

**STAFF COUNCIL CONSTITUTION  
AND BYLAWS**

**CONSTITUTION**

**Article I: Name**

1. The official name of this body shall be the *Sonoma State University Staff Council*. It may be referred to in short as, “SSU Staff Council” or “Staff Council.”

**Article II: Purpose**

1. The Staff Council shall report directly to the campus President or the President’s designee.
2. The Staff Council is a recognized body within shared governance on the Sonoma State campus.
3. The Staff Council shall only provide input on issues not covered by collective bargaining.
4. The Staff Council may advise on community and academic-related matters.
5. The Staff Council may sponsor programs, events and various services in an effort to promote a culture of respect, collaboration, and understanding across the campus community.
6. The Staff Council may appoint or elect at-large staff representatives to Sonoma State shared governance committees, working groups, and advisory councils.
7. The SSU Staff Council and its representatives acknowledge SSU’s core values, including diversity, equity, and inclusion.

**Article III: Membership**

1. All non-faculty employees comprise the at-large membership of the Staff Council.
2. The Staff Council Executive Committee officers shall consist of a group of elected staff members.
3. Ex-officio members are non-voting representatives.

## **Article IV: Executive Committee Officers**

1. Staff Council Executive Committee leadership consists of officers elected by the Staff Council membership.
2. Officers include:
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
  - e. Custodian of Records
3. Officer roles shall be defined in the bylaws

## **Article V: Meetings**

1. Regular and special meetings of the SSU Staff Council shall be held as defined in the Bylaws.

## **Article VI: Amendments**

1. Amendments to this Constitution shall be made only at regular meetings of the SSU Staff Council.

# **BYLAWS**

## **Article I: Executive Committee Membership**

1. The Staff Council Executive Committee shall consist of elected Officers who serve as representatives for the general staff population on campus.
2. Eligibility includes all non-faculty employees of SSU, or an SSU auxiliary, who are employed on at least a half-time basis, with an initial appointment of at least 11 months.
3. The Executive Committee Officers shall serve two-year terms.
4. All terms of Executive Committee Officers shall coincide with the fiscal year (July 1 – June 30). Staggered terms are encouraged and therefore the Chair will be elected one year and the Vice Chair the following year to maintain staggered terms for the top two Officer positions.

5. If a voting member of the Executive Committee is unable to attend a regular meeting, the member should be represented by a proxy acceptable to the Executive Committee Chair. Notice of absences shall be submitted to the Chair prior to the meeting.
6. If an Executive Committee Officer is absent without proxy from three regular meetings, or is unable to complete their term, the member may be considered for removal at the next regular meeting of the Staff Council by a majority vote. A vacancy can be filled by appointment of the Chair with the majority approval of the Executive Committee.

## **Article II: Elections of Executive Committee Officers**

1. General elections will follow standard election practice at SSU; confidential through electronic election means. Candidates receiving the highest number of votes from the at-large membership in each area shall be declared elected. If there is a tie vote, a run-off election shall be held within ten days of the general election.
2. Nominees must have their supervisor's approval. If only one candidate nomination is received for a specific committee seat, then no ballot election will be necessary.
3. An officer may be recalled by a two-thirds vote of the members following and after an open meeting where they are present.

## **Article III: Executive Committee Duties**

1. The makeup of the Executive Committee shall consist of the five officer positions to serve as the leadership to the staff council. The Executive Committee officers may add additional positions to the Executive Committee if the need arises.
2. The Executive Committee shall serve on and/or facilitate the election or appointment of staff representatives to serve on Sonoma State shared governance committees, working groups, and advisory councils.
3. **Duties of Officers**
  - a. **The Chair shall:** Serve as the main point of contact for the staff council. Preside at all meetings of the Staff Council. Vote only when needed to constitute a quorum or to break a tie vote.
  - b. **The Vice Chair shall:** Assume the duties of the Chair, in the absence of the Chair, or at any other time upon request of the Chair. Assume the duties of the Chair for the unexpired term in the event the Chair is unable to complete the term of office; perform other duties as may be deemed necessary and assigned by the Chair.

