



**BOWIE STATE UNIVERSITY  
STAFF COUNCIL  
CONSTITUTION**

**AMENDED & ADOPTED  
2017**

# PREAMBLE

Basic to the effective operation of any system of higher education is the acceptance of the concept of shared governance. The Bowie State University Staff Council (BSUSC) represents the interests and concerns of staff employees who are excluded from collective bargaining/union membership. The Staff Council participates in an advocacy and advisory capacity, in the review and implementation of university policies and procedures; and provides a forum for discussion and recommendation on matters involving this constituency with consideration of the welfare of the entire BSU community. This advocacy also includes an advisory role in administrative areas; as well as in the functional support of academic matters.

The BSU Staff Council has committee structures and utilizes them as a vehicle to serve the entire membership and to provide representation to the Bowie State University Council. These structures also inform employees of the University System of Maryland's (USM) related actions and provides a liaison to the USM Council of University System Staff (CUSS) and Bowie State University. The USM CUSS Organization is the State of Maryland System-wide Governing Body from which all USM Staff Council and/or Staff Senate Shared Governance Organizations are constitutionally established and governed.

The herein stated BSUSC Constitution and By-Laws do not apply to or presume to represent any Bowie State University Staff Members who are covered by a Memorandum of Understanding between either the AFSCME Collective Bargaining Unit/Union or MCEA Collective Bargaining Unit/Union and Bowie State University; as determined by the Bowie State University Office of Human Resources.

# **ARTICLE I**

## **NAME**

### **Name**

The name of this body shall be the Bowie State University Staff Council (BSUSC), hereafter referred to as the Staff Council...

# **ARTICLE II**

## **PURPOSE**

### **Purpose**

The purpose of the Staff Council shall be:

- To represent the interests and concerns of Bowie State University (BSU) Exempt, Non-Exempt, and Contingent II Employees (except those who are covered by a Collective Bargaining Unit Agreement and those who are Members of the University President's Cabinet)...
- To keep non-union staff informed and to provide a forum for discussion and recommendations on matters affecting staff and the welfare of BSU...
- To provide representation to the Bowie State University Council and the Council of University System Staff (CUSS)...
- To formulate, recommend, and review university policies as they affect staff and to provide equal representation of staff on policy-making boards and committees at BSU, USM, and other agencies as appropriate...
- To inform staff of Staff Council and University System of Maryland (USM) related activities...
- To develop and certify composition of Standing Committees and Ad-Hoc Committees and utilize those committees as a vehicle to serve the membership...

## **ARTICLE III**

### **CONSTITUENCIES**

#### **Constituencies**

The Staff Council shall be comprised of and represent all Exempt, Non-exempt and Contingent II Staff Employees as designated by the BSU Office of Human Resources. These employees cannot be designated as Bargaining Unit / Union Staff Employees....

This representation does not include any the following groups or categories of BSU Employees:

- BSU Employees who are covered by a Collective Bargaining Unit / Union Membership Agreement or Memorandum of Understanding...
- BSU Students...
- BSU Academic Deans...
- Members of the BSU President's Cabinet...

## **ARTICLE IV**

### **GENERAL MEMBERSHIP**

#### **General Membership**

The General Membership of the BSUSC shall consist of all Exempt, Non-exempt and Contingent II Staff Employees as designated by the BSU Office of Human Resources. These employees cannot be designated as Bargaining Unit / Union Staff Employees. General Members have the right to vote during elections for Staff Council Officers, Divisional Voting Representatives/Alternates, and CUSS Representatives...

## ARTICLE V

### VOTING MEMBERS

#### Voting Members

The number of voting representatives shall be equal to five percent (5%) of the total number of staff within each of the seven (7) Presidential and Vice Presidential Divisions (except those staff covered by collective bargaining units/unions and those who are members of the University President's Cabinet). The BSU Voting Representative Divisions are as follows:

- Division of the President
- Division of Academic Affairs
- Division of Administration and Finance
- Division of Enrollment Management
- Division of Institutional Advancement
- Division of Information Technology
- Division of Student Affairs

Assistant/Associate Vice Presidents will not vote on final versions of University policies considered.

## ARTICLE VI

### EX-OFFICIO MEMBERS

#### Ex-Officio Members

The Non-voting *Ex-Officio* members of the Staff Council include the BSU President, Provost, and Divisional Vice Presidents...

