

Belk College Staff Council Bylaws

I. NAME

The name of the body hereby constituted will be the Belk College Staff Council.

II. FUNCTIONS & RESPONSIBILITIES

A. Function

In its representation of all staff employees (both SHRA and EHRA classification), the Belk College Staff Council will promote better understanding, increased cooperation, and open communication among all constituent groups within the college. While performing this function, the Staff Council will endorse and adhere to the mission, goals and policies of both the Belk College of Business and UNC Charlotte. The Staff Council is not authorized to consider or advocate for the requests or grievances of individual employees.

B. Staff Council Responsibilities

1. To enhance the communications network for staff throughout the Belk College.
2. To manage the Staff Member of the Year award for the Belk College.
3. To plan team-building activities to build camaraderie among staff members.
4. To promote professional development opportunities for the staff.

III. MEMBERSHIP

A. Representation

Membership in the Staff Council is granted automatically to all permanent full-time staff, both SHRA and EHRA, in the Belk College of Business. Full-time status is defined by the University as employment for 30 hours or more per week. Part-time and temporary staff members may attend Staff Council meetings and voice opinions but may not vote. Part-time permanent staff members may serve on Staff Council committees, with supervisory approval.

IV. MEETINGS

A. Full Meetings of the Council

The full Staff Council will schedule at least three meetings per fiscal year, with at least one meeting in the fall semester and one meeting in the spring semester. All Staff Council meetings will be announced by email at least two weeks prior to the meeting date. Attendance at all Staff Council meetings, as well as committee meetings and other Staff Council activities may be considered work time, provided advance arrangements have been made with the appropriate supervisor for attendance. Supervisors will be advised by college administration to allow and encourage staff participation.

B. Committee Meetings

The Executive Committee, Social Committee, and ad hoc committees will meet as needed, but with at least three meetings per fiscal year with at least one meeting in the fall semester and one meeting in the spring semester. It is expected that committee members will serve a one year committee and that they will attend a majority of committee meetings. Members are encouraged to discuss meeting schedules with their supervisors to ensure participation.

C. Special Meetings

The Dean of the Belk College will schedule regular faculty/staff meetings. The Dean of the Belk College or the President of the Staff Council may call special meetings of the Staff Council, outside of the regular schedule, to discuss or vote upon issues being considered by the Council. At least two weeks' notice should be given for any special meeting.

D. Quorum

A simple (51 percent) majority of the membership will constitute a quorum. If less than 51 percent of voting members are present, any matter requiring a vote can be presented by online survey to the entire Staff Council, with a binding result.

E. Items of New Business

New business may not be voted upon during the same meeting at which it is first discussed. This rule may be waived by a quorum vote of those in attendance.

V. OFFICERS OF STAFF COUNCIL

A. Officers and Duties

1. **President:** The President presides at Staff Council meetings, calls special meetings as necessary, and performs other duties usual to the office. In this role, the President serves as the voice of the Belk College staff and will regularly confer with and report to the Dean or Associate Dean on matters pertaining to the staff, Staff Council, and the College. The President is responsible for upholding the Bylaws of the Staff Council. The President will oversee any budget granted to the Staff Council, in consultation with the appropriate college staff.

At the discretion of the Dean, the President of the Staff Council may receive release time of eight (8) hours per month to attend to Staff Council duties. The President will be elected by and from the Staff Council membership to serve a one (1) year term and may not serve as President for more than two (2) consecutive years.

2. **Vice President:** The Vice President will assist the President and perform the duties of the President in his/her absence. In addition, the Vice President will monitor the activities of the Standing Committees and will serve as a resource for committee chairs.

The Vice President will be elected by and from the Staff Council membership to serve a one (1) year term and may not serve in the office for more than two (2) consecutive years.

If the President is unable to complete the term of office, the Vice President may immediately assume the duties of Acting President and convene a special session of the Staff Council to preside over the election of a new Acting Vice President. The Acting Vice President will complete the remainder of the current term. Service as Acting President will not count against the term limits.

3. Recording Secretary: The Recording Secretary will have responsibility for publicizing upcoming meetings and gathering materials from the Standing Committees to disseminate to members. He or she will also be responsible for taking minutes at the full Staff Council meetings and distributing them to members. The Recording Secretary will be a volunteer position. If there are no volunteers, the President may nominate people for the position until someone accepts the responsibility.

