

SUPPORT STAFF COUNCIL

STATEMENT OF PURPOSE

The Gettysburg College Support Staff Council is committed to improving the quality of working life for support staff employees of the College and to building a sense of community among Support Staff, Faculty, Administrators, and Students.

BY-LAWS

The mission of the Support Staff Council as summarized in the Statement of Purpose is to be carried out in cooperation with the Co-Directors of Human Resources, with whom the Council will work in an advisory capacity.

COMMITTEES

The support Staff Council will work through a committee-type structure to address issues affecting support staff. Council will oversee the following four committees: employee relations, training and development, orientation and outreach, and communications. Each committee's responsibilities will be determined by the Council. Committee members will be composed of support staff employees who are willing to serve. Committee chairs will oversee the work of their committees and report to the Council.

RESPONSIBILITIES

Each year following the election of Council members, the Council will organize itself for the coming year by electing a council member who has served a year on council as the Chair. The remaining council members will agree by mutual consent to serve as secretary, treasurer, or to be chair a committee.

All Council members will attend the regularly scheduled meetings of the council and the initial training retreat to be held as soon as possible after the election. All members will act as liaisons with their constituencies to promote communication on issues considered by the Support Staff Council and issues of concern of the constituents. All Council members will be familiar with the handbook and will have a good understanding of College policies. All Council members will understand and honor the issue of confidentiality. The Council chair will prepare the agenda for Council meetings, facilitate the conducting of Council business, delegate tasks, and oversee the activities of the Council. Council secretary will keep accurate minutes of Council meetings and will represent the Chair in his/her absence and will facilitate Council business in the absence of the chair. Council treasurer will monitor the budget and give a financial report at each scheduled Council meeting.

NOMINATION AND ELECTION OF COUNCIL MEMBERS

Yearly elections will be held in the spring after nominations are received. The membership of the Council will be composed of eight members, four to be elected one year, four the following year, so that each year the Council will have four new members.

Representatives will be elected to represent the following areas: one from Dining Services, two from Facilities Services, one from Public Safety and four paraprofessional staff. Council members may be nominated by any support staff person on campus and the election will be campus-wide.

All full-time and permanent part-time employees will be eligible for nomination. All nominees will be contacted prior to the nomination and must agree to accept the office if elected.

Each representative will serve a two-year term. Council members can serve two consecutive terms, then must be off the council for two years before being eligible to run again. Council members will appoint people to fill vacancies and the appointment will be for the unexpired term. In making such an appointment, the Council will consider first the nominee from that constituency who has the second-highest number of votes.

An unlimited number of nominations can be received for each position that is open, but a minimum of two per position will be required except by discretion of the Council.

The Office of Human Resources will designate someone to prepare ballots and all support staff employees will vote by secret ballot during the designated days. Council members will be responsible for counting the ballots and announcing the results as soon as possible after the election. Additional voting hours for employees who must vote by absentee ballot will be announced.

COUNCIL CONCERNS

The Council must meet the minimum requirements: meet once a month; meet annually with the President; schedule one All-Campus meeting a year; recommend and monitor support staff representation of campus-wide committees.

Support Staff Council
By-Laws Revised 10/09/08