## **ARTICLE VII**

### **OFFICERS**

#### **Officers**

There shall be eight (8) Officers of the Bowie State University Staff Council:

- (a) Chairperson (b) Vice Chairperson (c) Immediate Past Chairperson (d) Secretary (e) Treasurer (f) Parliamentarian (g) two (2) CUSS Representatives...

All officers shall be elected biennially from the membership and by the membership... Staff Council Officers shall be elected for a two academic year term per election cycle... The Chairperson shall appoint the Parliamentarian...

## **ARTICLE XIII**

### **MEETINGS**

#### **Meetings**

The BSUSC shall meet as specified in its By-laws; but not less than twice each traditional semester. Additional meetings may be convened according to procedures specified in the By-Laws.

## **ARTICLE IX**

### **AMENDMENTS & ADOPTION**

#### **Amendments and Adoption**

The process for amending the BSU Staff Council Constitution and By-Laws can begin at any regular meeting of the Staff Council in which a Quorum is established. The procedures for submission and adoption of an amendment are as follows:

- Any staff council member may indicate a desire or need for an amendment; however, all amendment proposals must be submitted (in writing) by at least two (2) staff council members to the Chairperson of the Constitution and By-Laws Committee ....
- The Chairperson of the Constitution and By-Laws Committee must submit the proposed amendment(s) in writing to the Staff Council Executive Board at least one (1) week prior to the Executive Board Meeting...
- The Staff Council Executive Board shall review the amendment(s) and make recommendations for further study and/or clarification (if necessary) or present to the membership for voting...
- The Executive Board shall be responsible for discussing any proposed amendments within 60 days of receipt along with any studies or information received in relation to the original amendment...
- Once the Executive Board has agreed to refer the proposed amendment to the membership, the Constitution and By-Laws Committee chairperson shall communicate the proposed amendment to the members who initially proposed the amendment to ensure the composition of the amendment is fairly represented...
- Upon agreement from the proposing member(s), the Constitution and By-Laws Committee chairperson shall communicate the proposed amendment to the Voting Representatives for consideration and comments for at least 20 calendar days...
- After receiving comments and edits, the Constitution and By-Laws Committee Chairperson shall prepare the proposed amendment for voting on by the entire Staff Council membership...
- Voting on the proposed amendment shall be submitted in writing to all members of the Staff Council at least two (2) weeks before the voting deadline. The Constitution and By-Laws Committee Chairperson shall coordinate the distribution of the amendment and the tallying of the votes...

- Final Approval of any amendment is by a simple majority vote of the Staff Council Membership...
- Final Approval must be obtained from the Bowie State University President...



# **BOWIE STATE UNIVERSITY STAFF COUNCIL**

## **BY-LAWS**

### **AMENDED & ADOPTED 2017**



## **ARTICLE I**

### **NAME**

#### **Name**

The name of this body shall be the Bowie State University Staff Council (BSUSC), hereafter referred to as the Staff Council...

## **ARTICLE II**

### **PURPOSE**

#### **Purpose**

The purpose of the Staff Council shall be:

- To represent the interests and concerns of Bowie State University (BSU) Exempt, Non-Exempt, and Contingent II Employees (except those who are covered by Collective Bargaining; and those who are Members of the University President's Cabinet)...
- To keep non-union staff informed and to provide a forum for discussion and recommendations on matters affecting staff and the welfare of BSU...
- To provide representation to the Bowie State University Council and the Council of University System Staff (CUSS)...
- To formulate, recommend and review university policies as they affect staff and to provide equal representation to staff on policy-making boards and committees at BSU, USM, and other agencies as appropriate...

- To inform staff of Staff Council activities and University System of Maryland (USM) related activities...
- To develop and certify composition of standing committees and act within those committees as a vehicle to serve the membership...

## **ARTICLE III**

### **MEMBERSHIP**

#### **Section 1. Constituencies**

The Staff Council shall be comprised of and represent all Exempt, Non-exempt and Contingent II Staff Employees as designated by the BSU Office of Human Resources.

This representation does not include the following groups and/or categories of employees:

(a) BSU Employees who are covered by a Collective Bargaining Unit/Union Membership Agreement or Memorandum of Understanding (b) BSU Students (c) BSU Academic Deans (d) Members of the BSU President's Cabinet...

