

THOMAS HARRIOT COLLEGE OF ARTS AND SCIENCES

East Carolina University
Greenville, North Carolina

BYLAWS OF THE THOMAS HARRIOT COLLEGE OF ARTS AND SCIENCES STAFF COUNCIL EFFECTIVE AS OF FEBRUARY 12, 2020

MISSION:

The mission of the THCAS Staff Council is to aid in the strategic planning goal of establishing an environment conducive to the recruitment, retention, development and recognition of THCAS staff and to serve as an advisory committee and a collective voice to convey ideas, information, and recommendations to College Administration regarding the interest and concerns of the staff. Our goal is to continually improve operations and build a sense of community and environment of respect and fairness by facilitating effective communication among Staff, Administration, Faculty, and Students.

I. NAME & LOCATION

The name of the council is the Thomas Harriot College of Arts and Sciences (“THCAS”) Staff Council (the “Council”). The Council is located within the Thomas Harriot College of Arts and Sciences East Carolina University, Greenville, North Carolina (the “College”). The College is comprised of the following sixteen (16) academic departments: Anthropology, Biology, Chemistry, Criminal Justice, Economics, English, Foreign Languages and Literatures, Geography, Planning and Environment, Geological Sciences, History, Mathematics, Philosophy & Religious Studies, Physics, Political Science, Psychology, and Sociology, as well as eighteen (18) interdisciplinary programs, spanning the natural sciences, humanities, social sciences, and mathematics.

II. PURPOSE

- i. To aid in the strategic planning goal of establishing an environment conducive to the recruitment, retention, development, and recognition of THCAS staff.
- ii. To serve as an advisory committee and a collective voice to convey ideas, information, and recommendations to the College administration regarding the interest and concerns of staff.
- iii. To continually improve operations and build a sense of community and environment of respect and fairness by facilitating effective communication among Staff, Administration, Faculty, and Students.
- iv. To create networking opportunities through which staff members can work, communicate and share information relating to the College, specific positions and/or specific job duties;
- v. To represent staff before faculty and other departments, governmental bodies and agencies;

- vi. To provide an avenue for input on SHRA staff matters relating to the College;
- vii. To increase the members' knowledge of the profession through meetings, newsletters, and various professional development tools;
- viii. To serve in the best interest of the College; and
- ix. To participate in staff development programs and provide services to the members as approved by the Dean's office.

III. RESTRICTIONS

All policies and activities of the Council shall be consistent with the guidelines as set forth by the THCAS Dean's Office (reference www.ecu.edu/thcas/) and the budget, personnel and policies for East Carolina University (reference www.ecu.edu/). The Council shall not be organized for profit and shall not insure the benefit of any private individual.

IV. MEMBERSHIP

- i. **Participation:** Participation in the Council is strictly voluntary.
- ii. **Membership:** Membership is open to all SHRA (administrative, technical, part time and temporary) staff within the College, with all units represented.
- iii. **Voting Membership:** Voting members of the Council include all SHRA staff. Voting shall only occur when a minimum of fifteen (15) members are present.

V. MEETINGS

The Council will meet at a minimum of four (4) times per year during the [months of August through May]. Specific dates and times of the meetings will be determined by the Executive Committee prior to August of each year.

VI. OFFICERS

- i. **Officers:** The Executive Committee is comprised of eight (8) Executive Committee officers:
 - a. Chair
 - b. Co-chair
 - c. Secretary
 - d. Treasurer
 - e. Membership and Bylaws Subcommittee Chair
 - f. Mentoring Subcommittee Chair
 - g. Planning Subcommittee Chair
 - h. Ex-officio- Representative from Dean's office
- ii. **Qualifications:** Officers must be elected by the membership and must meet the following criteria:
 - a. Permanent SHRA employee
 - b. Minimum of one year employment with the University
 - c. Supervisor approval (All supervisor approval letters will be kept on file.

- iii. **Election and Terms of Office:**
- a. Officers are elected by a majority of the membership present at a regularly scheduled meeting, to assume duties July 1.
 - b. Officers will serve a two-year term unless they leave THCAS; with the exception of the Ex-officio, who will rotate annually. With the approval of the membership, an Officer may serve an additional term of one year in order to complete an on-going project. No officer shall be allowed to serve more than three (3) consecutive years.
- iv. **Duties:** The Officers shall perform those duties as outlined below. The Co-Chair shall serve in place of the Chair when the Chair is not available and in the event neither the Chair nor Co-Chair are available, the Secretary will assume the duties of the Chair.
- a. Chair:
 - schedules meetings
 - sets agenda
 - and represents Council before Dean and other agencies as requested
 - b. Co-Chair:
 - assists Chair with meeting schedules
 - assists Chair with meeting agendas
 - specific assignments as requested by the Chair
 - presides as Chair in the absence of the Chair
 - implementing all Qualtrics voting for issues involving the full Council
 - c. Secretary:
 - sends notice of all meetings of Executive Committee and Council
 - maintains accurate minutes of both Executive Committee Council meetings
 - disseminates meeting minutes to Council for approval
 - posts approved minutes to the website
 - d. Treasurer:
 - maintains accurate records of receipts and expenditures
 - provides quarterly financial reports to the Executive Committee
 - processes all invoices for payments as necessary
 - e. Membership and Bylaws Subcommittee Chair:
 - schedules meetings and sets agendas for subcommittee
 - reports all activity from committee meetings to the Executive Committee
 - prepares draft of any amendments and submits to Executive Committee
 - revise amendments and submit to Secretary for dissemination to Council for approval
 - posts all amendments to webpage upon approval
 - tracks membership attendance at Council meetings

