

## **Procedure 10.0601**

### **Staff Association Constitution and ByLaws Procedure**

**PREAMBLE:** The staff of Beaufort County Community College, recognizing the need for communication among staff, faculty, administration, and students and acknowledging a responsibility in the development and operation of Beaufort County Community College, hereby establish this constitution.

#### **Articles**

##### **ARTICLE I. Name of Organization**

The name of this organization shall be the Staff Association of Beaufort County Community College, hereafter referred to as the Association.

##### **ARTICLE II. Membership in the Association**

- A. All full and regular part-time staff members of Beaufort County Community College whose primary duties are not teaching or administration shall be eligible for membership.
- B. Any other staff person whose application is approved by two-thirds of the Association shall be eligible for membership.

##### **ARTICLE III. Meeting of the Association**

- A. A general organizational meeting shall be held at the beginning of each new fiscal year.
- B. Regular meetings shall be held at least once each semester.
- C. Additional meetings may be called by the President of the Association as deemed necessary or when requested by the President of Beaufort County Community College.
- D. The agenda of each scheduled Association meeting shall be distributed to each member of the Association at least three days prior to the meeting.

##### **ARTICLE IV. Duties of the Association**

- A. The Association shall meet each semester in regular session.
- B. The Association may meet in special sessions as approved by the Staff Council or as petitioned by one-fourth of the members of the Association.
- C. The Association may initiate recommendations to the Senior Staff and Faculty Senate.

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- D. The Association shall review recommendations which have been rejected by the Senior Staff and Faculty Senate and may make further recommendations as deemed necessary.
- E. The Association must initiate and approve amendments to the Constitution.

### **ARTICLE V. Officers of the Association**

- A. The President, Vice President, Secretary, and Treasurer of the Association shall be elected by majority vote of those members present at the general organizational meeting of the Association at the beginning of each fiscal year.
- B. The duties of the officers of the Association shall be as follows:
  - 1. It shall be the duty of the President to:
    - a. Preside over meetings of the Association.
    - b. Call and preside over meetings of the Staff Council.
    - c. Call special meetings of the Association as approved by the Staff Council, or as petitioned for by one-fourth of the members of the Association.
    - d. Appoint ad-hoc committees as needed.
    - e. Represent the Association whenever necessary.
  - 2. It shall be the duty of the Vice President to perform all duties of the President in his/her absence.
  - 3. It shall be the duty of the Secretary to:
    - a. Keep and preserve minutes of all meetings of the Association and the Staff Council.
    - b. Distribute copies of the minutes to members of the Association.
    - c. Receive and preserve minutes of the meetings of the committees.
  - 4. It shall be the duty of the Treasurer to be responsible for all financial operations of the Association.

### **ARTICLE VI. Staff Council of the Association**

- A. Executive powers of the Association shall be vested in a Staff Council composed of the officers of the Association and the chairperson of the standing committees.
- B. The President of the Association shall serve as President of the Staff Council.
- C. The duties of the Staff Council shall be as follows:

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1. Prepare and distribute the agenda for regularly scheduled Association sessions.
2. Establish the calendar of regular meetings of the Association.
3. Assign members of the Association to standing committees.
4. Refer matters to the standing committees for their study.
5. Receive and review recommendations from the standing committees.
6. Forward recommendations of the Staff Council and the Senate to the Senior Staff and Faculty Senate.
7. Call special sessions of the Association.

### **ARTICLE VII. Committees**

- A. Membership of the standing committees shall be in accordance with the following.
  1. The chairperson of each standing committee shall be elected by majority vote of members present at the general organizational meeting of the Association at the beginning of each fiscal year.
  2. Committee members other than the chairperson shall be appointed by the Staff Council.
- B. The standing committees, voting privileges of members, and the objectives of each committee shall be stated in the bylaws.
- C. Ad hoc committees shall be appointed by the President of the Association. Ad hoc committees shall deal with matters not specifically within the area of responsibility of one of the standing committees.

### **ARTICLE VIII. Amendments**

Amendments to the constitution must be submitted in writing to the Association and approved by two-thirds of a quorum at the next meeting. A quorum is defined as fifty percent of the total Association membership. Minor issues not pertaining to the constitution may be approved by majority vote of members present at meeting.

### **ARTICLE IX. Ratification**

This constitution shall be adopted if approved by two-thirds of the membership of the Association.

## **Bylaws of Staff Association**

### **ARTICLE I. Amendments**

Amendments to the bylaws may be submitted in writing by any member of the Association at either a regular or special session of the Association. A new amendment shall be

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adopted after it is read at the next meeting and if approved by a majority vote of members present.

### **ARTICLE II. Standing Committees**

The following are considered Standing Committees:

#### A. Staff Affairs Committee

The Staff Affairs Committee promotes, investigates, studies, and recommends programs which relate to the general welfare of the staff; recommends changes in the BCCC policy & procedure manual each year; represents the general staff in dealing with staff grievances; and sets annual dues and approves their disbursements.

The Communication Affairs shall be responsible for reporting to the Staff Affairs chairperson any circumstances where cards are to be sent. Cards may be distributed for the following reasons:

The death of a mother, father, sister, brother, child, or spouse, a staff member who has been in the hospital for at least two days, a staff member who is home sick for more than a week, death of a relative, other than those listed above, weddings and births.

#### B. Professional Development Committee

The Professional Development Committee investigates, studies, and recommends policies pertaining to educational programs beneficial to staff personnel. It hears concerns of staff dealing with job assignments, in-service training, professional organizations, and evaluation procedures.

#### C. Communication Affairs Committee

The Communication Affairs Committee is composed of at least one employee from each of the following areas: Business Office, Continuing Education, Office Managers, Library, and Student Services. The Communication Affairs Committee shall be responsible for obtaining and disbursing information to and from the Faculty Senate and the Senior Staff to the general staff through memoranda and/or newsletter.

#### D. Special Events Committee

The Special Events Committee shall develop, organize, and implement all activities sponsored by the Staff Association. These activities include luncheons, fundraisers, social events, scholarships, etc. The committee will coordinate activities using ideas and input from staff members.

**ARTICLE III. Dues**

Members of the Staff Association of Beaufort County Community College shall pay annual dues to the treasurer of the organization. The dues are \$10.00 per year.

**ARTICLE IV. Dues and/or Assessments**

Each member of the Staff Association of Beaufort County Community College shall pay to the treasurer membership dues. Dues are payable at the first Staff Association meeting of the fiscal year.

**References**

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** [Employee and Student Input Policy](#)

**History**

**Senior Staff Review/Approval Dates:** 2/18/14

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*