#### **Section 2. General Membership**

The General Membership of the BSUSC shall consist of all non-union staff designated as Exempt, Non-exempt and Contingent II employees by the BSU Office of Human Resources.

General Members have the right to vote during elections for Staff Council Officers, Divisional Voting Representatives & Alternates, and CUSS Representatives...

All members of the BSU Staff Council have the following responsibility:

- Be informed on issues confronting higher education, the USM, and Bowie State University...
- Recognize that there may be occasions when Bowie State University leaders must act in the best interest of the university without the benefit of the shared governance process and shall inform Staff Council in a timely fashion...

- Recognize that while participation by staff, faculty and students in governance is necessary and important, the final responsibility for decision-making rest with the Bowie State University President, the USM Chancellor, or the USM Board of Regents; who are ultimately held accountable by the public and its elected leaders...

## ARTICLE IV

### VOTING

#### Section 1. Voting Members

The number of voting representatives shall be equal to five percent (5%) of the total number of staff within each of the Presidential and Vice Presidential Divisions (except those staff covered by collective bargaining units/unions and those who are members of the President's Cabinet)...

The BSU Voting Representative Divisions are as follows: (a) Division of the President (b) Division of Academic Affairs (c) Division of Administration and Finance (d) Division of Enrollment Management (e) Division of Institutional Advancement (f) Division of Information Technology (g) Division of Student Affairs...

The Elections committee shall coordinate with the Office of Human Resources to determine the number of positions represented by the Staff Council among the seven (7) Divisions...

- The total number of staff will be multiplied by five (5) percent to determine how many voting representatives will serve on the Staff Council Executive Board. If the result is less than one (1), it will be rounded up to one...
- The Division Voting and Alternate Representatives shall be chosen from the Staff Council membership and included on the Staff Council elections ballot..
- Seats vacated temporarily shall be filled by recommendation of the Elections Committee to the Staff Council Chairperson until the incumbent can return...

- Permanent vacancies will be filled by the candidate with the next highest vote count. If no candidates are available, then the Staff Council Executive Board will recommend candidates to be filled by appointment. The Executive Board reserves the right to hold a special election to fill permanent vacancies...

## **Section 2. Election of Division Voting Representatives**

Each division shall have a minimum of one (1) voting representative. Divisional voting representatives shall serve as members of the Staff Council Executive Board and have full voting rights and responsibilities at convened meetings. The number of staff council members within each division is updated and revised periodically, as needed...

The duties of the Division Voting Representatives shall include:

- Bringing matters concerning their constituents to the attention of the Staff Council Chairperson and Executive Board...
- Attending Staff Council Executive Board and General Body Monthly Meetings...
- Serving on Staff Council committees...
- Representing the Division staff members in the Staff Council...
- Communicating Staff Council actions to their constituents...

## **Section 3. Division (Alternate) Voting Representatives**

Staff shall elect an alternate per division who shall substitute for a voting representative of the Council. Alternates should be elected at the same time and in the same manner as regular voting representatives. The representative needs to contact the alternate when he or she cannot attend a meeting. An alternate may vote for an absent voting representative provided the representative has given prior notification to the Chair. If any elected representative is absent from three consecutive Council meetings or a total of three Staff Council Meetings, without prior notification to the Chair, and without sending an alternate, the Executive Board will notify the Presidential or Vice Presidential area to seek a recommendation for replacement.

#### **Section 4. Ex-Officio Members**

The non-voting *Ex-Officio* members of the Staff Council include the BSU President, Provost, and Divisional Vice Presidents. The duties of *Ex-Officio* members shall include informing the Staff Council of relevant issues, which concern the Staff Council...

## **ARTICLE V** **ELECTIONS**

#### **Section 1. Voter Eligibility**

All members of the Bowie State University Staff Council are eligible to vote in Staff Council elections. Each staff person may vote for the number of eligible candidates from their Division. For example, if a Division staff person is allowed to vote for two representatives, they may elect to vote for two different people on the same ballot.

#### **Section 2. Election of Officers**

The BSUSC Nominating Committee shall develop a voting ballot for each Presidential or Vice Presidential area. The ballot shall be distributed to all staff in the corresponding area. New representatives of the Council shall begin their term at the September Staff Council meeting and serve a two-year term. All members of the Bowie State University Staff Council are eligible to vote in Staff Council elections. Each staff person may vote for the number of eligible candidates from their Division. For example, if a Division staff person is allowed to vote for two representatives, they may elect to vote for two different people on the same ballot.

