

## Staff Council Bylaws - Revision Meeting 05/23/2019 1:30pm, Board Room

Attendees: Sue, Tasha, Katie, Jason, Michelle

Absent: Rich, Bob, Rhonda

Call to order meeting 1:43pm, Review of Bylaws

Name Change: Staff Council will now be known as Staff Advisory Council

Draft of Revisions, Highlighted areas need follow-up

### PREAMBLE:

The West Liberty University Staff Advisory Council is created for the purpose of promoting a means by which classified employees of West Liberty University may convey their thinking on employee-employer relations and promote the welfare of staff employees. Recognizing that all matters at West Liberty University are governed by State law, by the West Liberty University Board of Governors, and by the office of the President of the University, we do hereby establish this Constitution.

### ARTICLE I: NAME

The name of this organization shall be the Staff Advisory Council of West Liberty University.

### ARTICLE II: PURPOSES

- A. To serve as a representative body for all staff of West Liberty University.
- B. To enhance communication among the staff in matters pertaining to the university in general.
- C. To foster a spirit of unity and cooperation among all employees.
- D. To consider methods and means by which employment conditions may be improved and the operating efficiency of West Liberty University may be increased.
- E. To convey staff concerns to West Liberty University Board of Governors (hereinafter referred to as WLU Board of Governors) through the proper channels and the President.
- F. To promote the welfare of staff.

### ARTICLE III: MEMBERSHIP

- A. Membership shall include all staff listed under an EEO group (full time, .53 FTE and above) at West University.
- B. Each constituency should have one representative per 20 (twenty) employees with a minimum of 2 (two) members from each EEO group. The five (5) EEO groups have been determined through EEO criteria. Group listings should be kept current. This should be coordinated through the Human Resources Office. The representatives to the State Advisory Council and to the WLU Board of Governors shall be ex-officio, voting members. \*Cabinet Rep?

*Note: \*Tasha called Brian and Diana to clarify question about EEO groups. No answer. Brian later followed up saying that the EEO groups do not list temporary employees. Therefore, we changed the (full or part time staff) note to staff listed under an EEO group \*full time .53 FTE and above)*

All staff members shall be free to attend meetings of the Staff Advisory Council; however, a 24 hour advance notice will be required in order to address the council with new business. Staff must contact the chairperson to be added to the agenda. A 5 (five) minute time period will be allotted during the new business time frame of the meeting.

#### ARTICLE IV: OFFICERS Define Representative Duties

A. The officers of the Staff Advisory Council shall be a chairperson, a vice-chairperson, and a secretary.

B. The term of each officer shall be two (2) years beginning with the first meeting of the new fiscal year.

C. An officer may be removed from office for just cause by a two-thirds (2/3) member vote by Staff Advisory Council.

D. Duties of the Officers:

##### 1. Chairperson

a. The chairperson shall be elected by Staff Advisory Council from within the Council

b. The chairperson shall be the chief officer of the Staff Advisory Council directing activities of the council

c. The chairperson shall preside at all Staff Advisory Council meetings.

d. The chairperson shall convene all meetings of the Staff Advisory Council.

e. The chairperson shall be responsible for collecting requests for staff to speak at meetings.

f. The chairperson may succeed himself/herself, but may not serve more than two (2) consecutive terms.

##### 2. Vice-Chairperson

a. The vice-chairperson shall assume responsibility for coordination of Staff Advisory Council of committees.

b. The vice-chairperson shall fill the unexpired term of chairperson in the event a vacancy occurs in that office.

c. The vice-chairperson shall be elected by Staff Advisory Council from within the Council.

d. The vice-chairperson shall assume other duties upon the request of the chairperson or the Council.

##### 3. Secretary

a. The secretary shall be elected by Council of Classified Employees from within the Council.

b. The secretary shall keep the minutes of the proceedings of the Council of Classified Employees meetings, including administrative meetings.

c. The secretary shall prepare minutes of all meetings of the council of Classified Employees. A copy of the minutes shall be sent to the Chairperson and then posted on the web site. Minutes shall include notice of next meeting date and time.

d. At the direction of the Council of Classified Employees chairperson, the secretary shall keep Council of Classified Employees informed of upcoming deadlines, important dates regarding campus policies, and/or council obligations.

*Note: It was suggested that representative duties be defined. Example, being more proactive within their groups, talking with members, etc.*

#### ARTICLE V: ELECTIONS

a. Elections shall be held every two years, no earlier than April 1 and no later than April 30.

b. To be eligible for nomination to the staff council election, a staff member must have completed 6 (six) months of employment with West Liberty University.

b. An election board will be appointed by council and comprised of 5 (five) WLU Staff members meeting the following criteria. Define election committee duties

- The election board members should not currently serve on council
- Or be nominated for the current election
- One representative will be selected from each of the 5 groups.
- The election committee will be responsible

c. To be eligible to vote in the staff council elections, a staff member be listed in an EEO group and must have completed 6 (six) months of employment with West Liberty University.

d. The West Liberty University President, Vice Presidents, President's Cabinet Members will be ineligible to vote or serve as representatives to the Staff Advisory Council

d. Staff members may only vote once

e. The first meeting of the new fiscal year shall be conducted by the past officers, and at that time new officers shall be elected. This election shall be conducted by means of verbal nominations and voting.

*Note: Katie had to leave just before 3pm. Voting eligibility and election committee duties need further defined. In addition, the election process such as electronic ballots, etc. need further discussion.*

**DRAFT ENDED 05/23/2019**

**MEETING ADJOURNED 3:36pm, notes and revisions typed by Michelle P.**

**Start here for Part 2 - Next Meeting May 29, 2019 1:30pm**

## **Staff Council Bylaws - Revision Meeting Part 2 05/29/2019 1:30pm, Board Room**

Attendees: Sue, Tasha, Jason, Michelle, Bob, Rich

Absent: Rhonda, Katie

Call to order meeting 1:33pm

Dr. Greiner met with the council to brief them on new information regarding the election.

