

**COLLEGE OF EDUCATION
PROFESSIONAL STAFF COUNCIL**



UNIVERSITY OF
South Carolina

College of Education

BYLAWS

Fall 2022



PREAMBLE

TO THE BYLAWS OF
THE UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF EDUCATION
STAFF COUNCIL

AS APPROVED AND ADOPTED ON THE 16TH DAY OF AUGUST IN THE YEAR 2022

Be it known; the Staff of the College of Education is committed to a robust understanding of the principle of staff governance for the following several purposes:

1. To provide College of Education Staff representation within the College.
2. To effectively communicate and support Staff with the goal of strengthening operations.
3. To foster an environment of collegiality.
4. To promulgate a sense of staff involvement in the operations of the college.
5. And to contribute to the overall mission of the College.

The following By-Laws serve as the operational manifestation of this commitment.

The commitment is in accordance with the guidelines set forth by the College of Education and respectful of the prerogatives of the University Administration and the Board of Trustees.





I. ORGANIZATION

1.1 Staff Council Composition

- 1.1.1 The Staff Council shall be comprised of at least 7 members or more.
- 1.1.2 Members include the Staff Co-Chairs and the Recording Secretary. One staff Co-Chair will be the COE Staff Senate Representative and the other Staff Co-Chair is elected, as is the Recording Secretary. Other members include Committee Chairs.
- 1.1.3 Staff Council members serve for a term of one year. Members may serve on the council for more time if desired.
- 1.1.4 Should a member decide to leave the council, another individual should be nominated to take their place. This is to provide adequate numbers for voting purposes as well as balanced representation of the COE units.





II. MEMBERSHIP

2.1 Membership Defined

2.1.1 Membership shall pertain to all staff, as defined by those whose positions are labeled as Full-Time Equivalent or Research Grant Position without faculty designation, who work within the College of Education.

2.2 Voting Rights

2.2.1 Each staff member designated as either Full-Time Equivalent or Research Grant Positions who so meets the above listed qualifications shall have the right to vote.

2.3 Election Procedures

2.3.1 During the first full week in May, the College of Education Staff Council will solicit nominations to serve as the COE Staff Co-Chair (working with the other Co-Chair who holds concurrent title of UofSC COE Staff Senate Representative) for the following year.

2.3.2 The UofSC Staff Senate Representative for the College of Education is elected for a two-year term in accordance with the UofSC Staff Senate Bylaws. Elections for UofSC Staff Senator begin with the nomination process in March, with elections held late April of the year the current senator's term is ending. Visit [Senate Formation - Staff Senate | University of South Carolina \(sc.edu\)](#) for more information.

2.3.3 Elections for the Staff Co-Chair will take place during the third week in May and take place electronically if meeting virtually and by hand raise if meeting in person.

2.3.4 If only one person is nominated (who agrees to Co-Chair), then an election is not required, and the Co-Chairs may assume the position through acclamation.

2.4 Voting Process

2.4.1 A simple majority of present members as garnered with a basic hand raise vote will be the decided method of decision making for in person meetings.

2.4.2 An electronic vote with a majority vote will be the decided method of decision making for virtual meetings.

2.4.3 Voting is open to all current members of the COE Professional Staff Council.

2.4.4 During full COE Staff meetings where a vote is warranted, all COE staff members are allowed one vote.





2.5 Amending the By-Laws

- 2.5.1 Amendments to these bylaws will require a majority vote.
- 2.5.2 Any changes must be presented to all COE Staff at least 30 days prior to a meeting to be considered.





III. OFFICERS

3.1 Elected Officers

- 3.1.1 Staff Co-Chairs will lead the COE Staff, with the UofSC Staff Senator representing the College of Education Staff on the Executive Council.
- 3.1.2 Said officers shall be named to one-year terms that begin July 1 of each year.
- 3.1.3 An incumbent may be re-elected.
- 3.1.4 The UofSC Staff Senator for the College of Education will serve as the College of Education Staff Council Co-Chair.

3.2 Appointed Officers

- 3.2.1 Officers Appointed by the Staff Chair or Co-Chairs are the Recording Secretary, Events Chair(s), Orientation Chair, Diversity Committee Representative(s), and Budget Committee Representative(s).
- 3.2.2 An incumbent may be reappointed.

3.3 University of South Carolina Senator for the College of Education

- 3.3.1 The elected UofSC Staff Senator for the College of Education will serve as a member of the College of Education Staff Council.
- 3.3.2 The UofSC Staff Senator for the College of Education will serve as the College of Education Staff Council Co-Chair.





IV. ROLES AND DESCRIPTIONS OF OFFICERS

4.1 Office Roles and Descriptions

4.1.1 Chair or Co-Chairs

- 4.1.1.1 The Co-Chairs of the Staff will collaborate in facilitating and coordinating Staff Council meetings and full staff meetings.
- 4.1.1.2 As part of these duties, the Co-Chairs will reserve rooms, communicate with the Staff Council between meetings, and ensure all necessary materials are prepared for each meeting.
- 4.1.1.3 The Co-Chairs will serve as a voice for the staff of the College of Education on various committees.
- 4.1.1.4 The Co-Chairs will also submit council recommendations to appropriate College of Education officials.

