

SMITH COLLEGE STAFF COUNCIL

CHARTER

Approved 4.29.92

Revised: 12.13.95

3.14.96

3.4.98

3.3.05

12.6.07

9.10.09

4.1.14

Mission Statement

The mission of the Smith College Staff Council is to give members of the administrative, administrative support and service staff a focused and direct involvement in the governance of non-academic affairs and in the life of the Smith College community.

To this end, Staff Council will ensure participation of staff in the policy-making process, promote visibility of staff as valuable members of the Smith community, and facilitate a sense of belonging within the community. The Council will examine policies affecting the employment environment and the community and make recommendations to the appropriate committees and administrators. The Council will actively seek to involve all segments of the College's diverse staff in the College's decision-making process.

ARTICLE I: Establishment

This organization shall be known as the Smith College Staff Council. Articles I through IX of this document constitute the Charter for Staff Council.

ARTICLE II: Purpose

The purpose of the Staff Council is to promote the welfare of the staff and the College, and to enhance the role of staff within the College. The Council will engage in the following activities in order to realize these goals.

1. Act in an advisory capacity to the President.
2. Advocate on behalf of rights and needs of College staff.
3. Support and enhance the exchange of information among staff, as well as between employees and the college.
4. Examine personnel policies and other policies affecting the employment environment and make recommendations to appropriate administrators and committees.
5. Establish standing and ad hoc committees as appropriate to the performance of the Council's functions.
6. Recommend staff to the President or other appropriate administrator for appointment to College committees.
7. Conduct public meetings, forums, surveys, etc., to determine staff needs and opinions and to discuss topics of interest.
8. Exercise control over the internal operations and maintenance of the Staff Council.

Staff Council is not a labor organization. Nothing contained in this Charter will be construed as authorizing the Staff Council to negotiate grievances, labor disputes, wages, rates of pay, hours of employment or conditions of work.

ARTICLE III: Membership

1. Staff refers to all members of the Administrative, Administrative Support and Service staff of Smith College. All Staff are represented by Staff Council. All staff may vote in elections for Staff Council, may attend Staff Council meetings, and may serve on Staff Council committees.
2. The Staff Council will consist of 25 voting representatives, elected by staff. It is the goal of the council to maintain approximately the same distribution between administrative, administrative support and service staffs as the general population.
3. The President is invited to appoint two non-voting representatives to act as resources and information liaisons. These Presidential appointees serve for a 2 year term and should serve no more than 4 consecutive years.

ARTICLE IV: Elections

1. The Membership and Recruitment Committee shall propose and the Staff Council shall approve an initial election plan to be reviewed each year for election of its successor members. The plan will provide for election of members who represent, in approximate proportion to staff, the various classifications, departments, and other significant employee groups.
2. There may, from time to time, be the need on the part of Staff Council to take steps to ensure election to Staff Council of representatives from a group of employees that has been consistently underrepresented to Staff Council.
3. Representatives of the Staff Council shall be elected for a two-year term (June 1 – May 31).
4. Half of the Council representatives will be elected each year. No representatives shall serve more than four consecutive years.

ARTICLE V: Officers

1. The Staff Council shall elect the following officers from its elected members: Chair, Vice-Chair/Parliamentarian, Secretary, and Treasurer.
2. The officers shall be elected by majority vote of a quorum by written ballot, for a term of one year.
3. An officer may be removed by a two-thirds (2/3) vote of the elected members of Staff Council.
4. The Chair has the responsibility to call regular meetings at least once a month and special meetings as necessary and appropriate. The chair will set the agendas of all meetings and preside over all meetings. The chair will delegate responsibility as necessary to ensure the effective functioning of Staff Council.
5. The Vice-Chair/Parliamentarian shall assist the chair and preside over meetings in the Chair's absence. The Vice-Chair/Parliamentarian will also advise Staff Council on proper parliamentary procedure as set forth in Robert's Rules of Order, latest edition. The Vice-Chair/Parliamentarian will also act as a liaison to the President's Office and College Lawyer in matters regarding the legal status of Staff Council.
6. The Secretary or Co-Secretaries will assist in making public the reports, meetings and actions of Staff Council. The Secretary or Co-Secretaries will notify members of meetings and will distribute the agendas for meetings. The Secretary or Co-Secretaries will take the minutes of all meetings and be responsible for their distribution on a timely basis.
7. The Treasurer is responsible for ensuring that any funds allocated to Staff Council are accounted for properly, and will report to the council on disbursement of such funds. When appropriate, the Treasurer will keep Staff Council informed of the budget process of the College.