- BOG wants a full review of election, the results are not final
- Dr. Greiner will be presenting information back to the BOG
- Obsolete bylaws should not been used
- All staff were not notified of voting privileges, more education needed
- A staff meeting should have been held, for example, he stated that he meets with all faculty so he could have addressed all staff
- Any possibility of any questioning needs to be reviewed and submitted to the BOG
- The process, not the outcome is in question
- If any further documentation is available, please present it to him to include in the report
- Dr. Greiner will send an email letter out to all staff with all concerns and updates
- New BOG representative will be sworn in at the August meeting
- President stated that his cabinet members will not be eligible to vote, other direct reports should be allowed
- Question was presented to Dr. Greiner about the possibility of a cabinet representative, he is supportive of this idea
- Wait for recommendation from BOG before moving forward with new representative involvement

President dismissed himself at 2:05pm

Council proceeded to discuss revisions with bylaws; election process

The topic of ACCE representation was discussed. At one point, Bob was the rep, then was told to no longer attend the meetings then recently was told that he could attend again. Council feels that during the transition, there was no clarification on how to move forward with this position with state code changes. Bob will clarify this by email to Dr. Greiner.

Tasha read suggestions that she wrote up about election committee responsibilities and staff representative duties. Tasha will email these to Michelle to be included in the revisions.

Council agreed to hold off any further review of the bylaws until hearing back from Dr. Greiner after the next BOG meeting. Next meeting will be announced after this time.

Meeting adjourned 2:46pm, notes submitted by Michelle P.

Staff Council Meeting held at the request of Dr. Greiner  
6/6/2019 3:30pm Board of Governors Room

Attendees: Dr. Greiner, Sue Garrison, Jason Coleman, Katie Cooper, Kelly Baker, Bob Wise, Tasha Taylor

Michelle Panepucci was on vacation

Minutes: by Sue Garrison

Dr. Greiner had two meetings with the Board of Governors during the June BOG meeting on 6/6/2019. He explained it was his duty to follow up on all concerns. Not a single concern was about the vote. The BOG asked him to give a report. There was no action stemming from what was discussed in the Executive Session.

Dr. Greiner stated the election result was final.

Dr. Greiner stated the following:

- He was troubled and unhappy with Staff Council.
- Staff Council had known for two years that the by-laws needed to be updated during his administration.
- Now he knows, the current Staff Council will get them updated.
- The current Staff Council will not do it alone.
- Newly elected officers will help with updating the by-laws.
- Scott Cook will oversee the process and make sure it will get done by the deadline.
- By the end of June, the by-laws will be inclusive of every staff person on campus with the exclusion of cabinet members.
- There needs to be a very clear process for voting.
- Staff Council needs to get their act together.
- Must have a full proof procedure.
- No information regarding the election will go out to all staff the day before the election.
- This is an embarrassment to the University.
- He knows this will be corrected.
- All of Staff Council is at fault including himself.
- He stressed this was never about the people.
- The process is broken and we need to fix it.
- Staff Council will keep the ACCE Representative but will need to change the title. Dr. Greiner will change the title.
- He would like to meet with the new Chair.
- He would like to attend the first Staff Council meeting.

Deadlines as per Dr. Greiner:

June 30 – by-laws completed

July 1 – by-laws out for public comment

August 2 – final by-laws given to Dr. Greiner

Sue Garrison requested that an email come from Dr. Greiner to let all staff know the final results. Dr. Greiner agreed to this.

Meeting ended at 4:00pm

**Staff Council Meeting – special meeting with current Staff Council and incoming Staff Council Representatives**

**6/11/2019 1:30pm Board of Governors Room**

Attendees: Scott Cook, Sue Garrison, Jason Coleman, Katie Cooper, Kelly Baker, Bob Wise, Mitchell Moon, Michelle Stack, Dawn Swiger

Minutes: by Sue Garrison

Scott opened the meeting explaining why he is there. This is something he has wanted to do to oversee a group like Staff Council.

The group had an open discussion on ideas to improve the by-laws. Here are ideas to add to the by-laws for final discussion at the next meeting:

- List the EEO group titles (Group 1 Exec/Admin/Managerial; Group 2 Professional/Non-Faculty; Group 4 Secretarial/Clerical; Group 5 Tech/Paraprofessional; Group; Group 6/7 Skilled Crafts/Maintenance)

Meeting:

- When an item for discussion must be put on the agenda, each person has 5 minutes to discuss their issue/concern... can they continue talking beyond the 5-minute mark if it starts a discussion with several people in the room.
- The group agreed to make sure it is open discussion in staff council but if a topic goes too long it will be put on the agenda for the next meeting.
- Those who put an item on the agenda for discussion need to stick to the topic they requested to discuss.

Representatives:

- An email should go out from the Chair before each monthly meeting to remind employees who their representatives are in case they need to discuss something with their representative.
- Representatives need to communicate with those in their group to let them know who their representative is.
- Need an oath of confidentiality to make sure information does not get back to the employee's supervisor
- There is a responsibility of the representatives to follow through in certain situations that puts the employee or university at risk.

#### Elections:

- There needs to be a deadline for nomination acceptances.
- Ballot information needs to go out a week before the election.
- For example, if the election is April 23<sup>rd</sup>, ballot information must go out to the staff by April 16<sup>th</sup> and nomination acceptance must be received by April 15<sup>th</sup>.
- Voting must be done electronically. This will be developed by the IT department.
- What to do if there is a tie – for representatives keep both employees.
- Current council can break the tie for other positions.
- In the event that a Chair would leave, the Vice Chair would move up into the position
- The Chair position should be voted on during the election in April (odd numbered years) (this was brought up by Sue Garrison because she is currently holding 3 positions on council)
- Vice Chair and Secretary positions will be chosen in the first meeting of July of the election year.