The duties of the Division (Alternate) Voting Representatives shall include:

- Bringing matters concerning their constituents to the attention of the Staff Council Executive Board...
- Attending Staff Council Executive Board and general body monthly meetings...
- Serving on Staff Council committees...

- Representing the division staff members in the Staff Council...
- Communicating Staff Council actions to their constituents...

The Chairperson, Vice Chairperson, Secretary, Treasurer, Parliamentarian, CUSS Representatives, and Division Voting Representatives shall be elected from among the Staff Council membership. The Chairperson and Vice Chairperson shall serve no more than two (2) consecutive terms in each respective office. All other officers are eligible to serve multiple terms in those positions.

Terms of office start at the September Meeting. An installation ceremony will be held in August to transition the duties and responsibilities to the newly elected persons. If the Chairperson cannot complete his/her term, the Vice Chairperson shall serve the remaining term. If the Vice Chairperson is unable to fill the Chairperson vacancy, the Executive Board may allow the candidate with the next highest vote count to fill the vacancy or choose to convene a Special Election. If the Vice Chairperson is unable to complete his/her term, the Executive board may allow the candidate with the next highest vote count to fill the vacancy or choose to convene a Special Election.

## **ARTICLE VI**

### **ORGANIZATION**

#### **Section 1. Officers and Terms**

There shall be eight (8) Officers of the Bowie State University Staff Council:

- Chairperson
- Vice Chairperson
- Immediate Past Chairperson
- Secretary
- Treasurer
- Parliamentarian
- Two (2) CUSS Representatives...

All officers shall be elected every two years (biennially) from the membership and by the membership... Staff Council Officers shall be elected for a two academic year term per election cycle... The Chairperson shall appoint the Parliamentarian...

## **Section 2. Chairperson**

The duties of the Chairperson shall include:

- Setting up the fiscal year Staff Council Meetings Calendar...
- Calling and Presiding over Monthly General Body and Executive Board Meetings...
- Serving as Chairperson or Vice-Chairperson of the Bowie State University Council...
- Preparing agendas for Staff Council meetings in coordination with the Executive Board if possible...
- Serving as the Chief Liaison with the BSU President and spokesperson for the Staff Council...
- Appointing Staff Council Committee Chairs...
- Appointing the Staff Council Parliamentarian and Treasurer (from the Executive Board Membership)...
- Having signature authority on all Staff Council accounts...
- Voting only in the case of a tie vote...

## **Section 3. Vice Chairperson**

The duties of the Vice Chairperson shall include:

- Serving as Chairperson in the absence of the elected Staff Council Chairperson...
- Overseeing all Staff Council Committees...

- Overseeing Staff Council Membership on University Council Committees...
- Serving as Staff Council Parliamentarian (if no one is appointed)...
- Serving on the University Council...
- Assisting the Chairperson as needed...

#### **Section 4. Immediate Past Chairperson**

The duties of the Immediate Past Chairperson shall include:

- Advising the incoming Staff Council Chairperson of operational responsibilities and any carryover issues for the New Staff Council Executive Board...
- Providing historical rationale (if possible) for past decisions...
- Serving as the Chairperson of the Elections Committee...
- Assisting the Chairperson with procedural questions; if requested...
- Serving on any other committee deemed as necessary by the Staff Council Chairperson...

#### **Section 5. Secretary**

The duties of the Secretary shall include:

- Recording and preparing meeting minutes...
- Sending Draft minutes to the Staff Council Chairperson no later than one (1) week after the Staff Council Meeting and posting them to the Staff Council Blackboard community upon approval...
- Managing the Blackboard communities...
- Serving on the University Council...
- Serving as a member of the Elections committee...
- Serving as editor of the Staff Council website...
- Maintaining and archiving all official Staff Council documents...



