BYLAWS OF THE STAFF ASSEMBLY

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I. NAME

The official name of the organized body of staff employees at College of Coastal Georgia is the "Staff Assembly of College of Coastal Georgia." In other sections of these bylaws this group shall be called "Staff Assembly."

II. MISSION

The Staff Assembly of the College of Coastal Georgia will promote the interest, welfare, and morale of College staff, provide an open forum for promotion of college activities and resources, act as a sounding-board and advocate for staff issues, represent staff in shared governance activities with College administration, and create an inclusive environment through campus engagement and recognition.

Staff Assembly will complete its mission through, but not limited to, the following actions:

- promote the interest and welfare of College of Coastal Georgia and its staff members by identification and understanding of issues which concern staff
- inform colleagues about campus matters vital to their interest
- actively participate in shared governance on the campus by fostering an effective communication link between staff employees and the administration
- encourage personal and professional development of the staff
- encourage participation of all staff in Staff Assembly and in campus life in general
- identify the contributions of staff to the College through staff awards and recognition

III. MEETINGS OF THE STAFF ASSEMBLY

There will be five (5) regularly scheduled meetings during the academic year (2 Fall, 2 Spring, 1 Summer). The meetings will be held at 3:00 pm on the third Thursday of the months of September, November, February, April, and June, unless otherwise notified. Other meetings may be called as necessary by the Chair.

IV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Staff Assembly Executive Board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Staff Assembly may adopt.

V. MEMBERSHIP

Any staff employee of College of Coastal Georgia, full-time or part-time, regular or temporary, shall be considered a member of the Staff Assembly. Employees who are part-time and/or temporary are encouraged to participate, but there will be no additional compensation to the employee to attend meetings or to assist with committee functions which do not coincide with their regularly scheduled working hours.

VI. EXECUTIVE BOARD

The Executive Board of Staff Assembly shall consist of the Chair, Vice Chair, Secretary, and seven Unit Members (see VI.4 Unit Members section for details). The elected Board shall consist of full-time, non-faculty employees. The Assistant Vice President of Human Resources and Auxiliary Services of the College shall serve on the Board as a non- voting Advisor. Executive Board meetings shall be coordinated and called by the Chair once a month and on an as-needed basis.

The Executive Board shall serve in an advisory capacity to the Chair and Standing Committees, to share in the work of duties as assigned by the President and/or special initiatives relating to the mission of Staff Assembly. The Executive Board is to make ad-hoc appointments and sometimes hold Special Elections in cases where a member cannot complete their term of service (see VIII.2 Special Elections). It is also the responsibility of the Executive Board to present nominations for the following year's June elections of Vice Chair, Secretary, and Standing Committee members.

The Executive Board shall preside over Staff Recognition Awards. The call for nominations will be made electronically, through e-mail, as well as posting flyers in the appropriate areas around the Brunswick and Camden campus accessible to those that do not have ready access to email. The opportunity for anonymous nominations should also be provided.

Once nominations are received, the committee will send acknowledgements to all the nominees. The committee members will then begin the review and evaluation process in order to make their selection for the recipients of the awards. Any member of the Executive Board that is nominated, and would like to receive the award, must recuse themselves from the selection process. If the Committee member forfeits their nomination for the award, they will be able to participate in the selection process as normal.

VI.1 Chair:
The Chair shall preside at Staff Assembly meetings, serve as Chair of the Executive Board, set meeting times and locations, call special meetings as necessary, act as the staff's representative on the President's Cabinet and other committees or groups as assigned, perform other duties as they relate to the mission of Staff Assembly, and consult with the Assistant Vice President of Human Resources and Auxiliary Services pertaining to matters of the Staff Assembly. Regular and special meetings of Staff Assembly and Executive Board will be coordinated and called by the Chair.

VI.2 Vice Chair/Chair Elect:
The Vice Chair shall preside at Staff Assembly meetings in the absence of the Chair, serve on the Executive Board, and assume the duties of Chair at the end of the Chair's term of office. If the Chair is unable to complete the term of office, the Vice Chair will immediately assume the duties of Chair until a Special Election can be held (see VIII.2 Special Elections).

VI.3 Secretary:
The Secretary shall serve on the Executive Board, notify members of meetings, keep minutes of Executive Board meetings and Staff Assembly meetings, distribute proposed amendments to the Bylaws to members of the Staff Assembly, and distribute minutes to the membership electronically. The Secretary shall also maintain a current roster of the Executive Board members and all committee members, including the expiration dates of each committee member's term of office. The Secretary is also responsible for ensuring that the College Staff Assembly webpage is updated with pertinent information.

VI.4 Unit Members:
Unit Members shall consist of one (1) employee from each of the major units of the College - Academic Affairs, Advancement (to include the Advancement Office, and the President’s Office), Athletics, Business Affairs, the Camden Center, Student Affairs & Enrollment Management, and Technology Services (7 Unit Members total). The Unit Members will serve on the Executive Board in order to provide a better representation of the College’s staff, and will be active, voting members of the Executive Board. Unit Members are appointed by the respective department leaders/Cabinet members and are to serve one-year terms. There is no limit to the amount of times a Unit Member can continue to be appointed.