#### By-laws

- Staff Council should review the By-Laws every year (pick a month)

Another meeting will be scheduled for next week, possibly June 20, 2019 to finalize the by-laws. Sue Garrison will inform Michelle Panepucci to give access to the new by-laws in progress to all representatives so they can review before the next meeting.

Meeting ended at 2:50pm

**NOTE: Regular Staff Council Meeting 6/13/2019 1:30pm - BOG Conference Room**

**Staff Council Meeting – Special meeting with current Staff Council and incoming Staff Council Representatives**

6/13/2019 2:05pm Board of Governors Room (after regular staff council meeting)

Attendees: Sue, Michelle, Rich, Kelly, Mitchell, Katie, Jason, Jenell, Bob, Dawn

**Elections**

- Election should be held electronically
- IT should develop a general google form for use in election (comparable to what faculty use)
- Access to computers should be made available for people working outside of the office (ex. Maintenance)
- Deadline for nomination acceptance should be established
  
- Elections should be held every two years (Odd years only to align with other state institutions voting)

**Tie**

- Current council will break the tie by vote
- Chair will not vote with council for tiebreaker, however in the event of a tie from council, the chair will decide the final vote

**Election Board**

- Staff council will seek interested staff to serve on the election board
- Those interested should attend a future meeting for information
- Duties should be explained and agreed upon (by signature of document)
- Service will only be valid for current election time frame

**Officers**

- Must have been involved in council previously (example: by way of attendance)
- If no nominations are received for officers, council will vote from within
- Officers are voting members

**Attendance**

- Sign in sheet should be used for every meeting to track attendance

Review bylaws before next meeting, note comments so that the bylaws can be finalized.

Meeting adjourned 2:35pm, notes submitted by Michelle P.

**Next special meeting for bylaw finalization will be held on 6/20/2019 at 1:30pm in BOG Conference Room with Scott Cook**



**STAFF COUNCIL BYLAWS UPDATE MEETING 06/20/2019 1:30PM BOG Room  
With SCOTT COOK**

**Attendees: Scott, Jason, Sue, Michelle P., Michelle S., Mitchell, Dawn, Brian, Katie**

**MISSION:**

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**ARTICLE III: MEMBERSHIP**

- A. Membership shall include all staff listed under an EEO group (full time, .53 FTE and above) at West Liberty University with the exclusion of President and President's Cabinet Members.
- B. Each constituency must have one representative per 20 (twenty) employees with a minimum of 2 (two) members from each EEO group – (Group 1 Exec/Admin/Managerial; Group 2 Professional/Non-Faculty; Group 4 Secretarial/Clerical; Group 5 Tech/Paraprofessional; Group 6/7 Skilled Crafts/Maintenance). The five (5) EEO groups have been determined through EEO criteria. Group listings should be kept current. This should be coordinated through the Human Resources Office. The representatives to the State Advisory Council and to the WLU Board of Governors shall be ex-officio, voting members.

All staff members shall be free to attend meetings of the Staff Advisory Council; however, a 24-hour advance notice will be required in order to address the council with new business. Staff

must contact the chairperson to be added to the agenda. A 5 (five) minute time period will be allotted during the new business time frame of the meeting. This will be an open discussion with those in attendance. Staff members who requested time must only discuss the topic they submit for the agenda. If discussion goes too long this item of discussion will be added to the next meeting agenda.

#### **ARTICLE IV: OFFICERS/EEO GROUP REPRESENTATIVES/BOG REPRESENTATIVE/WLU STATE STAFF REPRESENTATIVE**

A. The officers of the Staff Advisory Council shall be a Chairperson, a Vice-Chairperson, and a Secretary

B. The term of each officer shall be two (2) years beginning with the first meeting of the new fiscal year. A maximum of 4 terms (8 years) can be served.

C. An officer may be removed from office for just cause such as policy or procedural violation, misappropriation of funds) by a two-thirds (2/3) member vote by Staff Advisory Council. Any council member can make a motion to remove an officer, after all relevant discussions are made, a vote can be made to remove the officer during any regular scheduled staff advisory meeting.

D. All officers must have been involved in council previously before being nominated and/or elected. This will be verified through attendance records.

E. All officers are voting members excluding the chairperson who will only vote in the event of a tie.

F. Duties of Staff Advisory Council:

##### **1. Chairperson**

a. The chairperson shall be elected by nomination and balloting during the regular election by all staff held in April every two years of odd numbered years.

b. The chairperson shall be the chief officer of the Staff Advisory Council directing activities of the council.

c. The chairperson shall preside at all Staff Advisory Council meetings.

d. The chairperson shall convene all meetings of the Staff Advisory Council.

e. The chairperson shall be responsible for collecting requests for staff to speak at meetings.

f. The chairperson may succeed himself/herself, a maximum of 4 terms (8 years) can be served.

g. The chairperson shall email all staff on campus to notify them of the upcoming monthly meeting and request agenda items for discussion at that time.

h. The chairperson shall remind monthly all staff via email who the EEO representatives are.

i. Chairperson is a voting member only in the event of a tie.

j. The Chairperson shall arrange one meeting per quarter for Staff Advisory Council to meet with the President of West Liberty University. This can be in the form of a private meeting or

during a regular monthly scheduled Staff Advisory Council meeting. (per WV State Code §18B-6-6)

k. The Chairperson shall arrange one meeting per year for Staff Advisory Council to meet with the Board of Governors to discuss matters affecting staff employees and the effective and efficient management of the institution (per WV State Code §18B-6-6) This will be conducted in a separate meeting from the monthly scheduled Staff Advisory Council meeting. This meeting will be conducted in a format that all Staff members can attend with the exception of the President, President's Cabinet members of West Liberty University.

l. The Chairperson extends an open door policy to the West Liberty University President who is welcome to attend any regularly scheduled monthly Staff Advisory Council meeting.

m. The Chairperson shall review the current Staff Advisory Council By-Laws each election year with all Staff Advisory Council members to make any changes, updates, and corrections as necessary.

n. The Chairperson will be responsible for sending out updates to the Staff Advisory Council By-Laws to all staff at West Liberty University via email for a comment period of 30 (thirty) days.

o. The Chairperson will be responsible for taking concerns to the President for discussion with the President and/or the President's Cabinet.