4. Social Committee Chair: The Chair for the social committee will serve on the Executive Committee for the duration of their term. He or she will provide a verbal report on Staff Council social activities to the Executive Committee. The Social Committee Chair will also be responsible for coordinating inclusive social events either during or outside of work hours.

5. Professional Development Officer: The Professional Development Officer will plan and implement at least two professional development activities for the Staff Council each fiscal year. He or she will collaborate with the Executive Committee to promote Belk College priorities by using allocated Staff Council money appropriately. The Professional Development Officer will be a volunteer position. If there are no volunteers, the President may nominate people for the position until someone accepts the responsibility.

6. Liaison: The Liaison will represent whichever campus (main or center city) has a minority representation on the Executive Committee. The Liaison will be responsible for securing meeting space and technology capabilities for Staff Council meetings. He or she will promote Staff Council professional development and social events and serve as a voice for the wants and needs of their affiliated staff. The Liaison will be a volunteer position. If there are no volunteers, the President may nominate people for the position until someone accepts the responsibility.

Together, the President, Vice President, Secretary, Social Committee Chair, Professional Development Officer, and Liaison will constitute the Executive Committee of the Staff Council, with responsibilities outlined below in Section V, Committees.

B. Election Procedures for Officers

The officers of Staff Council will normally be elected in March of each year using the following procedures:

1. Nominations will be accepted during the month of February.
2. Any member of the Staff Council who has completed their probationary period is eligible to be nominated as an officer.
3. The offices of President and Vice President will be voted upon separately.
4. The nomination form will be available via online web form, and a staff member may nominate him/herself. Anonymous nominations will not be accepted.
5. An individual who has been nominated has the option to decline the nomination. Once the nominations have been confirmed, the ballot will be prepared for the election.

6. Elections will normally occur in March and will be conducted online. Ballots will be anonymous.
7. Officers will be announced by July 1.

C. Terms of Service

Terms for elected officers will begin on July 1 of each year and run through June 30 of the following year.

VI. COMMITTEES

A. Membership

Any member of the Staff Council will be eligible for membership on a Standing Committee. Committee members will generally be solicited on a volunteer basis; however, there may be occasions when the Executive Committee will appoint willing members to a committee to ensure that committee reflects the diversity of the Staff Council. A staff member may serve on more than one committee.

Unless indicated otherwise in the Bylaws, Standing Committees will consist of no fewer than three (3) full voting members. The members of the committees may choose a chairperson from among the membership.

B. Charge to Standing Committees

1. Each committee is empowered to investigate issues in its area of responsibility for report to the Staff Council.
2. The initial meeting of each committee should be convened within three weeks of appointment.
3. Each committee will present a written report of its activities to the Staff Council at each regularly-scheduled meeting. The report should include a list of all items placed on the committee agenda and provide a status report for each.
4. At the end of each year (June 30), each committee should provide a written report with a summary of the year's activities and recommendations for the upcoming year.
5. Requests for committee service will be sent to the full Staff Council in July, and committees will begin their work following the first Staff Council meeting of the fiscal year.
6. Committees will elect their own chair from among their members.
7. If an issue arises within a committee any member of that committee may bring the issue to a member of the Executive Committee for review. The Executive Committee in conjunction with the Senior Associate Dean can change the membership of a committee.

C. Standing Committees

1. Executive Committee

The Executive Committee will consist of the President, Vice President, Secretary, Social Committee Chair, Professional Development Officer, and the Liaison of the Staff Council. Standing Committees will be charged by the Executive Committee. Responsibilities of this committee include:

- A. Coordinating annual elections to Staff Council.
- B. Recommending the addition or dissolution of standing committees for vote by the full Staff Council (per Section VI).
- C. Creating ad hoc committees for special projects.
- D. Conducting regular meetings of the Staff Council.
- E. Serving as a resource to Staff Council committees.
- F. Reviewing college procedures and develop recommendations that benefit the college and the staff.
- G. Advocating for career and professional development opportunities for staff.
- H. Acting as the voice of the Staff Council in communications with the college administration.
- I. Requesting money from the Dean as appropriate for events or activities.