## **Section 6. Treasurer**

The duties of the Treasurer shall include:

- Serving as the official custodian of the Staff Council budget and trustee of all Staff Council fiscal accounts...
- Explaining the budget to members as necessary...
- Managing, receiving and disbursing funds in accordance with BSU and USM Policy and Guidelines...
- Keeping accurate records of all funds received and disbursed...
- Depositing all funds collected and or received in the appropriate budget account...
- Ensuring that any bank signature card includes both the Chairperson and Vice Chairperson's names...
- Issuing receipts for all funds donated and/or received...
- Preparing and providing monthly and annual reports (or as requested) at Staff Council Meetings or Executive Board Meetings...
- Completing required PeopleSoft Financials requisitions in the role of Requestor and attending a Mandatory PeopleSoft training session within 30 days of being elected to office...
- Ensuring signature authority documents are updated by August of each fiscal year...
- Preparing all expenditure requests for approval by the Staff Council Chairperson or Vice Chairperson...
- Preparing an annual budget by the September Executive Board Meeting...

## **Section 7. Parliamentarian**

The duties of the Parliamentarian shall include:

- Advising the Staff Council Chairperson by ensuring that "Robert's Rules of Order" are followed during all Staff Council Meetings...
- Advising the Chairperson in the event of requested assistance regarding a challenge or ruling concerning Roberts Rules of Order...

- Ensuring that a Meeting Quorum is present for all official meetings...
- Serving as agenda timekeeper for all Staff Council meetings...

### **Section 8. Council of University System Staff (CUSS) Representatives**

The duties of the two (2) CUSS representatives shall include:

- Representing Bowie State University Staff Council at monthly CUSS Meetings...
- Presenting CUSS reports and keeping the Staff Council membership informed of CUSS and USM related activities and actions on a monthly basis...
- Serving on the Staff Council Executive Board...
- Giving the USM CUSS Chairperson prior notification when a member is not able to attend a meeting and informing the CUSS Chairperson that an Alternate will attend and vote in an absence...
- Making recommendations regarding issues that affect staff employees, on behalf of the BSU Staff Council to the USM CUSS Chairperson; to be considered and forwarded to the USM Chancellor, Board of Regents, and/or the Chancellor's Council if recommended and approved by USM CUSS...

### **Section 9. CUSS (Alternate) Representatives**

The duties of CUSS (Alternate) Representatives shall include:

- Attend all USM CUSS Meetings as a Non-voting BSUSC CUSS Representative...
- Voting only if an elected BSU CUSS representative is unable to attend a meeting...
- Attend all BSU Staff Council Executive Board Meetings

## **ARTICLE VII**

### **STANDING COMMITTEES**

#### **Section 1. Standing Committees**

There shall be seven (7) BSU Staff Council Standing Committees. Each committee shall have a Chairperson that will serve as the convener, facilitator and contact person for the committee...

## **Section 2. Standing Committee Chairpersons**

The duties of Standing Committee Chairpersons shall include:

- Soliciting members and convening regular committee meetings to perform the duties designated by their respective committee charters...
- Submitting monthly reports and an annual report to the Staff Council Vice Chairperson...
- Serving as the convener, facilitator and contact person for the committee...
- Reporting committee activities at Staff Council meetings as requested...

### **Constitution and By-Laws Committee**

The Constitution and By-Laws Committee shall:

- Develop, review and make recommendations, revisions, and clarifications to the Constitution and By-Laws as necessary...
- Accept proposed changes to the By-Laws, study the proposals, and prepare recommendations to the Staff Council...
- Review the By-Laws every three years to determine if the purposes and functions of the Staff Council are being fulfilled; and to ensure that the Staff Council is adhering to its Constitution and By-Laws...

### **Staff Policy Review Committee**

The Staff Policy Review Committee shall:

- Review and make recommendations, relative to proposals and changes from the campus and USM policies concerning conditions of employment for all staff council members...

### **Staff Professional Development Committee**

The Staff Professional Development Committee shall:

- Collaborate with the Office of Human Resources to provide Staff Professional Development, Recognition and Collaborative activities for the Staff Council Membership...

- Research and publish opportunities for the development of BSU Staff Council Members...

### **Elections Nominating Committee**

The Elections Nominating Committee, Chaired by the Immediate Past Chairperson, shall:

- Be responsible for soliciting nominations and preparing, distributing, and tabulating the election ballots...
- Request a BSU Staff Council Members Only List from the Office of Human Resources at least one month prior to the commencement of the Staff Council elections process...
- Solicit candidate nominations for Staff Council Officers in March...
- Request nominations or self-nominations of candidates or select candidates to be a part of a slate of candidates for any of the Staff Council positions...
- Hold elections during the Month of April for the next term...
- Announce that the term of office for Executive Board Members shall be two (2) academic years...
- Report results of the election to the President of the University; no later than the first week of June of an election year...
- Take into consideration any special circumstances that may require a different schedule of elections and act accordingly in consultation with the Executive Board...