## **2. Vice-Chairperson**

a. The vice-chairperson shall assume responsibility for coordination of Staff Advisory Council of committees.

b. The vice-chairperson shall fill the unexpired term of chairperson in the event a vacancy occurs in that office.

c. The vice-chairperson shall be elected by Staff Advisory Council from within the Council.

d. The vice-chairperson shall assume other duties upon the request of the chairperson or the Council.

e. Will serve as Chair of the election board

f. Vice-Chairperson is a voting member.

## **3. Secretary**

a. The secretary shall be elected by Staff Advisory Council from within the Council.

b. The secretary shall keep the minutes including attendance of the proceedings of the Staff Advisory Council meetings, including administrative meetings.

c. The secretary shall prepare minutes of all meetings of the Staff Advisory Council. A copy of the minutes shall be sent to the Chairperson who will distribute the minutes to all staff via email and then posted on the web site. Minutes shall include notice of next meeting date and time.

d. At the direction of the Staff Advisory Council Chairperson, the Secretary shall keep Staff Advisory Council informed of upcoming deadlines, important dates regarding campus policies, and/or council obligations.

e. Secretary is a voting member

f. The Secretary shall maintain the Staff Advisory Council website.

#### **4. EEO Group Representatives**

- a. Representatives shall be elected during the regular election held in April every two years of odd numbered years.
- b. Representatives will be directly responsible for their EEO group and is expected to communicate with their respective constituents concerns to the Staff Advisory Council and back to that same constituency.
- c. Representatives have the ability to hold meetings with the EEO group employees and communicated via email or other means available.
- d. If the representative changes EEO group mid-term, they shall remain a representative for their elected group for the remainder of the term.
- e. Representatives have a responsibility to follow policies and procedures in all situation.
- f. Elected group representatives constitute the voting members of Staff Advisory Council. In meetings of Staff Advisory Council, two-thirds (2/3) of elected group representatives or their substitutes shall constitute a quorum.
- g. Any Representative of Staff Advisory Council who fails to attend or send a substitute to three (3) consecutive meetings, without notifying an officer of the Staff Advisory Council, may be removed by two-thirds (2/3) vote from the council.
- h. Shall a vacancy occur on Staff Advisory Council, current Council members may appoint a replacement from the EEO Group Representative nomination pool from the most recent election.
- i. EEO Group Representatives are voting members.

#### **5. Board of Governor Representative**

- a. The Board of Governor (BOG) Representative will be elected by nomination and balloting by all staff held in April every two years of odd numbered years.
- b. Will serve a term of two years. Each term begins on July 1 and is eligible to succeed themselves for an additional three additional terms, not to exceed a total of eight consecutive years, per WV State Code § 18B-2A-1.
- c. BOG Representative is required to take meeting notes at the BOG meetings and give a report to the council at the next meeting.
- d. BOG Representative takes concerns from the Staff Advisory Council to the BOG as determined by majority vote.
- e. BOG Representative must follow all policies and procedure for BOG members.
- f. BOG Representative is a voting member.

#### **6. WLU State Staff Representative (formally known as ACCE)**

- a. The WLU State Staff Representative will be elected by nomination and balloting by all staff held in April every two years of odd numbered year.

- b. This WLU State Staff Representative will meet with other ACCE and State Staff Representatives monthly, in-person unless a phone in option is available, and will be in an advisory capacity to state legislature, Higher Education Policy Committee and other groups as appropriate.
- c. WLU State Staff Representative is required to take meeting notes at the state representative meetings and give a report to the council at the next meeting.
- d. Travel procedures must be followed; budget will be provided by the institution.
- e. WLU State Staff Representative takes concerns from the Staff Advisory Council to the state staff meetings as determined by majority vote.
- f. WLU State Staff Representative is a voting member.

## **ARTICLE V: ELECTIONS**

- a. Elections shall be held every two years in the month of April of odd numbered years.
- b. To be eligible for nomination to the Staff Advisory Council election, a staff member must have completed 6 (six) months of full-time employment with West Liberty University.
- c. The West Liberty University President and President's Cabinet Members will be ineligible to vote or serve as Representatives or Officers to the Staff Advisory Council
- d. Staff members may only vote once in an election.
- e. Vice Chairperson will serve as chair of the election board and will submit 5 staff member names where 3 will then be selected by majority vote during the February meeting to serve on the election board.
- f. An Election Board will be appointed by current Staff Advisory Council and comprised of five (5) current full-time West Liberty University Staff members meeting the following criteria:
  - Are not a current Staff Advisory Council Chairperson, Vice-Chairperson, Secretary, EEO Group Representative, Board of Governor Representative or ACCE Representative
  - Cannot be nominated for the upcoming election for a Staff Advisory Council position.
  - Required to attend a meeting with Staff Advisory Council Officers after being selected to serve on the election board.

### **Election Board Duties:**

- The election board members should not currently serve on council
- Election Board member should not be nominated for the current election.
- The election board will be responsible for all aspects of the election, including the following:
  - a. Meet with Human Resources to review and verify the current EEO Group List
  - b. All communication with staff and Staff Advisory Council before, during and after the election via email.
  - c. Notify campus via email of the nomination process by the last business day in March
    - Nominations must be received by the second Tuesday in April.
    - Ballots will go out on the third Tuesday in April
    - Election will be held on the fourth Tuesday in April

- d. Notify campus via email of the election results no later than the Friday following the election.
- e. Voting for the election will be conducted via Google. This electronic system will also count the votes.
- f. Confirm staff members have access to computers for people working outside of an office setting to allow them to vote.
- g. The Election Board will conduct an election every two years in the month of April of odd numbered years.
- h. In the case of a tie for any position, the current council will break the tie. The current Chairperson of Staff Advisory Council will not vote but in the event of an additional tie from council, the Chairperson will decide the final winner. The tie breaker will be broken by the flip of a coin. Vice Chair flips the coin, heads or tails will be assigned to the two candidates, the Chair will announce the results, verification by the secretary.
- i. If there are no nominations for a group, the election board will notify the Vice Chair who will then seek nominations from the staff advisory council.
- j. All election information will be stored in a Google Drive managed by the Vice Chair and retained for 10 years.
- k. In the event of discrepancy or concern of election results, a written request must be submitted to the Vice Chair within seven (7) days of the release of the election results.
- l. The Vice Chair will conduct an investigation and provide a written summary of findings to be presented at the next staff meeting. A written response to the complainant will be done in seven (7) days. A concern can only be brought forward by staff members eligible to serve on staff advisory council.

