

**UNIVERSITY SYSTEM OF GEORGIA
STAFF COUNCIL**

BYLAWS

Approved January 13, 2017

I. Name

A. The name of this organization hereby constituted shall be the University System of Georgia Staff Council (USGSC).

II. Purpose

A.

B. Institutional membership dues shall ~~\$50.00~~ and will be payable by

- E. Additional meetings may be scheduled by the Executive Committee or by vote of a simple majority of institution representatives or alternates. One voting member (institution representative or alternate) from each institution in good standing may vote on each voting issue brought before the council. Institution representatives or alternates may place their vote if they are present during the meeting in which the vote was called, or if they are attending via a concurrent webcast. A method for proxy voting will be established for each meeting for those institution representatives or alternates unable to be present. The Executive Committee may submit an item to the Council for an email vote outside of a scheduled meeting. Votes may be cast by institution representatives or alternates via their institutional email accounts.

VII. Elections and Vacancies

- A. Elections will be held in May at the final regularly scheduled meeting of the business year, with new officers seated immediately upon the start of the next business year. The Chair-Elect will automatically become Chair at the start of the next business year and does not need to be on the ballot or be nominated.
- B. Candidates must be a representative or alternate from an institution in good standing with the USGS or have served at least one year as representative of the USGS to be eligible for office. Candidates for offices will be presented by the Nominating Committee. However, nominations of members in their first year can be made so they will have completed one year by the time they take office.
- C. The candidates must receive a simple majority vote in order to be elected as officer. In case of a tie, a runoff will be held and the candidate with simple majority vote for the runoff will be elected as officer.
- D. When vacancies occur in the Executive Committee, the Chair, with majority approval of the Executive Committee, will have authority to fill such

- K. **Webmaster.** The Webmaster will be appointed at the discretion of the Chair. The Webmaster will make updates to the USGSC webpages as designated by the Chair. Relevant experience necessary to perform these duties is a requirement of this position.

VIII. Committees and Committee Structure

A. Executive Committee

- (1) **Membership.** The Executive Committee will consist of the Chair, Chair Immediate Past Chair, Secretary, and Treasurer. Members will serve during their elected terms of office.
- (2) **Duties.** The Executive Committee will take action on behalf of the USGSC in cases requiring urgent action. The Executive Committee will inform the full council of all such actions taken at the next quarterly meeting or by memoranda to all individual USGSC representatives. The Executive Committee will prepare the agenda for each meeting, including any items received from the Chancellor or any system institution staff body. The Executive Committee will also consider agenda items from any

