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1. Reports directly to President's Office

BY-LAWS

MIDWAY COLLEGE STAFF ASSOCIATION

Mission Statement

The Midway College Staff Association has been established to empower the staff, and to promote cooperation among the administration, faculty, students, and staff of Midway College. The Staff Association seeks to promote leadership development and professional opportunities for the Midway College staff. The Staff Association serves as an advisory body to the College President.

Article I

NAME

This organization shall be known as the Midway College Staff Association.

ARTICLE II

PURPOSE

SECTION I – GENERAL ASSEMBLY OF THE ASSOCIATION

The Staff Association shall provide staff employees with a voice in campus affairs, and shall improve mechanisms for resolving issues as necessary. The Staff Association shall seek to enhance communication among staff and between staff, faculty, and administrators.

SECTION II – STAFF ASSOCIATION COUNCIL

The purpose of the Staff Association Council is to provide representation from all areas of staff employment. This body will provide the leadership for the general assembly of the Staff Association.

SECTION III – FUNDS AND PROGRAMS

The Staff Association will establish procedures to seek external funding and manage available resources to implement a professional development fund for staff. The purpose is to fund opportunities for development, leadership, and technical training for Midway College staff. The

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staff Association would work with College Relations and Development to seek grants, scholarships, corporate sponsorship, etc. to fund professional development and training activities for the staff. The Staff Association will also establish procedures for recreational, morale, welfare, and community outreach activities.

SECTION IV – AUTHORITY

These by-laws and any amendments thereto are subject to the general policies and by-laws of the College and the authority of the Board of Trustees as delegated to the President of the College.

ARTICLE III

MEMBERSHIP

SECTION I – GENERAL ASSEMBLY

Membership of the Staff Association General Assembly consists of all staff employed by Midway College. Membership will include both exempt and non-exempt employees.

SECTION II – STAFF ASSOCIATION COUNCIL

(A) The membership of the Staff Association Council shall include a maximum of eleven (11) elected representatives from the five (5) designated areas of employment. These areas are as follows:

- ♦ Managerial – Business Office, College Relations and Development, Institutional Research and Information Systems, President’s Office, Women’s Enterprise Institute and Center for Women and Leadership.
- ♦ Student Life – Academic Affairs, Athletics, Equine Department, Library, and Student Affairs.
- ♦ Student Services – Admissions, Financial Aid, Registrar’s Office.
- ♦ Operations – Auxiliary Services, Early Childhood Center, Physical Plant.
- ♦ At Large – Two (2) representatives will be elected by the General Assembly as at-large representatives.



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Each area shall elect two (2) representatives with the exception of the Past Chair. Only one of these may be employed at the director's level. The general membership will be examined at two-year intervals to determine if realignment of these groups is necessary to provide fair representation.

- (B) The Past Chair of the Staff Association and the Director of Human Resources shall be ex-officio and non-voting members of the Staff Association Council.

SECTION III – COUNCIL MEMBERSHIP TERMS

Membership on the Council shall be for a term of two (2) years. Membership terms will be on a staggered-year basis. Each year one representative from each area will be elected for a two (2) year term. This system will insure a rotation whereby only one-half of the members would be replaced at one time in succeeding councils. Members cannot serve consecutive terms, but may stand for re-election after a one-year absence from the Council. **Exceptions to these terms will be examined by the Council to include special elections following a change of section alignments.**

SECTION IV – ALTERNATES

There shall be no alternates for representatives serving on the Staff Association Council.

SECTION V – MEMBERSHIP INELIGIBILITY

Members shall be declared ineligible to complete their terms if any of the following occur: 1- Members whose employment status changes, causing them not to meet the eligibility requirements, shall be expected to resign from the Council; 2- Absence from two (2) consecutive regular meetings of the Council by a member shall be cause for dismissal by the Chair, except for individuals with extenuating circumstances.

SECTION VI - VACANCIES

Vacancies on the council shall be filled if the remaining term is more than one-half of the Council year. Vacancies on the Council shall be filled by a special election held within the area from which the vacancy occurred. Eligible candidates will have the same qualifications as the prior member.

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SECTION VII – UNEXPIRED TERM REPLACEMENTS

Persons filling unexpired terms of less than a full term shall not be precluded from standing for election to membership on the Council at the next election.

SECTION VIII – FACULTY LIAISON

The Staff Association will invite the Faculty Assembly to provide a liaison representative for council meetings.

ARTICLE IV

OFFICERS

SECTION I – COUNCIL OFFICERS

Officers shall consist of a Chair, Vice-Chair, and Recording Secretary.

SECTION II – RESPONSIBILITIES OF THE CHAIR

- (A) Develop the agenda and preside at regular meeting of the Council and General Assembly, and enforce the policies of the Council and obligations of the by-laws.
- (B) Call special meetings of the Council or General Assembly when deemed necessary Or as requested by the President of the College.
- (C) Oversee Council activities and communications.
- (D) Appoint committees or representatives for committees as requested.

SECTION III – RESPONSIBILITIES OF THE VICE-CHAIR

- (A) The Vice-Chair shall assume the duties of the Chair when necessary and assist the Chair as needed.
- (B) The Vice-Chair will oversee the program and arrangements of the General Assembly meetings.
- (C) The Vice-Chair will be responsible for the professional development funds and records.