-----Reviewed and Revised the above. FINAL

*Next meeting, Monday June 24, 2018 at 1:30pm*

*Send email to Michelle P. if you have further suggestions and can not attend.*

*Meeting Adjourned 3:53PM*

**START HERE FOR NEXT MEETING:**

**MONDAY - JUNE 24, 2018**

**1:30pm**

#### **ARTICLE VI: STAFF ADVISORY COUNCIL**

A. The Staff Advisory Council shall consist of sixteen (16) elected staff members to include three (3) elected officers and ten (10) staff representatives; in addition, three (3) ex-officio, voting members (being the WLU State Staff Representative, WLU Board of Governors

**STAFF COUNCIL BYLAWS UPDATE MEETING 06/24/2019 1:30PM BOG Room  
With SCOTT COOK**

**Attendees: Scott, Sue, Michelle P., Michelle S., Dawn, Brian, Bob, Jenell, Kelly**

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- f. Confirm staff members have access to computers for people working outside of an office setting to allow them to vote.
- g. The Election Board will conduct an election every two years in the month of April of odd numbered years.
- h. In the case of a tie for any position, the current council will break the tie. The current Chairperson of Staff Advisory Council will not vote but in the event of an additional tie from council, the Chairperson will decide the final winner. The tie breaker will be broken by the flip of a coin. Vice Chair flips the coin, heads or tails will be assigned to the two candidates, the Chair will announce the results, verification by the secretary.
- i. If there are no nominations for a group, the election board will notify the Vice Chair who will then seek nominations from the staff advisory council.
- j. All election information will be stored in a Google Drive managed by the Vice Chair and retained for 10 years.
- k. In the event of discrepancy or concern of election results, a written request must be submitted to the Vice Chair within seven (7) days of the release of the election results.
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*Send email to Michelle P. if you have further suggestions and can not attend.*

*Meeting Adjourned 3:53PM*

**STARTED HERE FOR MEETING:**

**MONDAY - JUNE 24, 2018**

**1:30pm**

#### **ARTICLE VI: STAFF ADVISORY COUNCIL**

A. The Staff Advisory Council shall consist of sixteen (13) elected staff members to include three (1) elected officers (Chair) and ten (10) staff representatives from which the Vice Chair and Secretary will be chosen by council; in addition, two (2) ex-officio, voting members (being the WLU State Staff Representative and WLU Board of Governors Representative) will be part of the Council. The Council will have a total of sixteen (13) members.

B. Each Staff Advisory Council member will be required to follow the Staff Advisory Council By-laws and duties outlined in the Staff Advisory Council By-laws.



- C. All members to the Staff Advisory Council must select a substitute to attend any meeting he/she cannot attend. EEO Group Representatives, WLU State Staff Representative and WLU Board of Governors Representative may select substitutes from among the staff in general.
- D. Elected group representatives constitute the voting members of Staff Advisory Council. In meetings of the Staff Advisory Council, two-thirds of elected group representatives or their substitutes shall constitute a quorum.
- E. Any representative of Staff Advisory Council who fails to attend or send a substitute to three (3) consecutive meetings, without notifying an officer of the Council, may be removed from the council.
- F. Should a vacancy occur on the Council, Council may appoint a replacement.
- Initial replacement should come from the EEO Group of the individual's vacancy
  - If a replacement is not able to be found from that EEO Group then the council can choose a replacement from any EEO Group
  - The replacement should be chosen at the next meeting following the vacancy
  - The replacement will require two-thirds vote by the council
- G. All terms of Staff Advisory Council members begin on July 1.

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

- A. A member may succeed himself/herself but may not serve more than four (4) consecutive terms (8 years). The term of office shall begin with the first meeting 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 exceed 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 two-thirds 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-year period.
- E. Letter of resignation should be submitted in writing to the Chair 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. Specific date(s), time(s), and location(s) of each meeting of the Staff Advisory Council shall be decided upon and voted upon by the Staff Advisory Council at its first meeting of the new fiscal year. (Example: Second Thursday of each month at 1:30 p.m. in the Board of Governors Room.)

C. Each member of the Staff Advisory Council shall be responsible for receiving/collecting input, comments, questions, etc. from his/her designated group and submitting these items for the agenda.

D. 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.

E. Agenda items should be submitted to the Chairperson 24 hours before the scheduled meeting

F. Additional meetings can be held to deal with interim business as determined by the Chairperson.

G. 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: FUNDRAISING**

Fundraising activities will need to be approved by two-thirds vote of the council, all money raised will be deposited through the foundation account, all state and foundation cash handling policies will be followed.

#### **ARTICLE X: AMENDMENTS**

Amendments to this Constitution may be made by a two-thirds (2/3) member vote of those representatives 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 final.

#### **ARTICLE XI: LOCATION OF CONSTITUTION/BYLAWS**

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

#### **ARTICLE XII: WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS MEETINGS AND STATE STAFF REPRESENTATIVE/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.

Final Draft will be sent to Sue. Sue will send out for comment. Bob will get email set up for comments. Comments will be reviewed at a later meeting if necessary.