2. Staff Member of the Year Award Selection Committee

The Staff Member of the Year Selection Committee facilitates the Belk College Staff Member of the Year Award. The Committee will consist of a minimum of three members. The winners of the award for the two previous years are appointed to this committee automatically, and the immediate past winner will serve as Chair. One additional member may be appointed by the Dean of the Belk College. The appointed member may be selected from either a faculty or staff position. If the winner of either the previous year or the prior previous year is not available to serve, volunteers may be appointed to this committee.

This Committee will solicit nominations for the Belk College Staff Member of the Year Award and will evaluate the nominees. The Committee will forward its recommendation to the Dean of the Belk College who presents the award. See APPENDIX I for eligibility, nomination process, and selection criteria.

If the Committee wishes to make changes to the award selection criteria, they may make recommendations to the Dean of the College, who is ultimately responsible for the reward.

3. Social Committee

The Social Committee will be responsible for gathering input from the Staff Council and planning activities and events that foster team-building and camaraderie among the staff. Members of this committee may be asked to assist in the planning and implementing of the college's beginning of the year party in conjunction with a member of the Dean's office and faculty member(s) as appointed by the Dean.

4. Committee on Diversity

The Committee on Diversity will serve to advise the Dean on matters relating to diversity within the Belk College including diversity within the student body, faculty, and staff. The Committee shall consist of one faculty member elected from each Department and four elected members of the Staff. The Committee will be Co-Chaired by the Belk College Faculty President and the Belk College Staff Council President.

VII. CHANGES TO THE BYLAWS

Amendments to the Bylaws may be proposed by any member of the Staff Council at a regular meeting. The Executive Committee will review any proposed amendment and make a recommendation to the Staff Council body for their consideration and possible action. Amendments to the Bylaws must be approved by a two-thirds (2/3) vote of the full membership of the Staff Council. If there are not enough members in attendance at the meeting to meet this requirement, the vote may be held over until the next regular meeting, or a vote may be conducted by online survey. All votes regarding changes to the bylaws will be tabulated and certified by the Recording Secretary.

Originally written December 2014

Amended December 2017

Amended February 2018

APPENDIX I: BELK COLLEGE STAFF MEMBER OF THE YEAR AWARD

Eligibility

The Belk College Staff Member of the Year honors the contributions of an outstanding member of the staff of the Belk College of Business.

- Nominees must be full-time staff (SHRA or EHRA-NF) who have completed three or more years of continuous service within the Belk College of Business in a permanent position. The cutoff is April of the current year.
- It is not required that the nominees have held the same position within the three or more years of service.
- All staff members who meet this requirement are eligible for the award, but individuals may decline to participate if they wish.
- A staff member may be nominated more than once, but not by the same person.
- A staff member may be selected for the Staff Member of the Year Award no more than once every three years. Staff Member of the Year Selection Committee members are not eligible for the award.
- All faculty and staff (full- and part-time) are eligible to nominate a staff member for the award.
- The winner will receive a cash award funded by the Belk College and a commemorative gift.

Nomination Process

Any current member of the Belk College of Business staff or faculty may submit nominations. Nominations may be submitted digitally by responding to the call for nominations survey, by email, or by paper. All nominations will remain confidential.

In March, the Chair of the Staff Member of the Year Award Committee solicits nominations. Nominations should:

- Include the staff member's name
- Be based on the established selection criteria
- Reflect the nominee's contribution and impact to the Belk College community

All nominations should be received by the first Friday in April. The Staff Member of the Year Award Committee reviews nominations and makes a recommendation to the Dean of the Belk College. The Dean presents the Staff Member of the Year Award at the End of the Year Celebration.

Selection Criteria

Staff Member of the Year Award recipients will have made a significant impact on the College through outstanding dedication; exceptional performance; excellent service to students, faculty, and/or staff; and ingenuity, as demonstrated by one or more of the following:

- Exemplary Achievement and Performance: Consistently and substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements and expectations; has made important and significant contributions in their area; contributes and demonstrates commitment to the College's mission and core values
- Excellence in Customer Service/Personal Interaction: Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with

others; has significantly improved customer service or has increased student satisfaction in their area; demonstrates ability and willingness to manage changes in work priorities, procedures, and organization; demonstrates exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the college community

- Outstanding Education Support/Initiative and Creativity: Significantly improved a work process or system, or has significantly increased the efficiency of an operation or department/unit; consistently seeks to improve the quality of work assigned; demonstrates efforts to expand work responsibilities; significant improvements in services or enhanced constituent satisfaction

Appendix added February 2018