WALLA WALLA UNIVERSITY STAFF COUNCIL BY LAWS

Mission Statement:
The mission of the Walla Walla University Staff Council (“WWUSC”) is to represent the interests and concerns of university staff, while supporting and advancing the mission and goals of Walla Walla University.

Objectives:
The objective of the WWUSC is to:
- Provide a channel of communication for staff with administration;
- Collect, evaluate, and disseminate information, and represent the identified interests and concerns of the staff in consultation with administration;
- Provide activities, publications, professional/personal development, workshops and seminars for staff;
- Support positive and collaborative working relationships on campus.

Membership and Representation – The voting membership of the WWUSC will consist of approximately eight (8) to ten (10) staff (minimum .50 FTE status and 6 months employment at WWU) with broad representation including satellite campuses. A space for a satellite campus representative will be reserved each election period; if no representative accepts nomination, the position will be filled with a College Place campus representative. The VP of Financial Administration (or his/her appointed representative) and HR Director (or his/her appointed representative) will be ex-officio non-voting advisors. In addition, any staff member elected (either by WWUSC or by staff vote) to University Senate or ASWWU Senate may be invited to regularly scheduled meetings to serve in an advisory capacity.

Given that the purpose of WWUSC is to give voice to staff members, members of President’s Cabinet, who have regular and direct access to the president and thus have more direct input into defining university policy and strategic direction, will be excluded from membership.

Members of the WWUSC serve two-year terms, with eligibility for re-election. Officers serve a one-year term, with eligibility for re-election. WWUSC shall strive to have representation from various geographic locations and Integrated Postsecondary Education Data System (IPEDS) employee categories.

Procedures for Elections

1. Nominations: The Nominations and Election Committee will solicit campus-wide nominations annually in February/March and has authority to designate the manner in which nominations and ballots are distributed. Nominations of candidates for WWUSC may be made by any WWU staff member including self-nomination. The nominee is notified by the committee and must agree to have his/her name included in the voting.

The committee is responsible for verifying eligibility of nominees and for assuring that candidates are nominated for each category. The committee shall determine willingness of nominees to be on the ballot and to serve, and shall inform the nominees of meeting times, attendance requirements, the time commitment required, and the fact that this is a voluntary position with no additional compensation.

2. Ballots: The committee will make ballots available to all staff. The maximum number of nominees per area to appear on the ballot shall not be limited.
3. Voting: The committee shall determine the manner and form of voting which maximizes voting rights for all WWU staff. Voting and new officer designations will be finalized in advance of the first faculty/staff meeting of the spring quarter.

4. Results: The committee shall count the ballots and present preliminary results to WWUSC. Announcement of Election Results: The chairperson of the Nominations and Election Committee will notify new WWUSC members and invite them to attend the next called meeting.

**Officer Duties**

- **The Chair shall:**
  - Serve a one (1) year term after serving one (1) year as Chair–elect. If the Chair–elect cannot serve in this capacity, an election will be held, and the Secretary will serve as Chair until that time.
  - Preside at all regular and special meetings of the WWUSC;
  - Chair the Executive Committee;
  - Vote on WWUSC business only in the event of a tie;
  - Uphold the bylaws of the WWUSC;
  - Report information and updates to the staff as necessary;
  - Appoint special committees as deemed necessary; and
  - Acts as parliamentarian.

- **The Chair-elect shall:**
  - Be elected by members of the WWUSC to serve a two (2)-year term of office: one (1) year as Chair–elect; the following year as WWUSC Chair;
  - Assist the Chair in the performance of his/her duties and such other duties as the Chair may direct;
  - Officiate at meetings in the Chair’s absence and assume the office of the Chair (should it become vacant) for the remainder of the previous Chair’s term in addition to his/her one year term of service to the WWUSC as Chair;
  - Oversee WWUSC’s student worker;
  - Be responsible for assisting, conducting and/or monitoring elections for representatives; and
  - Attend all meetings with the Chair.

- **The Secretary shall:**
  - Keep minutes at WWUSC meetings (including attendance);
  - Prepare and distribute minutes of the WWUSC;
  - Preserve all relevant reports and documents;
  - Pass all records to the next secretary;
  - Maintain a list of all current WWUSC members and their dates of service;
  - Correspond with members at request of Chair;
  - Coordinate WWUSC website maintenance;
  - Manage WWUSC email;
  - Keep track of other campus committee vacancies and appointments via the Faculty Senate secretary.
  - Track expenditures and report monthly on current financial status of the WWUSC; and
  - Approve major purchases on behalf of the WWUSC.

- **The Staff Development Coordinator shall:**
  - Chair the Development Committee
  - Oversee all development events;
  - Maintain the development webpage;
• Coordinate development related surveys;
• Track survey responses and report on them to the WWUSC;
• Ensure all development presenters receive a thank you gift (off-campus presenters) or appropriate monetary compensation (on-campus presenters).

Other Member Duties
A. The Immediate Past Chair shall:
   • Act in an advisory capacity to the WWUSC for a period of six (6) months following the end of his/her term as Chair;
   • Attend and participate in WWUSC meetings as a non-voting member.
B. The At-Large Membership shall:
   • Attend and participate in WWUSC meetings;
   • Serve on WWUSC standing or other committees as requested and report back to WWUSC as appropriate.

WWUSC Responsibilities
• Prepare and submit an annual summary of activities to the university president and staff.
• Make WWUSC minutes and information on council activities available to all staff;
• Review and make recommendations on university policy and procedures and administrative actions that affect staff as requested.
• Attend scheduled WWUSC meetings and assigned committees.

Meetings
1. WWUSC Committee Meetings: Shall be called by the WWUSC Chair at least once per quarter.
2. Executive Committee Meetings: Shall be called by the WWUSC Chair. Actions of the committee shall be ratified at the next WWUSC meeting and minutes recorded.
3. Special/Emergency Meetings: May be called by the WWUSC Chair, or at the request of a quorum of the WWUSC members. The president may instruct the WWUSC Chair to call emergency meetings at any time without prior notice. Only the business specified in the call of the special meetings shall be conducted at such meetings.

Quorum
A two-thirds (2/3) majority of WWUSC voting membership shall constitute a quorum.

Standing Committees of the WWUSC
1. Executive: Shall consist of the chair, chair-elect, past-chair, and secretary.
2. Staff Development: Review programs and make recommendations for opportunities to enhance skills;
3. Nominations and Elections: Solicit nominations; prepare ballots; oversee the election process as outlined in the bylaws; develop and maintain a committee membership pool list.

Amendment of and Adoption to the Bylaws
Proposed amendment(s) may be submitted in writing to WWUSC by any staff member. The WWUSC will study the proposed amendment(s) and determine if it warrants an amendment. If an amendment is merited by quorum vote of WWUSC, language will be crafted and sent to administration as a recommendation for review and approval. If/when approved by administration, and consensus between WWUSC and administration is reached regarding the language, it will be recorded in WWUSC minutes and noted in the bylaws accordingly.