- c. **The Secretary shall:** Assume the duties of the Chair in the absence of the Chair and the Vice Chair; keep records of minutes; ensure that those minutes are kept and appropriately distributed; perform other duties as may be deemed necessary and assigned by the Chair.
  - d. **The Treasurer shall:** Be responsible for all money acquired by Staff Council; periodically audit the fund/assets to verify transactions; pay all bills; assist the Chair in the preparation of the proposed annual budget; perform other duties as may be deemed necessary and assigned by the Chair.
  - e. **The Custodian of Records shall:** Be responsible for Staff Council correspondence and web presence; prepare an agenda and send to membership with a notice of each meeting. Notify officers/members of their election; Maintain current officer roster; perform other duties as may be deemed necessary and assigned by the Chair.
4. **The Ex-officio members of Staff Council shall be:**
- a. Academic Senate Chair or designee: The principal duty of the Academic Senate Chair is to advise the Staff Council on academic and faculty related matters.
  - b. Student Government President or Student Designee: The principal duty of the Student Government President is to advise the Staff Council on student and student employee related matters.
  - c. The Campus President or Designee: The principal duty of the campus President or designee is to advise the Executive Committee.
  - d. Ex-officio members may not serve as SSU Staff Council Executive Committee Officers.

#### **Article IV: Subcommittees**

1. The Staff Council Executive Committee may form subcommittees which will function within the charge given by the Staff Council Executive Committee.
2. Staff Council subcommittees may be ad hoc or permanent.
3. Permanent subcommittees shall be added to the bylaws.

#### **Article V: Meetings**

1. General meetings of the Staff Council shall meet at a minimum of once per month during the academic year or as needs arise. General meetings will be called by the Executive Committee.
2. The Chair may call meetings of the Staff Council Executive Committee.

- a. A simple majority of Executive Committee members at any meeting of the Executive Committee shall constitute a quorum authorized to transact any business duly presented.
3. Parliamentary Authority shall be Robert's Rules of Order, Revised, which may be employed at the discretion of the Chair.
4. The Staff Council Ex Committee will set the agenda which will typically include standing reports from: Chair or Vice Chair of the Staff Council, President or Designee, Staff Rep Academic Senate, occasional reports from other Ex Officio members and other business items as necessary.
5. Agendas are created at a minimum of two days in advance of a meeting and shared with the At Large Membership of the Staff Council.
6. The Executive Committee should prepare a written report yearly for Sonoma State's President recognizing current year's accomplishments, make recommendations for the following year and ask for input and guidance on the direction the committee should operate the following year.

## **Article VI: Amendments**

1. Once per year the Bylaws will be reviewed and amended as necessary. Amendments to the Staff Council Constitution and Bylaws shall be made only at regular meetings of Staff Council.
2. Any member of the Staff Council may move to make amendments to the constitution and/or bylaws.
3. Any amendments to the constitution or bylaws must be ratified by a two-thirds vote.

## **Revision History**

2/7/19: Moved “Prepare agenda and send to membership with a notice of each meeting,” from the duties of the Chair to the duties of the Secretary. Bylaws, Article II, Number 2.

2/7/19: Correct typo *impute*, “The Executive Committee should prepare a written report yearly for Sonoma State’s President recognizing current year’s accomplishments, make recommendations for the following year and ask for **input** and guidance on the direction the committee should operate the following year.” Bylaws, Article 5, Number 4.

10/23/23: Moved “Prepare agenda and send to membership with a notice of each meeting,” from the duties of the Secretary to the duties of the Custodian of Records. Bylaws, Article II, Number 2.

1/11/24: Under the purpose we added “The Staff Council may appoint or elect at-large staff representatives to Sonoma State shared governance committees, working groups, and advisory councils.” and changed “The SSU Staff Council and its representatives acknowledge SSU’s core values, including inclusiveness and embracing diversity of people and beliefs” to “The SSU Staff Council and its representatives acknowledge SSU’s core values, including diversity, equity, and inclusion.” In the By-laws under Executive Committee Duties we added “The Executive Committee shall serve on and/or facilitate the election or appointment of staff representatives to serve on Sonoma State shared governance committees, working groups, and advisory councils”. In the bylaws we added a new Article called “Subcommittees” and changed “Meetings” to clarify the setting of the agenda, access to the agenda, and frequency of meetings.