VI.5 Assistant Vice President of Human Resources and Auxiliary Services:
The Assistant Vice President of Human Resources and Auxiliary Services of the College shall serve in a non-voting advisory capacity to the Staff Assembly Executive Board and shall officially preserve and maintain the history of the Staff Assembly in order to provide continuity for the membership and the Executive Board.

VII. STANDING COMMITTEES
Other committees may be commissioned by the Staff Assembly Chair for a 1-year appointment. Membership in standing committees shall be persons nominated by the Executive Board and shall be confirmed at the June meeting of the Staff Assembly for the next fiscal year which begins July 1st. The committee chair shall guide the work of the committee, set the times and locations of committee meetings, and work with the Staff Assembly Chair on items pertinent to the respective committee.

VIII. ELECTIONS

Annually at the June meeting of the Staff Assembly, the Executive Board shall present to the full Staff Assembly membership a slate of a minimum of two (2) candidates each for the Executive Board positions of Vice Chair and Secretary. Nominations shall also be received from the floor and voted on. In case of a tie, a runoff will be held at the following Staff Assembly meeting. All elections shall be by secret ballot.

VIII.1 Executive Board:

The persons elected for the positions of Vice Chair and Secretary shall be those who receive the highest number of votes in the respective positions. (Note: The Vice Chair moves into the role of Chair, and the Unit Members are appointed by the appropriate Cabinet member/department leader.)

VIII.2 Special Elections:

Special Elections will occur as follows for the respective positions:
If the Chair is unable to complete the term of office, the Vice Chair will immediately assume the duties of Chair. The acting Chair shall convene a special session of the Executive Board to present at least two (2) nominations at the next Staff Assembly meeting to elect a new Vice Chair. The newly installed Chair (former Vice Chair) and new Vice Chair will complete the remainder of the current term, and continue into the next year to serve a full term.
If the Vice Chair or Secretary is unable to complete the term of office, the Executive Board is to make an ad-hoc appointment to the position(s). The Chair shall convene a special session of the Executive Board to present at least two (2) nominations at the next Staff Assembly meeting to elect a new member for the respective vacated position. The newly elected member will complete the remainder of the outgoing member's current term. (Note that the terms are one year beginning July 1 and ending June 30).

IX. NOMINATIONS

Procedural Guidelines for Nominations
The nominations procedure will be handled by the members of the Staff Assembly Executive Board.
The Executive Board shall meet as necessary to accomplish the following:
1) Present a slate of a minimum of two (2) candidates for the Executive Board position of Vice Chair.
2) Present a slate of a minimum of two (2) candidates for the Executive Board position of Secretary.

3) Prepare ballots for the June Staff Assembly meeting with the names of the candidates for each position and committee, leaving space for write-in nominations from the floor.

It shall be the responsibility of the Executive Board to contact each nominated candidate prior to the June meeting to be sure he/she is willing to serve.

X. TERMS OF OFFICE

Each office of the Executive Board is for a one-year term beginning July 1 and ending June 30 of the next year.

XI. AMENDMENTS TO BYLAWS

These Bylaws may be amended by a majority vote of two-thirds of the Staff Assembly members casting votes. Amendments may be submitted for consideration through the following procedures:
Staff member(s) may submit the proposed amendment(s) in writing to the Chair at least thirty (30) days prior to the next scheduled Staff Assembly meeting. The Chair will discuss the proposed amendment with the Executive Board to determine if the proposed amendment(s) will adversely affect the best interests of the staff in any way. If no such adverse impact is discovered, the Secretary will distribute the proposed amendment(s) to members of the Staff Assembly at least ten (10) days prior to the next meeting. The proposed amendment(s) shall be made available electronically, through e-mail, as well as posted in the appropriate areas around the Brunswick and Camden campuses that do not have ready access to email. The Chair shall announce the proposed amendment(s) at the meeting and entertain a motion, second, discussion and vote.

XII. BYLAW HISTORY

Original Bylaws Adopted: May 11, 1995
Revised October, 1995 (Nominations procedure)
Revised May, 1996 (Program Committee and Hospitality Committee)
Amended October 19, 1996
Amended May 16, 1997
Editorial Changes July, 1996 (College name change)
Amended October 21, 1999 (Months of meetings changed, nominations procedure, Program Committee, Hospitality Committee)
Amended September 30, 2004 (HR Director replaced VPAA as Advisor and numbered all Bylaw pages)
Amended July 2010 (College name change, additional meetings, added Hospitality Committee, added Awards Committee, amended Safety Committee and Parliamentary Authority, replaced Members at Large with Unit Members, Executive Board assumes responsibilities of Nominating Committee)
Amended November 18, 2010 (amended Hospitality Committee, added Camden Unit Member)
Complete Bylaw revision, 2015
Revised June 20, 2019 (Complete Bylaw Revision)