ARTICLE VI: Staff Council Committees

1. The Staff Council shall have 6 standing committees. Since much of the work of Staff Council is conducted in committee, each Staff Council member is expected to serve on and attend all meetings of a Staff Council committee.
2. Except as otherwise stated, membership on Staff Council standing committees shall be drawn from the membership of Staff Council and will represent the three major staff groups: Administrative, Administrative Support and Service.
3. The chairperson of each committee shall be elected by the committee and shall have the responsibility of reporting regularly to the Staff Council on the committee's work and progress unless another staff council member has been designated for this purpose. All committee chairs or their designees shall also serve as members of the Staff Council Steering Committee.
4. The Staff Council shall have the following standing committees:
 - A. Steering Committee – responsible for meeting and communicating as needed to ensure that issues are brought to and discussed with administrators and committees and information is gathered from various segments of the College community for discussion at Staff Council meetings. This committee will consist of: (1) Staff Council Officers – the Chair, Vice-Chair/Parliamentarian, Secretary, and Treasurer; (2) the chair of each Staff Council standing committee must be a Staff Council member; (3) the two information liaisons appointed by the President; and (4) the editor of the Council Chronicle. The information liaisons and the editor of the Council Chronicle will serve on the Steering Committee in a non-voting capacity. The Chair of the Staff Council shall also act as Chair of the Steering Committee.
 - B. Membership and Recruitment – responsible for all elections and appointments. This committee will ensure that elections are conducted properly and provide nominations for appointments to campus committees. This committee will consist of staff council members only, including the Vice-Chair/Parliamentarian and, when possible, representatives from each of the staff groups.
 - C. Communications Committee – responsible for keeping the staff informed of the actions of Staff Council and other issues of interest to staff, thereby fostering a sense of community via the Council Chronicle newsletter and other means. This committee also advises administration regarding the dissemination of other information to staff and the community at large. This committee will consist of representatives from each staff group when possible, at least three of which must be elected members of Staff Council, including the Secretary of Staff Council.
 - D. Personnel Policy Committee – responsible for examination, review, and comment on College personnel policies and for promoting improved staff training and development. This committee will consist of representatives from each staff group when possible, at least three of which must be elected members of Staff Council.
 - E. Activities Committee – responsible for coordinating, organizing and publicizing special events, which allow staff to meet and interact with colleagues in other departments across campus, thereby, fostering an atmosphere of cooperation and community spirit. This committee will consist of representatives from each staff group when possible, at least three of which must be elected members of Staff Council.
 - F. Diversity Committee - responsible for seeking ways to promote diversity on campus. This includes maintaining an awareness of and sensitivity to creating an inclusive community as well as identifying and planning activities that reflect Staff Council's commitment to diversity. This committee will consist of representatives from each staff group when possible, at least three of which must be elected members of Staff Council.

Whenever the need arises a committee can appoint an information liaison according to the needs of the committee. Each committee will take minutes for their meetings to foster communication to all staff.

5. The Staff Council will create ad hoc committees as the need arises. Ad hoc committees should have broad representation. Employees who are directly involved in an issue that is being studied should be represented. An employee need not be a member of Staff Council to serve on an ad hoc committee.

ARTICLE VII: College Committees

1. College Committees (standing and ad hoc) play an important role in the affairs of the College. Many committees consider issues of concern to staff. Staff Council will review each Committee, its mandate, and its composition. For each committee which deals with issues of concern to staff, the Staff Council will:

A. Request the appropriate individual or group to appoint to the committee at least one staff representative nominated by Staff Council, or,

B. Request the appropriate individual or group to provide other opportunity for staff input and periodic reports on discussions and actions of the committee.

Any interested staff members, not just elected members of Staff Council, may be nominated by Staff Council to represent the staff on College committees.

2. The Faculty and the Student Government are entitled to send a non-voting representative, with speaking privileges to Staff Council meetings, provided a reciprocal agreement exists with these organizations.

ARTICLE VIII: Procedures

1. At least once a semester Staff Council will hold an open forum for the express purpose of allowing staff to raise questions and concerns.

2. The Chair may call special meetings to consider matters demanding immediate attention or such meetings shall be called when requested by $\frac{1}{4}$ of the elected members of Staff Council.

3. A quorum shall consist of a majority of the elected members of Staff Council.

4. The Staff Council and standing committees are open to all staff, but may go into executive session to discuss confidential matters if a majority of the voting members present concur.

5. Open discussion shall be an item on every agenda. It permits staff the opportunity to be recognized by the Chair and to make comments without prior arrangement.

6. Robert's Rules of Order (latest edition) shall be the basis of determining procedures for debate and general conduct of business.

ARTICLE IX: Amendment Process

1. An affirmative vote of two-thirds ($\frac{2}{3}$) of the elected members of Staff Council shall be required to amend the Charter, except Articles II, III, VII and IX. These articles concern the relationship between Staff Council and the College Administration therefore shall also require the approval of the President.