Meeting adjourned 2:27pm

## Michelle Panepucci

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**From:** West Liberty University Staff List <WLSTAFF-L@LISTSERV.WVNET.EDU> on behalf of Susan Garrison [\*] <sgarrison@WESTLIBERTY.EDU>  
**Sent:** Wednesday, June 26, 2019 9:31 AM  
**To:** WLSTAFF-L@LISTSERV.WVNET.EDU  
**Subject:** Staff Council By-laws for Review  
**Attachments:** Constitution and Bylaws - Staff Advisory Council DRAFT 06242019 (Autosaved) (1).docx

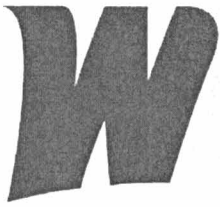
Hello

Attached for your review and comment the revised draft of **Staff Council By-laws**. The comment period will be 30 calendar days.

If you have comments or suggested revisions, please direct them to [Staff.Council@westliberty.edu](mailto:Staff.Council@westliberty.edu) on or before July 26, 2019.

Thank you.

Sue Garrison



### CONSTITUTION AND BY-LAWS FOR THE WEST LIBERTY UNIVERSITY STAFF ADVISORY COUNCIL

(Revised \_\_\_\_\_; Effective \_\_\_\_\_)

#### MISSION:

The West Liberty University Staff Advisory Council is created for the purpose of promoting a means by which employees of West Liberty University may convey their thinking on employee-employer relations and promote the welfare of staff employees. Recognizing that all matters at West Liberty University are governed by State law, by the West Liberty University Board of Governors, and by the office of the President of the University, we do hereby establish this Constitution.

#### ARTICLE I: NAME

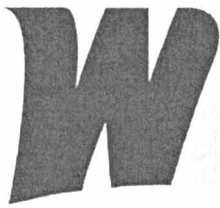
The name of this organization shall be the Staff Advisory Council of West Liberty University.

#### ARTICLE II: PURPOSES

- A. To serve as a Representative body for all staff of West Liberty University.
- B. To enhance communication among the staff in matters pertaining to the university in general.
- C. To foster a spirit of unity and cooperation among all employees.
- D. To consider methods and means by which employment conditions may be improved and the operating efficiency of West Liberty University may be increased.
- E. To convey staff concerns to West Liberty University Board of Governors (hereinafter referred to as WLU Board of Governors) through the proper channels and the President.
- F. To promote the welfare of staff.

#### ARTICLE III: MEMBERSHIP

- A. Membership shall include all staff listed under an EEO Group (full time, .53 FTE and above) at West Liberty University with the exclusion of the President and the President's Cabinet Members.
- B. Each constituency must have one Representative per 20 (twenty) employees with a minimum of two (2) members from each EEO Group:
  - (Group 1 Exec/Admin/Managerial; Group 2 Professional/Non-Faculty; Group 4 Secretarial/Clerical; Group 5 Tech/Paraprofessional; Group 6/7 Skilled Crafts/Maintenance).



- The five (5) EEO Groups have been determined through EEO criteria. Group listings should be kept current. This should be coordinated through the Human Resources Office. The Representatives to the State Advisory Council and to the WLU Board of Governors shall be ex-officio, voting members.

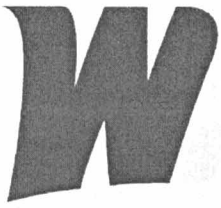
C. All staff members shall be free to attend meetings of the Staff Advisory Council; however, a twenty-four (24) hour advance notice will be required in order to address the council with new business. Staff must contact the Chairperson to be added to the agenda. A five (5) minute time period will be allotted during the new business time frame of the meeting. This will be an open discussion with those in attendance. Staff members who requested time must only discuss the topic they submit for the agenda. If discussion goes too long this item of discussion will be added to the next meeting agenda.

### **ARTICLE IV: OFFICERS/EEO GROUP REPRESENTATIVES/BOG REPRESENTATIVE/WLU STATE STAFF REPRESENTATIVE**

- A. The officers of the Staff Advisory Council shall be a Chairperson, a Vice-Chairperson, and a Secretary.
- B. The term of each officer shall be two (2) years beginning with the first meeting of the new fiscal year. A maximum of four (4) terms (8 years) can be served.
- C. An officer may be removed from office for just cause such as policy or procedural violation, misappropriation of funds) by a two-thirds (2/3) member vote by Staff Advisory Council. Any council member can make a motion to remove an officer, after all relevant discussions are made, a vote can be made to remove the officer during any regular scheduled staff advisory meeting.
- D. All officers must have been involved in council previously before being nominated and/or elected. This will be verified through attendance records.
- E. All officers are voting members excluding the Chairperson who will only vote in the event of a tie.
- F. Duties of Staff Advisory Council:

#### **1. Chairperson**

- A. The Chairperson shall be elected by nomination and balloting during the regular election by all staff held in April every two years of odd numbered years.
- B. The Chairperson shall be the chief officer of the Staff Advisory Council directing activities of the council.
- C. The Chairperson shall preside at all Staff Advisory Council meetings.
- D. The Chairperson shall convene all meetings of the Staff Advisory Council.
- E. The Chairperson shall be responsible for collecting requests for staff to speak at meetings.



