are challenged, a written request must be submitted to the Vice Chairperson within seven (7) days of the release of the election results.
  - ii. The Vice Chairperson in conjunction with the Election Board will be responsible for conducting the investigation and providing a written summary of the investigation to the Staff Advisory Council members and the complainant.
  - iii. Written response to the complainant must be completed within seven (7) working days of the completion of the investigation.
  - iv. Results may only be challenged by staff members eligible to serve on the Staff Advisory Council.
- d. If more than one candidate is nominated for Staff Advisory Council Chairperson, WLU Board of Governors Representative, WLU State Staff Representative, or Constituency Representative, the elected individual must receive a majority of the votes cast. In the event of a tie between two (2) or more candidates, a runoff election will be held between the tied candidates.
- e. If there are no nominations for a position, the Election Board will notify the Vice Chairperson who will then seek nominations from the Staff Advisory Council members.
- f. The Vice Chairperson will retain all election information electronically and retain all information for two (2) years.

## **ARTICLE VII: TERM OF OFFICE**

- A. A member may succeed themselves but may not serve more than four (4) consecutive terms (8 years). The term of office shall begin on July 1 of the new fiscal year. In the event a group does not have a new candidate for office, the current member may serve another term but not to succeed a total of four (4) terms.
- B. In the event of a vacancy or resignation in the office of Vice Chairperson and/or Secretary, the Staff Advisory Council shall at that time select by twothirds (2/3) vote to fill the vacancy from within the existing Council.

C. In the event of a vacancy or resignation in the office of Chairperson, the Vice Chairperson shall fill the position, providing that at the time of vacancy or resignation, the term of office has not expired.

D. The term of office is to be a consecutive two (2) year period.

E. A letter of resignation should be submitted to the Chairperson and will be effective at the next scheduled meeting.

### **ARTICLE VIII: MEETINGS**

A. Staff Advisory Council shall meet at least monthly and at such times as called by the Chairperson.

B. Each member of the Staff Advisory Council shall be responsible for receiving/collecting input, comments, questions, etc. from their designated constituents and submitting these items for the agenda.

C. The Chairperson shall be responsible for soliciting agenda items from the Staff Advisory Council Representatives prior to each meeting and compiling all items of concern into one agenda.

D. Agenda items should be submitted to the Chairperson twentyfour (24) hours before the scheduled meeting.

E. Additional meetings can be held to deal with interim business as determined by the Chairperson, or the majority of Staff Advisory Council voting members.

F. A sign-in sheet will need to be available at all meetings to show who attended the meeting. This will be the responsibility of the Secretary.

### **ARTICLE IX: PROCEDURES**

A. Any staff employee may present ideas, opinions, and requests to any member of the Staff Advisory Council for inclusion on a future agenda.

B. All formal proposals created and approved by the Staff Advisory Council will be submitted to the President for their consideration.

C. The Staff Advisory Council reserves the right, after the President's review, to forward the proposal to the WLU Board of Governors and/or State Staff Council.



## **ARTICLE X: FUNDRAISING**

- A. Fundraising activities must be approved by two-thirds (2/3) vote of the Staff Advisory Council. All state and foundation cash handling policies and procedures will be followed. Donations and payroll deductions will be deposited into the WLU funding account.
- B. Fundraising must also follow the State Ethics Code, Regulations, and Ethics Commission guidelines.

## **ARTICLE XI: AMENDMENTS**

Amendments to this Constitution and Bylaws may be made by a two-thirds (2/3) member vote of those Staff Advisory Council members present at any regular meeting, providing a quorum is present. A notice that an amendment is to be proposed must be given to all members of the Staff Advisory Council at least ten (10) days before the meeting at which the amendment is to be proposed. The notice shall contain the proposed amendment in context or the general nature of the matter. All proposed revisions, amendments, repeals, or adoptions must go out for public comment to all staff for review for a period of thirty (30) calendar days. Amendments must be approved by the President of West Liberty University before they can be finalized.

## **ARTICLE XII: LOCATION OF CONSTITUTION AND BY-LAWS**

A copy of this Constitution and Bylaws shall be placed online on the Staff Advisory Council website.

## **ARTICLE XIII: WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS MEETINGS AND STATE STAFF**

### **REPRESENTATIVE MEETINGS/ACCE MEETINGS**

Minutes from the West Liberty University Board of Governors meetings and the State Staff Representative/ACCE meetings shall be submitted to the Staff Advisory Council Secretary to be placed on the Staff Advisory Council website.

## **ARTICLE XIV: PARLIAMENTARY AUTHORITY**

Roberts Rules of Order, as revised, shall govern the proceedings of the Staff Advisory Council except where otherwise specified in this Constitution.

**CONSTITUTION AND BY-LAWS  
Staff Advisory Council**

Revision Effective Date: 03 / 17 / 2023

The following affixed signatures by the West Liberty University Staff Advisory Council ratify these

REVISIONS to the Constitution and Bylaws on this 17 day of March 2023.

1. Tasha Taylor
2. Kelly Baker
3. Yoko Fox
4. [Signature]
5. Marcella Snyder
6. Michelle Shack
7. Jason Coleman
8. [Signature]
9. Bruanne Blum
10. MICHAEL HENRY RANBY A.

Robert J. Sava

Michelle Heath

Leeanne Lora

Reviewed and approved by the President of  
West Liberty University:

Cathy Monteroso

Dr. Cathy Monteroso  
Interim President

04 / 07 / 2023

Date