SECTION IV – RESPONSIBILITIES OF THE RECORDING SECRETARY

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- (A) Record minutes of all meetings and distribute them to the Staff Association Council members within ten (10) business days after the meeting.
- (B) Post approved minutes and other documents as requested by the Chair to the Staff Association folder on the network.
- (C) Maintain the attendance lists of Council members and inform the Chair if any Member has missed more than two (2) consecutive meetings.
- (D) Maintain records of terms of office of committee members.

SECTION V – RESPONSIBILITIES OF THE PAST CHAIR

- (A) The Past Chair shall serve as the staff representative on the Operations committee for a term of one (1) year.
- (B) The Past Chair will also serve as the Staff Liaison to the Faculty Assembly and other organizations as appointed.

SECTION VI – COUNCIL REPRESENTATIVES

Area representatives are responsible for attending all Council and General Assembly meetings and communicating issues of concern to and from the Staff Association in the area they represent.

ARTICLE V

MEETINGS

SECTION I – GENERAL ASSEMBLY

- (A) The General Assembly shall meet quarterly – January, April, July, and October.

These meetings will be held during the council year, July 1 through June 30. The time and place of each meeting will be determined by the Chair. Agenda and by-law changes will be distributed ten (10) days prior to the General Assembly meeting.

- (B) When issues or actions requiring voting by the General Assembly are in consideration, the Chair may direct that information sessions for the General Assembly be conducted in staggered sessions to insure maximum communication to the staff. Voting shall then be conducted on-line or through paper ballot.

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- (C) Majority – Voting shall be by simple majority present at meetings, or in the case of on-line or paper balloting, the majority of those voting within an established time frame.

SECTION II – COUNCIL MEETINGS

Regular monthly meetings will be held. The Chair will develop an agenda prior to the meeting.

- (A) Executive Committee Meetings

The Executive Committee, which consists of the Chair, Vice-Chair, and Recording Secretary will meet and call special meetings as necessary to plan and coordinate Council activities. The Chair will be responsible for informing the Executive Committee of said meeting.

- (B) Majority

A simple majority will be necessary to conduct official action. Voting shall be by voice except when deemed otherwise by the Chair.

SECTION III – ROBERT’S RULES

“Roberts Rules of Order” shall govern all meetings of the Council, General Assembly, standing committees, and special (ad hoc) appointed committees.

ARTICLE VI

COMMITTEES

SECTION I – STANDING COMMITTEES

Standing committees shall include, but not be limited to:

- (A) Communications Committee – Composed of a minimum of three (3) Staff Association members, but not limited to council members. The duties of the committee shall consist of distributing information about activities of the Midway College Staff Association to the college community and other interested parties.
- (B) Orientation and Membership Committee – Composed of a minimum of three (3) Staff Association members, but not limited to council members. The duties of the committee shall be to welcome and orient new employees and encourage participation in the activities of the Staff Association.

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- (C) Social Committee – Composed of a minimum of five (5) Staff Association members, but not limited to council members. The duties of the committee shall be to develop good college community relationships (i.e. send birthday and other congratulatory cards to college employees) and plan social activities and outreach activities.
- (D) Staff Development Committee – Composed of three (3) Staff Association members, but not limited to council members. The duties of the committee shall be to handle employee concerns related to their work and work environment.

SECTION II – COMMITTEE CHAIRS

All standing committee chairs shall be elected Council members. Committee Chairs shall be appointed by the Chair of the Council. Committee chairs will be members of the standing committee in addition to the above listed membership quotas.

SECTION III – AD HOC COMMITTEES

Ad hoc committees shall be appointed as needed by the Council Chair or as recommended by the President of the College. Appointments for special interest committees shall not be restricted to elected members of the Staff Association Council.

SECTION IV – COMMITTEE MEETINGS

All committees shall meet subject to the call of their respective Chair, the Council Chair, or the President of the College.

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ARTICLE VII

ELECTIONS

SECTION I – ELECTION OF AREA REPRESENTATIVES

The Staff Association Chair is responsible for overseeing elections of area representatives prior to July 1. Representatives shall assume duties immediately following elections. The Chair, Vice-Chair, and Recording Secretary will be elected by the Council.

SECTION II – GENERAL ELECTION OF OFFICERS

The Council, with newly elected area representatives and the continuing council members, will vote for the new Chair, Vice-Chair, and Recording Secretary from the current council representatives.

SECTION III – ELECTION RESULTS

Election results shall be announced to the membership by the Chair of the Council.

ARTICLE VIII

AMENDMENTS

SECTION I – AMENDMENTS TO THE BY-LAWS

Members may propose an amendment to the by-laws by presenting it in writing to the Chair of the council prior to the regularly scheduled monthly council meeting. The Chair will place the amendment on the agenda of the next regular meeting. Amendments approved by a majority vote of the Council must then be presented ten (10) business days prior to the next General Assembly meeting. The General Assembly must approve the amendment to the by-laws before it is enacted.

SECTION II – AMENDMENT APPROVAL

The Executive Committee of the Midway College Board of Trustees must approve any significant changes to the by-laws.