- F. The Chairperson may succeed himself/herself, a maximum of four (4) terms (8 years) can be served.
- G. The Chairperson shall email all staff on campus to notify them of the upcoming monthly meeting and request agenda items for discussion at that time.
- H. The Chairperson shall remind monthly all staff via email who the EEO Group Representatives are.
- I. The Chairperson is a voting member only in the event of a tie.
- J. The Chairperson shall arrange one meeting per quarter for Staff Advisory Council to meet with the President of West Liberty University. This can be in the form of a private meeting or during a regular monthly scheduled Staff Advisory Council meeting. (per WV State Code §18B-6-6)
- K. The Chairperson shall arrange one meeting per year for Staff Advisory Council to meet with the Board of Governors to discuss matters affecting staff employees and the effective and efficient management of the institution (per WV State Code §18B-6-6) This will be conducted in a separate meeting from the monthly scheduled Staff Advisory Council meeting. This meeting will be conducted in a format that all Staff members can attend with the exception of the President and President's Cabinet members of West Liberty University.
- L. The Chairperson extends an open door policy to the West Liberty University President who is welcome to attend any regularly scheduled monthly Staff Advisory Council meeting.
- M. The Chairperson shall review the current Staff Advisory Council By-Laws each election year with all Staff Advisory Council members to make any changes, updates, and corrections as necessary.
- N. The Chairperson will be responsible for sending out updates to the Staff Advisory Council By-Laws to all staff at West Liberty University via email for a comment period of thirty (30) calendar days.
- O. The Chairperson will be responsible for taking concerns to the President for discussion with the President and/or the President's Cabinet.

### **2. Vice-Chairperson**

- A. The Vice-Chairperson shall assume responsibility for coordination of Staff Advisory Council of committees.
- B. The Vice-Chairperson shall fill the unexpired term of Chairperson in the event a vacancy occurs in that office.
- C. The Vice-Chairperson shall be elected by Staff Advisory Council from within the Council.
- D. The Vice-Chairperson shall assume other duties upon the request of the Chairperson or the Council.
- E. The Vice-Chairperson will serve as Chairperson of the Election Board.
- F. The Vice-Chairperson is a voting member.



### 3. Secretary

- A. The Secretary shall be elected by Staff Advisory Council from within the Council.
- B. The Secretary shall keep the minutes including attendance of the proceedings of the Staff Advisory Council meetings, including administrative meetings.
- C. The Secretary shall prepare minutes of all meetings of the Staff Advisory Council. A copy of the minutes shall be sent to the Chairperson who will distribute the minutes to all staff via email and then will be posted on the web site. Minutes shall include notice of next meeting date and time.
- D. At the direction of the Staff Advisory Council Chairperson, the Secretary shall keep the Staff Advisory Council informed of upcoming deadlines, important dates regarding campus policies, and/or council obligations.
- E. The Secretary is a voting member.
- F. The Secretary shall maintain the Staff Advisory Council website.

### 4. EEO Group Representatives

- A. EEO Group Representatives shall be elected during the regular election held in April every two (2) years of odd numbered years.
- B. EEO Group Representatives will be directly responsible for their EEO Group and is expected to communicate with their respective constituents concerns to the Staff Advisory Council and back to that same constituency.
- C. EEO Group Representatives have the ability to hold meetings with the EEO Group employees and communicate via email or other means available.
- D. If the EEO Group Representative changes their EEO Group mid-term, they shall remain a Representative for their elected group for the remainder of the term.
- E. EEO Group Representatives have a responsibility to follow policies and procedures in all situations.
- F. Elected EEO Group Representatives constitute the voting members of Staff Advisory Council. In meetings of Staff Advisory Council, two-thirds (2/3) of elected EEO Group Representatives or their substitutes shall constitute a quorum.
- G. Any EEO Group Representative of Staff Advisory Council who fails to attend or send a substitute to three (3) consecutive meetings, without notifying an officer of the Staff Advisory Council, may be removed by two-thirds (2/3) vote from the council.
- H. Shall a vacancy occur on Staff Advisory Council; current Council members may appoint a replacement from the EEO Group Representative nomination pool from the most recent election.
- I. EEO Group Representatives are voting members.



### **5. Board of Governor Representative**

- A. The Board of Governor (BOG) Representative will be elected by nomination and balloting by all staff held in April every two (2) years of odd numbered years.
- B. The BOG Representative will serve a term of two (2) years. Each term begins on July 1 and is eligible to succeed themselves for an additional three (3) additional terms, not to exceed a total of eight (8) consecutive years (per WV State Code § 18B-2A-1).
- C. The BOG Representative is required to take meeting notes at the BOG meetings and give a report to the Staff Advisory Council at the next meeting.
- D. The BOG Representative takes concerns from the Staff Advisory Council to the BOG as determined by majority vote.
- E. The BOG Representative must follow all policies and procedures for BOG members.
- F. The BOG Representative is a voting member.

### **6. WLU State Staff Representative (formally known as ACCE)**

- A. The WLU State Staff Representative will be elected by nomination and balloting by all staff held in April every two (2) years of odd numbered year.
- B. This WLU State Staff Representative will meet with other ACCE and State Staff Representatives monthly, in-person unless a phone-in option is available, and will be in an advisory capacity to state legislature, Higher Education Policy Committee and other groups as appropriate.
- C. WLU State Staff Representative is required to take meeting notes at the state Representative meetings and give a report to the Staff Advisory Council at the next meeting.
- D. Travel procedures must be followed; budget will be provided by the institution.
- E. WLU State Staff Representative takes concerns from the Staff Advisory Council to the state staff meetings as determined by majority vote.
- F. WLU State Staff Representative is a voting member.

## **ARTICLE V: ELECTIONS**

- A. Elections shall be held every two (2) years in the month of April of odd numbered years.
- B. To be eligible for nomination to the Staff Advisory Council election, a staff member must have completed six (6) months of full-time employment with West Liberty University.
- C. The West Liberty University President and President's Cabinet Members will be ineligible to vote or serve as Representatives or Officers to the Staff Advisory Council
- D. Staff members may only vote once in an election.





# WEST LIBERTY UNIVERSITY

## STAFF COUNCIL

E. Vice-Chairperson will serve as Chairperson of the Election Board and will submit five (5) staff member names where three (3) will then be selected by majority vote during the February meeting to serve on the Election Board.

F. An Election Board will be appointed by current Staff Advisory Council and comprised of five (5) current full-time West Liberty University Staff members meeting the following criteria:

- Are not a current Staff Advisory Council Chairperson, Vice-Chairperson, Secretary, EEO Group Representative, Board of Governor Representative or WLU State Staff Representative.
- Cannot be nominated for the upcoming election for a Staff Advisory Council position.
- Required to attend a meeting with Staff Advisory Council Officers after being selected to serve on the Election Board.

