

## **PELLISSIPPI STATE COMMUNITY COLLEGE**

### **SUPPORT STAFF COUNCIL**

#### **CONSTITUTION**

The Support Staff Council advocates and provides professional development and scholarship opportunities for the support staff of Pellissippi State Community College. As a council, the support staff members have the right and obligation to participate fully and actively in the determination of policies pertaining to support staff matters, and to the well-being of the College.

#### **I. PURPOSE**

The purposes of the Support Staff Council shall be as follows:

- A. Emphasize and initiate opportunities for professional development;
- B. Establish a forum and support group to create an atmosphere in which solutions to work-related problems can be discussed and explored;
- C. Initiate opportunities to raise funds for scholarships;
- D. Provide input into decision-making via representation on various council/committees;
- E. Initiate opportunities to become better informed relative to activities in all departments/areas of the college.

#### **II. MEMBERSHIP**

Membership in the Support Staff Council includes all regular full-time and regular part-time support personnel. These members will have equal vote and status in all matters. Temporary/hourly part-time support personnel are designated as non-voting members until after one year of employment.

#### **III. EXECUTIVE BOARD**

The Executive Board shall consist of the following elected officers who will serve for one year: President, Vice President, Secretary, Treasurer, and one Representative elected from each campus.

- A. Officers may succeed themselves, not to exceed two consecutive terms. In the event of a vacancy in the office of President, the Vice President shall succeed to the office for the unexpired term. However, in the event that the Vice President should have to succeed to an unexpired Presidential term equal to 2/3 (8 months) or more, the Executive Board will call for a special election to elect a new Vice President in order to adhere to the Constitution's Terms of Office. In the event of a vacancy in the office of President and Vice President, the Secretary shall succeed to the office of the President for the unexpired term. Any other office vacancy during the year will be filled by a special election.

**B. Meetings and Quorum**

The Executive Board shall meet on the established monthly schedule in regular session and upon call of the President or a majority of the Executive Board members. Each member shall be notified of the time and place of meetings. A quorum consists of three (3) Executive Board members. If a member is absent from three (3) consecutive meetings without having an excused absence, he/she shall be notified that he/she is being dropped from the Board. His/her vacancy shall be filled as provided in Section IIIA of the Constitution.

**C. Powers and Duties**

The powers and duties of the Board shall be:

1. To serve the executive body of the council;
2. To set the time and place of council meetings;
3. To direct the affairs of the council and to carry out its policies;
4. To present recommendations to the membership on proposed amendments, policies, programs, or positions of the council;
5. To develop programs for the achievement of the stated purposes;
6. To perform those duties assigned it by the Constitution;
7. To approve appointments to fill vacancies or to declare elections in the event suitable appointments are not made.

**D. Duties of Officers**

1. The President shall:
  - a. Serve as the chief executive officer of the council;
  - b. Preside at the meetings of the council and of the Executive Board;
  - c. Appoint Committee Chairs while serving as an ex-officio member for all other committees of the council;
  - d. Perform those duties assigned by the Constitution and by the Executive Board.
2. The Vice President shall:
  - a. Preside in the absence of the President;
  - b. Assume the duties of the President in the event the President is unable to perform such duties;
  - c. Perform those duties assigned by the Constitution and by the Executive Board.
3. The Secretary shall:
  - a. Be responsible for the records and minutes of the council;
  - b. Help prepare reports of the Executive Board to the membership;
  - c. Perform those duties assigned by the Executive Board and by the Constitution;
  - d. Prepare notices of meetings as directed by the President.

4. The Treasurer shall:
  - a. Maintain and administer any monies of the council;
  - b. Keep proper records of any financial transactions.
  
5. The Representatives at Large shall:
  - a. Help organize council activities at their campus;
  - b. Serve as a member of the Executive Board;
  - c. Attend all Executive Board meetings and provide input on planning and issues considered by the Board.

#### **IV. MEETINGS**

The Support Staff Council shall meet the third Wednesday in the months of February, May, July and October. Additional meetings may be called by the President or upon written request signed by at least ten council members. The Executive Board shall meet the second Wednesday of each month. Additional meetings may be called by the President.

#### **V. TRANSACTION OF BUSINESS**

For the transaction of business, a quorum shall consist of those members voting on matters considered at a scheduled Support Staff Meeting. A majority vote shall be more than half of the members voting and shall be considered an expression of the Support Staff Council as a whole. This majority shall apply in the transaction of all business of the Support Staff Council. A voting member of the Support Staff Council may cast his or her vote on a matter duly moved and seconded in a meeting of the Council.

##### **A. Elections**

An election is held in April for each office. Officers may succeed themselves not to exceed two consecutive terms. Term of office is July 1 through June 30. The number of offices for which a person may run shall be limited to one. The President shall appoint a Nominating Committee chair. The committee will consist of the chair and two additional members appointed by the chair. The nominating committee shall be acknowledged in writing to all members of the Council at least one week prior to elections. The voting will be conducted by electronic ballot. In the event of a tie, a second electronic ballot will be cast to break the tie. Newly elected Executive Board members will be announced after voting has closed and ballots are counted. Newly elected board members will shadow current Executive Board members through May and June.

## **B. Committees**

The following committees shall be regarded as standing committees for the council with chairpersons appointed by the President. The chairperson would then select members to serve as committee members.

1. Professional Development
  - i. Responsible for providing a Professional Development plan/agenda for the year.
  - ii. Perform other duties assigned by the Constitution and by the Executive Board
2. Activities
  - i. Responsible for organizing/planning fundraising events.
  - ii. Assist the Professional Development Committee when needed.
  - iii. Perform other duties assigned by the Constitution and by the Executive Board.
3. Mentoring
  - i. Responsible for acclimating new support staff employees to the college.
  - ii. Shall maintain the support staff e-mail distribution list.
4. Historian
  - i. Responsible for documenting and preserving materials used to record the history and success of the Council.
  - ii. Maintain Support Staff Council website.

The Executive Board may appoint temporary committees to study and report to the Council on any issue of support staff concern. A committee may exist on a temporary basis for no longer than one calendar year. After that time, a temporary committee either shall be accepted as a standing committee or shall be considered dissolved.

## **C. Scholarships**

The Foundation has two scholarships that are funded primarily through donations from fundraising efforts and contributions from the Support Staff employees of Pellissippi State. The amounts funded to each scholarship will be awarded at the discretion of the Executive Board based on need.

1. Support Staff Scholarship. This scholarship is awarded to a Pellissippi State student applicant who meets the qualifications as outlined in the Foundation's scholarship information. The annual award is currently \$500.

2. Child of Support Staff Scholarship. This scholarship is awarded to a Mississippi State student applicant who is a child of a support staff employee at Mississippi State and meets the qualifications as outlined in the Foundation's scholarship information. The amount of the scholarship is to be determined yearly. The award varies depending on the number of applicants who meet the scholarship criteria.

**D. Charities**

Each year, the Support Staff Council may elect to support a local charity. Charities previously supported include March of Dimes, American Red Cross, Susan G. Komen Breast Cancer Foundation, Knox Area Rescue Ministries, and Second Harvest Food Bank.

**E. Amendments**

The Constitution may be amended by a two-thirds majority vote of the membership present at any regular or special meeting of the general membership held after at least two weeks prior notice to the membership that such an amendment is to be considered.