



**Potomac State College of WVU  
Staff Council  
Constitution and By-Laws**

**Introduction**

The Potomac State College of WVU Staff Council was created by the West Virginia Legislature under 18B-6-6, to provide the Staff a means to convey their concerns on employee-employer relations. This council was formed with recognition that all matters at Potomac State College of West Virginia University are governed by state law, by the West Virginia Higher Education Policy Commission, West Virginia University Board of Governors policies, and Potomac State College of West Virginia University policies.

The term “Staff,” as used herein will mean those employees designated by the Higher Education Policy Commission as classified and do not include faculty or non-classified personnel, per West Virginia Code 18B-9-2.

**Articles:**

<b>Article I</b>	<b>Name</b>
<b>Article II</b>	<b>Authority</b>
<b>Article III</b>	<b>Purposes</b>
<b>Article IV</b>	<b>Membership</b>
<b>Article V</b>	<b>Term of Office</b>
<b>Article VI</b>	<b>Elections</b>
<b>Article VII</b>	<b>Officers</b>
<b>Article VIII</b>	<b>Amendments</b>

**Article I – Name**

The name of this organization will be the “Potomac State College of West Virginia University Staff Council,” hereafter referred to as the “Staff Council” or “CEC.”

**Article II – Authority**

1. The Staff Council will be a unit of Potomac State College of West Virginia University and will continue to be so until such time as the Staff Council is dissolved by state code.

2. The organization of the Staff Council will in no way affect the right of PSC Staff to belong to other organized groups of their choice, nor will it preclude the functioning of such organizations.

### **Article III – Purposes**

#### **The purposes of the Staff Council are:**

- 1.To serve as a representative body for classified staff employees of the University.
- 2.To participate in such policy matters of Potomac State College of WVU (and at times of the WVU) as may directly affect the classified staff employees.
- 3.To provide a two-way medium for the exchange of information between employees and employers relative to problems of mutual concern.
- 4.To foster a spirit of unity and cooperation among all employees of the University.
- 5.To consider methods and means by which employment conditions may be improved and operating efficiency of the University increased.
- 6.To act in an advisory capacity to the Provost of Potomac State College of WVU and to the President of the University when appropriate.
- 7.When requested and appropriate, to convey classified employee concerns, not to act as a grievance board on individual cases.
- 8.To act in a manner in which the council is cognizant of mutual interests of both the administration and the classified staff in furthering the mission of the institution.

### **Article IV – Membership**

1. The Staff Council may consist of five (5) members from each of the five occupational sectors as defined by the Department of Human Resources. These classifications are: Administrative/Managerial sector, Professional/Non-Teaching sector, Paraprofessional sector, Secretarial/Clerical sector, Physical Plant/Maintenance sector. In addition to the above members, one ex officio position will be included in the Staff Council meetings. The Advisory Council of Staff (ACCE) representative will have voting power and is an ex officio member of the Staff Council.

2. Quorum: A simple majority of the elected officers constitutes a quorum, which is necessary to conduct official business of the Staff Council. A majority vote of those present is required for the passage of any council transaction.

#### **Article V – Term of Office**

1. The term of office for a member of Staff Council will be two years and shall begin with the July meeting following election to Staff Council.
2. Elections of representatives will be done in the manner prescribed in Staff Council Bylaws incorporated in Article VI of the Constitution.
3. Transfer of a Staff Council member from one occupational sector to another shall not affect his/her unexpired term on the Staff Council.
4. Vacancies will be created by death, termination of service to the University, or resignation.
5. The retiring Chair of the Staff Council may serve as advisor during the transition from one administration to another upon approval of the council.

#### **Article VI – Elections**

Refer to Election Procedures in the Bylaws

#### **Article VII – Officers**

1. The officers of the Staff Council will be: Chair, Ex-Officio ACCE Representative, and Secretary/Treasurer.
  - a. The election of Secretary of Staff Council will take place at the first regular meeting in July.
  - b. The ex-officio member of the Staff Council will conduct the election of the Secretary.
  - c. In the event that an officer position becomes vacant, an election by members of Staff Council will be held in accordance with provisions of Article VII of this Constitution and will take place at the first meeting after notice of a vacancy is given. This section will not apply to the Office of the Chair of Staff Council. Refer to the Staff Council Bylaws, Article I, Duties of Officers.
2. The Staff Council may relieve any officer of the Staff Council except the Chair of his or her duties by a two-thirds vote of the total body of Staff Council.