### **Election Board Duties:**

- The Election Board members should not currently serve on council.
- Election Board member should not be nominated for the current election.
- The Election Board will be responsible for all aspects of the election, including the following:
  - Meet with Human Resources to review and verify the current EEO Group List.
  - All communication with staff and Staff Advisory Council before, during and after the election via email.
  - Notify campus via email of the nomination process by the last business day in March.
    - Nominations must be received by the second Tuesday in April.
    - Ballots will go out on the third Tuesday in April.
    - Election will be held on the fourth Tuesday in April.

G. Notify campus via email of the election results no later than the Friday following the election.

H. Voting for the election will be conducted via Google. This electronic system will also count the votes.

I. Confirm staff members have access to computers for people working outside of an office setting to allow them to vote.

J. The Election Board will conduct an election every two (2) years in the month of April of odd numbered years.

K. In the case of a tie for any position, the current council will break the tie. The current Chairperson of Staff Advisory Council will not vote but in the event of an additional tie from council, the Chairperson will decide the final winner. The tie breaker will be broken by the flip of a coin. Vice-Chairperson flips the coin, heads or tails will be assigned to the two (2) candidates, the Chairperson will announce the results, verification by the Secretary.



- L. If there are no nominations for a group, the Election Board will notify the Vice-Chairperson who will then seek nominations from the Staff Advisory Council.
- M. All election information will be stored in a Google Drive managed by the Vice-Chairperson and retained for ten (10) years.
- N. In the event of discrepancy or concern of election results, a written request must be submitted to the Vice-Chairperson within seven (7) days of the release of the election results.
- O. The Vice-Chairperson will conduct an investigation and provide a written summary of findings to be presented at the next staff meeting. A written response to the complainant will be done in seven (7) days. A concern can only be brought forward by staff members eligible to serve on Staff Advisory Council.

### **ARTICLE VI: STAFF ADVISORY COUNCIL**

- A. The Staff Advisory Council shall consist of thirteen (13) elected staff members to include one (1) elected officer (Chairperson) and ten (10) staff EEO Group Representatives from which the Vice-Chairperson and Secretary will then be chosen by council; in addition, two (2) ex-officio, voting members (being the WLU State Staff Representative and WLU Board of Governors Representative) will be part of the Council. The Staff Advisory Council will have a total of thirteen (13) members.
- B. Each Staff Advisory Council member will be required to follow the Staff Advisory Council By-laws and duties outlined in the Staff Advisory Council By-laws.
- C. All members to the Staff Advisory Council must select a substitute to attend any meeting he/she cannot attend. EEO Group Representatives, WLU State Staff Representative and WLU Board of Governors Representative may select substitutes from among the staff in general.
- D. Elected EEO Group Representatives constitute the voting members of Staff Advisory Council. In meetings of the Staff Advisory Council, two-thirds (2/3) of elected EEO Group Representatives or their substitutes shall constitute a quorum.
- E. Any EEO Group Representative of Staff Advisory Council who fail to attend or send a substitute to three (3) consecutive meetings, without notifying an officer of the Council, may be removed from the council.
- F. Should a vacancy occur on the Staff Advisory Council, Council may appoint a replacement as per the following criteria:
  - Initial replacement should come from the EEO Group of the individual's vacancy.
  - If a replacement is not found from that individual's EEO Group, then the council can choose a replacement from any EEO Group.
  - The replacement should be chosen at the next meeting following the vacancy.
  - The replacement will require two-thirds vote by the council.
- G. All terms of Staff Advisory Council members begin on July 1.



### ARTICLE VII: TERM OF OFFICE

- A. A member may succeed himself/herself but may not serve more than four (4) consecutive terms (8 years). The term of office shall begin with the first meeting 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 exceed 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 two-thirds 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 in writing 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. Specific date(s), time(s), and location(s) of each meeting of the Staff Advisory Council shall be decided upon and voted upon by the Staff Advisory Council at its first meeting of the new fiscal year. (Example: Second Thursday of each month at 1:30 p.m. in the Board of Governors Room.)
- C. Each member of the Staff Advisory Council shall be responsible for receiving/collecting input, comments, questions, etc. from his/her designated group and submitting these items for the agenda.
- D. 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.
- E. Agenda items should be submitted to the Chairperson twenty-four (24) hours before the scheduled meeting.
- F. Additional meetings can be held to deal with interim business as determined by the Chairperson.
- G. 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.



# WEST LIBERTY UNIVERSITY

## STAFF COUNCIL

### **ARTICLE IX: FUNDRAISING**

Fundraising activities will need to be approved by two-thirds (2/3) vote of the council, all money raised will be deposited in to the staff council foundation account, all state and foundation cash handling policies and procedures will be followed.

### **ARTICLE X: AMENDMENTS**

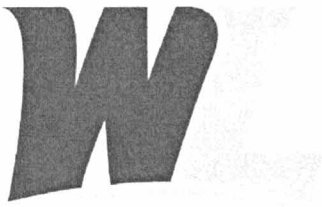
Amendments to this Constitution may be made by a two-thirds (2/3) member vote of those Staff Advisory Council members present at any regular meeting, providing a quorum is present. A notice that an amendment is to be proposed must be given to all members of the Staff Advisory Council at least ten (10) 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 final.

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# WEST LIBERTY UNIVERSITY

## STAFF COUNCIL

### CONSTITUTION AND BY-LAWS

#### Staff Advisory Council

Revision Effective Date – \_\_\_\_\_.

The following affixed signatures by the West Liberty University Staff Advisory Council ratify these REVISIONS to the Constitution and By-laws on this \_\_\_\_\_ day of \_\_\_\_\_, 2019. REVISIONS will be effective \_\_\_\_\_.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Reviewed and approved by the President of  
West Liberty University:

\_\_\_\_\_

President Name

\_\_\_\_\_

Date