### **Cynthia Coleman Scholarship Fund Committee**

The Cynthia Coleman Scholarship Committee shall:

- Be responsible for the advertisement, collection, review, and awarding of all scholarship programs offered by the Staff Council...
- Work with the Events Committee to explore and implement opportunities and activities to raise funds to be used for BSU Student Scholarships...

### **Environmental Impact Committee**

The Environmental Impact Committee shall:

- Work to investigate and explore those environmental factors and systems that impact the work performed by BSU Staff Council members...
- Provide the Staff Council with recommendations for university operations solutions in areas where inefficiency in operations has brought about increased costs; both in terms of fiscal and personnel resources...

### **Events Committee**

The Events Committee shall:

- Plan, organize, and execute social and fundraising events sponsored by the Staff Council...
- These events include; but are not limited to:  
Homecoming Parade  
End of the Year Picnic  
Holiday Party

Standing Committees may add to their membership as needed to accomplish the goals of each committee. Committee positions are voluntary and each member's term of office shall be for one academic year; however, a committee member can request to serve multiple one-year terms...

### **Section 3. Ad-Hoc Committees**

Ad-Hoc Committees may be established by the BSU Staff Council to perform special tasks and consider particular concerns. BSU Staff Council Ad-Hoc Committees shall:

- Have a Chairperson that will serve as the convener, facilitator, and contact person for the committee...
- Include all BSU Staff Council members; including Exempt, Non- exempt, Contingent I, Contingent II, and could include BSU Staff Members who are represented and covered by a Collective Bargaining Agreement...
- May add to their membership as needed to accomplish the goals of each committee...

The Chairperson of Staff Council appoints BSU Staff Council Ad-Hoc Committee Chairpersons and committee work shall exist for a term as specified by the Staff Council Executive Board...

#### **Section 4. BSU University Council Committees**

The Staff Council shall:

- Provide appropriate representation as requested and/or required to all university-wide committees, including standing and ad-hoc committees, as provided in the University Council By-Laws...
- The Staff Council will strive to identify and appoint the most qualified Bowie State University staff council members to serve on these committees...
- Representatives to University Council committees shall serve a one academic year term, which can be renewed without limitation...

If a representative to a University Council committee cannot complete his or her term, the Staff Council Vice Chairperson shall nominate and appoint, with the Executive Board's approval, another representative from the general Staff Council membership to serve for the remainder of the unexpired term...

#### **Section 5. University Council Committee Representatives**

The duties of the Staff Council representatives on University Council committees shall include:

- Attending monthly meetings...
- Submitting reports to the Staff Council Executive Board as requested by the Chairperson or designee...
- Reporting committee activities at Staff Council meetings as requested...
- Representing Staff Council interests and concerns...

## **ARTICLE VIII**

### **EXECUTIVE BOARD**

#### **Section 1. Executive Board**

The Staff Council Executive Board is the governing body of the BSU Staff Council Organization. The Board shall be comprised of the following members:

Chairperson, Vice Chairperson, Immediate Past Chairperson, Secretary, Treasurer, Parliamentarian, two (2) CUSS Representatives and Alternates, as well as All Division Voting Representatives and Alternates...

The Staff Council Executive Board, by a two-thirds majority vote at any given Executive Board Meeting where a Quorum has been established, can vote to remove a Staff Council Officer from his/her Duties "For Cause"...

#### **Section 2. Executive Board Duties**

The duties of Executive Board Members shall include:

- Representing fairly the Staff Council membership in the best interest of Bowie State University on all appropriate boards and committees...
- Acting within time constraints often imposed by external agencies and influences.
- Appropriately sharing information and providing timely feedback...
- Informing Staff Council membership in a timely manner when Bowie State University leaders chose to reject, in whole or in part, the Staff Council advice

and recommendations. The Staff Council Executive Board may choose to present a written statement of its position and/or any objections to the administration's position. This written statement will become part of the University's record on this issue...