4.1.2 Recording Secretary

- 4.1.2.1 The Recording Secretary is responsible for recording and posting the minutes of COE Staff Council meetings.
- 4.1.2.2 The Recording Secretary is also responsible for developing, producing, and distributing meeting and activity information to appropriate groups and organizations as directed by the Chair(s).

4.1.3 Event Chair(s)

- 4.1.3.1 The Event Chair(s) plan social and professional development events for staff.

4.1.4 Orientation Chair

- 4.1.4.1 The Orientation Chair is responsible for introducing new staff members to the College faculty and staff.

4.1.5 Diversity Representative(s)

- 4.1.5.1 The Diversity Representative(s) will work with the Faculty Council Diversity Committee.

4.1.6 Budget Representative(s)





- 4.1.6.1 The Budget Representative(s) will be a College of Education Staff Co-Chair and will serve as an ex-officio member of the College of Education's Budget Committee.
- 4.1.6.2 The Budget Representative(s) will call budget committee meetings as necessary based on the findings collected from the College of Education Budget Committee meetings.
- 4.1.6.3 The Budget Representative(s) serve as a liaison between the college administration and the college staff on matters pertaining to the college budget.
- 4.1.6.4 The Budget Representative(s) advocate for the staff perspective on matters of budget and budgetary policy.
- 4.1.6.5 The Budget Representative(s) provide a venue for discussing staff questions and concerns about the college budget and budgeting process.





V. STAFF MEETINGS

5.1 Frequency and Date

5.1.1 Regular Meetings

5.1.1.1 Regular Meetings of the full COE Staff shall be held once in the fall and once in the spring semesters.

5.1.1.2 Specific dates and times shall be determined by the Staff Co-Chairs and the Dean of the College and announced prior to each semester.

5.1.2 Special Meetings

5.1.2.1 Special Meetings for the transaction of urgent or emergency business may be called by the COE Staff Co-Chairs, the Dean of the College, or upon petition by 20 percent of the voting members.

5.2 Required Notification

5.2.1 A schedule of regular meetings shall be announced prior to the beginning of each semester.

5.2.1.1 An agenda and supporting materials shall be distributed to the membership at least 3 days prior to each regular COE Staff meeting.

5.2.2 A written notice of the membership stating the purpose of the meeting is required 24 hours prior to a special (called) meeting.

5.3 Order of Meetings

5.3.1 College Staff Meetings will adhere to Robert's Rules of Order. Visit [QUICK GUIDE TO PARLIAMENTARY PROCEDURE \(sc.edu\)](#) for more information.





VI. COMMITTEES

6.1 Standing Committees

6.1.1 Standing Committee Officers and Members

6.1.1.1 Duties of Committee Chair

6.1.1.1.1 The chair proposes and guides the work of each committee.

6.1.1.1.2 The chair coordinates assignments within the committee.

6.1.1.1.3 The chair solicits advice and suggestions from the Dean, staff, and the faculty.

6.1.1.2 Committee Membership

6.1.1.2.1 Committees are open to all COE Staff members and are appointed by the COE Staff Chair(s) and/or Staff Council.

6.1.2 The Staff Diversity Committee shall:

6.1.2.1 Develop, monitor the implementation, and revise annually a strategic action plan for diversity for the College to be coordinated with College leadership in conjunction with the College of Education Diversity Committee.

6.1.2.2 Provide leadership in the College's efforts to improve student, staff and faculty recruitment, retention, support and mentoring, and be informed by regular self-study research in the college.

6.1.2.3 Work cooperatively on diversity-related issues brought to the committee by staff, department chairs, the deans, and other COE constituents.

6.1.2.4 Recommend professional development activities.

6.1.3 The Subcommittee shall:

6.1.3.1 Act as a subdivision of the council that completes projects as assigned.

6.1.3.2 The subcommittee is responsible for researching data, preparing reports and creating/amending documents.





6.2 Ad Hoc Committees, Project Groups, Task Forces

6.2.1 Ad Hoc committees

6.2.1.1 Ad Hoc Committees will be organized as the need arises in order to supplement the work of the Staff Council.

6.2.1.2 The Co-Chairs of the College of Education Staff shall appoint such ad hoc committees deemed necessary for the proper conduct of the Staff's business.

6.2.2 Project Groups and Task Forces

6.2.2.1 The COE Staff may elect Project Groups and the Dean may appoint Task Forces to pursue particular objectives.

6.2.2.2 The Project Groups or Task Forces continue until the objectives are achieved or until the Staff decides by vote to dissolve the Project Group, or the Dean decides to dissolve the Task Force.