- f. Mentoring Subcommittee Chair:
 - schedules and sets meeting agenda for subcommittee
 - reports all meeting activities to Executive Committee
 - plans and organizes Coffee and Chat
 - provides feedback from Coffee and Chat to Council
 - solicits input from Council on topics for Coffee and Chat
- g. Planning Subcommittee Chair:
 - schedules and sets meeting agenda for subcommittee
 - reports all activity of subcommittee to Executive Committee
 - plans and organizes events of Council
 - works with Treasurer to prepare budget for event
- h. Ex-officio- Representative from Dean's office:
 - Provides feedback to the Dean from Executive Committee and Council

VII. SUBCOMMITTEES

- i. Volunteers for participation on subcommittees is continually solicited, and open to all membership.
- ii. The following three (3) subcommittees are established.
 - a. Membership and Bylaws Subcommittee: Responsible for drafting and publishing clear guidelines for the effective organization of the Council and to grow and maintain the membership to be inclusive of all staff personnel within THCAS.
 - b. Planning Subcommittee: Responsible for the organization and execution of events of the Council to promote interactive staff community.
 - c. Mentoring Subcommittee: Responsible for creating educational tools for all staff members, including training sessions, networking opportunities, and overall support.

VIII. VACANCY:

- i. The Executive Committee shall meet and vote on a call for nominations.
 - a. Nominations will be solicited via Qualtrics from all SHRA members of the Council for a period of no less than two (2) weeks. Self-nominations will be accepted. All nominations will be subject to Supervisor approval prior to being presented to the full Council for a vote
 - b. Voting will be done via Qualtrics from all SHRA members of the Council
- ii. Election will be by majority vote of the Council.

IX. REMOVAL

An officer may be removed for adequate cause by a majority of the voting membership present at a regular meeting. Adequate cause is defined as not adequately performing the duties associated with the office.

X. RECORDS

- i. **Minutes:** The Secretary shall keep accurate minutes of all meetings (both Executive Committee and Council meetings) including a minute book which shall contain a copy of the Council's quarterly minutes, bylaws, and all amendments thereto and records of the activities of the Council. Council meeting minutes shall be distributed to all members via email within two (2) weeks of the meeting. Approval of the minutes will be by electronic approval within one (1) week of distribution to Council.
- ii. **Financial Report:** The Treasurer shall keep accurate records of the financial transactions of the Council and shall present a quarterly report to the Executive Committee.
- iii. **Retention:** All records shall be turned over to the Dean's office at the end of each Chairman's term. The Dean's office will determine the retention/storage of the records.

XI. NONDISCRIMINATION

The members, officers, and persons of this Council shall serve on a nondiscriminatory basis with respect to age, gender, race, religion, national origin, sexual orientation, or disability.

XII. AMENDMENTS

- i. **Amendments to Bylaws:** These bylaws may be altered, amended, or repealed and new bylaws may be adopted, by a majority vote of the voting membership at any regular or called meeting, or by a majority of the voting members present and voting at any regular or special meeting.
- ii. **Interpretation of Bylaws:** In the event of any ambiguity or dispute in the interpretation of these bylaws, such ambiguity or dispute shall be resolved by majority vote of the Officers.

XIII. LIASION

A representative from the College's office will service as the Ex-officio administrative liaison to the Council.

XIV. AD HOC COMMITTEE

- i. Once per year, an ad hoc committee will be formed and tasked with selecting winners of the THCAS Staff Awards.
- ii. There will be three (3) members on each ad hoc committee, consisting of one (1) faculty member, one (1) Department Chair, and one (1) Associate Dean. Each division of THCAS [Humanities, Social Sciences, Natural Sciences & Mathematics] will be represented by one (1) member.

- iii. The Staff Council Executive Committee will begin the process of forming the ad hoc committee in March of each year, and will present the options to the Dean for review and approval. The Dean will then contact the individuals to request their participation. The ad hoc committee will then vote in May for the winners of the THCAS Staff Awards.

**ADOPTED BY THE THOMAS HARRIOT COLLEGE OF ARTS AND SCIENCES
STAFF COUNCIL**



Staff Council Chair

2-12-2020
Date

**APPROVED BY THE THOMAS HARRIOT COLLEGE OF ARTS AND SCIENCES
DEAN'S OFFICE**



Signature of the Dean

2-13-2020
Date