## **Article VIII – Amendments**

1. Amendments to the Constitution may be made by a two-thirds vote of the total body of Staff Council.
2. A notice that an amendment is to be proposed must be given to all members of the Staff Council at least five work days before the meeting at which the amendment is to be proposed. The notice will contain the proposed amendment in context. Friendly amendments to the proposed amendment may be suggested and voted upon to any amendment being proposed.

## **PSC Staff Council By-Laws**

### **Articles:**

<b>Article I</b>	<b>Duties of Officers</b>
<b>Article II</b>	<b>Procedures</b>
<b>Article III</b>	<b>Election Procedures</b>
<b>Article IV</b>	<b>Ex-Officio</b>
<b>Article V</b>	<b>Amendments</b>

### **Article I – Duties of Officers**

1. The Chair will:
  - a. Preside at all regular and special meetings and enforce all regulations and policies of the Staff Council.
  - b. Serve as a member of the Provost's Cabinet.
  - c. Be responsible for preparing the Staff Council budget.
  - d. Call special meetings when it is deemed necessary.
  - e. Prepare an agenda for distribution by the Staff Council Secretary for each regular meeting.
  - f. Vote only in the advent of a tie.

- g. Maintain contact with WVU's Staff Council Chair and provide updates to PSC's CEC as needed regarding happenings with WVU's Council and any information related to/affecting Staff of Potomac State College of WVU.
- 2. The Ex-Officio Acce Representative will:
    - a. Preside in the absence of the Chair.
    - b. Chair the Legislative Committee and coordinate council's legislative activities.
- 3. In the event of the absence of both the Chair and Ex-Officio ACCE Representative at a regularly scheduled Staff Council meeting, a President Pro Tempore will be elected by the Staff Council to conduct the meeting.
- 4. The Secretary/Treasurer will:
    - a. Record and prepare minutes of Executive Committee meetings.
    - b. Prepare and keep in permanent form the minutes of all meetings of Staff Council.
    - c. Send a draft copy of the minutes to each member of Staff Council within ten working days after the meeting.
    - d. Be responsible for all records of the Staff Council, including fiscal records, obtained from responsible persons in the PSC Business Office.
- 5. Restrictions:
    - a. No agreement made by the officers or members of the Staff Council will be considered to be the Staff Council's position until it has been approved by Staff Council.
    - b. No expenditure of funds allocated under the Staff Council or expenses incurred by its members will be made or reimbursed unless approved by the Staff Council. In the interim between regularly monthly council meetings, the Staff Council Chair may communicate with all members regarding the approval of staff development applications.

**Article II – Procedures**

1. Any classified staff employee can submit items in writing to any member of Staff Council to consider for inclusion to the agenda.
2. The Staff Council member receiving the request will respond to the employee in writing as to the disposition of the Council within two days of the Council's decision.

### **Article III – Election Procedures**

1. All verification of employee eligibility to participate in the election process will be performed by Human Resources as directed by the Provost.
2. The Provost's office will designate a nominating committee.
3. Announcement of the vote will appear in PSC E-News and be distributed in employee mailboxes by the Provost's office. Such announcement will include instructions regarding the voting process.
4. Employees may vote only once.
5. Ballots will be reviewed for compliance with the ballot instructions and voter eligibility by the election committee. Any ballots deemed ineligible, will be retained and be made available for examination by any candidate. Ballots will be counted by the election committee.
6. Election results will be forwarded by the election committee to the Provost and posted through PSC E-News, the Staff website and within the minutes of the meeting following the election.

### **Article IV – Ex-Officio**

1. The Advisory Council of Staff representative will serve as a voting ex officio member of the Staff Council.

### **Article V – Amendments**

These Bylaws may be amended in the same manner as prescribed in Article VIII of the PSC of WVU Staff Council Constitution.

*Last amended on November 12, 2009.*