- Assisting with agenda creation for Monthly Staff Council Meetings...
- Preparation and submission of a report on the work of Staff Council to the BSU President and the Campus Community; if requested...

### **Section 3. Executive Board Meetings**

The Staff Council shall hold its Executive Board meetings at least once per month throughout the academic year (September through May) and as needed during the summer (June through August). This meeting shall be convened to formulate the agenda including a time schedule for the Staff Council Meetings. Attendance at the Executive Board meeting by all Executive Board members is required to represent their divisions effectively. Any Executive Board member can submit agenda items to discuss. The Staff Council Chairperson in collaboration with the Vice Chairperson will create the agenda for the Executive Board meetings. The Parliamentarian or Vice Chairperson shall serve as the timekeeper for the meeting, indicating as needed how much time is left for action/discussion on each item. Staff Council members shall stop discussion of an item when time is completed or request from the Chairperson additional time to speak.

## **ARTICLE IX**

### **MEETINGS**

#### **Section 1. All Staff Council Related Meetings**

The Staff Council Chairperson or assigned designee may only convene meetings or assemblies of all staff who are not represented by an exclusive collective bargaining unit on campus; however, the President of the University has the authority to request the convening of a Staff Council Meeting at any time...



## **Section 2. BSUSC Closed (Members Only) Meetings**

The Staff Council shall hold its Closed (Members Only) Meetings at least once per month throughout the academic year (September through May) and as needed during the summer months (June - August). Employees covered by collective bargaining are not eligible/allowed to attend the Monthly Staff Council Closed (Members Only) Meetings. The University President and members of the Administrative Cabinet are invited to attend the Monthly Staff Council Closed (Members Only) Meetings. The Parliamentarian or Vice Chairperson shall serve as the timekeeper for the meeting; indicating (as needed) how much time is left for action/discussion on a specific item. The agenda for the meeting shall be prepared (typed and photocopied) by the Chairperson of Staff Council prior to the meeting.

## **Section 3. Special Call or Emergency Executive Board Meetings**

The Staff Council Chairperson or other Executive Board Members may only convene Special Call or Emergency Staff Council Executive Board Meetings in the absence of the Chairperson. Special Call or Emergency Meetings may be Open or Closed to all Staff Council members at the discretion of the Chairperson and/or Executive Board. The notice of the Special Meeting shall include the agenda and shall be sent to the members as far in advance of the meeting as possible.

## **Section 4. Posting of Information**

All Staff Council documentation including but not limited to By-laws, Member Data, Minutes, Agendas and Resolutions shall be posted in the Staff Council Blackboard community...

## **Section 5. Meeting Quorum**

A quorum shall consist of a simple majority of Voting Representatives. Voting by Proxy or Assignment Shall Not Be Permitted. A Quorum for voting purposes during a Staff Council Executive Board Meeting shall consist of a simple majority of voting representatives present. If a quorum cannot be reached or has been lost during a meeting and the need for a decision on a matter is Urgent (except for a By-Laws matter), the Chairperson may send a summary of the issue, question, and any discussion of it by email to the Staff Council Executive Board,

requesting that each voting representative vote by email; within a specified deadline. Such a vote by email shall be considered a Valid Vote by the Staff Council Executive Board if an item is approved by a simple majority of the Staff Council Executive Board Members queried. When matters are before the Staff Council that require a vote, Executive Board Members are the only members of the Staff Council who are eligible to vote.

Matters for a vote may be brought to the membership by any Staff Council Member. If so, then the following procedures shall be followed:

- Discussion of the matter in the meeting where the matter arose...
- Discussion of the matter by the Staff Council Executive Board...
- Comment Period as specified by the Executive Board along with a decision the necessity for a vote...
- Discussion and Vote (if necessary) by the Staff Council Executive Board at the next scheduled Executive Board Meeting...
- Report results of decision regarding necessity of vote; as well as vote totals if taken...

## **Section 6. Absences**

Staff Council Executive Board members will be released from their positions when they have reached three (3) unexcused absences from the Staff Council and/or Executive Board Meetings. A petition for reinstatement may be made to the Executive Board within one (1) week of Notification of Removal.

# **ARTICLE X**

## **TRAVEL**

### **Travel**

Prior approval from the Staff Council Chairperson and the employee's supervisor, is required for employees traveling overnight representing the Staff Council. Approval is contingent upon availability of funds and may be granted only if the destination is more than 50 miles from the

employees' home. Employees must follow the BSU Travel Policy and Procedures. All travel related documents will require signatures from both the employee's supervisor and the Staff Council Chairperson for approval.

## **ARTICLE XI**

### **ANNUAL ACTION PLAN**

#### **Annual Action Plan**

At the August Planning Meeting, the Staff Council Chairperson will solicit from all Executive Board Voting Representatives and Committee Chairpersons a list and description of projects they would like the Staff Council Executive Board to work on and accomplish during the upcoming fiscal year. The Staff Council Executive Board will develop from this input and present at the September meeting each year a proposed Action Plan for that fiscal year. At this meeting, the membership shall discuss, deliberate, amend (if necessary) and approve the Action Plan. The officers, committees and members shall use the Action Plan as a framework and guide regarding activities and efforts during the fiscal year.

## **Article XII**

### **PARLIAMENTARY AUTHORITY**

#### **Parliamentary Authority**

The rules contained in the current edition of "*Robert's Rules of Order*" shall govern the organization in all cases in which they are applicable.

## Article XIII

### AMENDMENT & ADOPTION

#### Amendment & Adoption

The process for amending the BSU Staff Council Constitution and By-Laws can begin at any regular meeting of the Staff Council in which a Quorum is established. The procedures for submission and adoption of an amendment are as follows:

- Any staff council member may indicate a desire or need for an amendment; however, all amendment proposals must be submitted (in writing) by at least two (2) staff council members to the Chairperson of the Constitution and By-Laws Committee ....
- The Chairperson of the Constitution and By-Laws Committee must submit the proposed amendment(s) in writing to the Staff Council Executive Board at least one (1) week prior to the Executive Board Meeting...
- The Staff Council Executive Board shall review the amendment(s) and make recommendations for further study and/or clarification (if necessary) or present to the membership for voting...
- The Executive Board shall be responsible for discussing any proposed amendments within 60 days of receipt along with any studies or information received in relation to the original amendment...

- Once the Executive Board has agreed to refer the proposed amendment to the membership, the Constitution and By-Laws Committee chairperson shall communicate the proposed amendment to the members who initially proposed the amendment to ensure the composition of the amendment is fairly represented...
- Upon agreement from the proposing member(s), the Constitution and By-Laws Committee chairperson shall communicate the proposed amendment to the Voting Representatives for consideration and comments for at least 20 calendar days...
- After receiving comments and edits, the Constitution and By-Laws Committee Chairperson shall prepare the proposed amendment for voting on by the entire Staff Council membership...
- Voting on the proposed amendment shall be submitted in writing to all members of the Staff Council at least two (2) weeks before the voting deadline. The Constitution and By-Laws Committee Chairperson shall coordinate the distribution of the amendment and the tallying of the votes...
- Final Approval of any amendment is by a simple majority vote of the Staff Council Membership...
- Final Approval must be obtained from the Bowie State University President...

**Article XIV**  
**SUPERSESION**

**Supersession**

This Constitution and its By-Laws shall supersede all previous Plans of Organization of the Bowie State University Staff Council.

**Update: October 31, 2018**

**Final Ratification and Adoption by Executive Board: August 3, 2017**

**Membership Approved: May 25, 2017**

**First Read: January 9, 2017**

**Bowie State University Staff Council Officers**

**2016-2018**

***Jerry L. Isaac – Chairperson***

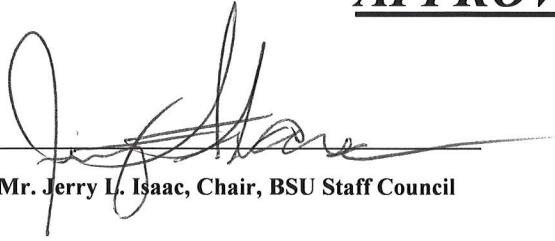
***Tanya Jones – Vice Chairperson***

***Carmela Falcone – Secretary***

***Tonya Taylor – Parliamentarian***

***George Jones, Jr. – Immediate Past Chairperson***

**APPROVAL SIGNATURES**



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Mr. Jerry L. Isaac, Chair, BSU Staff Council

12-12-19

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Date



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Dr. Aminta H. Breaux, President, Bowie State University

Date