Support Staff Council
Bylaws

Mission
The Support Staff Council is committed to improving the quality of working life of support staff of Gettysburg College, serving as an active voice on their behalf, and building a sense of community among support staff, faculty, administrators, and students.

Committees
The Support Staff Council will work through a committee-type structure to address issues affecting support staff. Council will oversee the following three committees: Employee Relations, Training and Development, and Communications. The responsibility of each committee will be determined by Council.

Responsibilities
Each year following the election of new members, Council will organize by electing a Chair from members who have previously served. The remaining Council members will serve as Secretary, Treasurer, or Committee Chairs. Council will work with the Co-Directors of Human Resources in an advisory capacity. All Council members will honor confidentiality.

New, returning, and retiring Council members are asked to attend a retreat which will be held prior to the start of the next academic year. The retreat will provide a transition between new and retiring members, and Council will agree upon regularly-scheduled meeting times. Members will assume roles and consistently attend scheduled meetings. If a member is unable to attend a scheduled meeting, he or she must submit their report via email to the Chair before the meeting.

The Chair will prepare the agenda for meetings, facilitate Council business, delegate tasks, and oversee the activities of the Council. The Secretary will keep accurate minutes of the meetings. The Treasurer will monitor the budget, give a financial report at each meeting, and represent the Chair in his/her absence. Committee Chairs will recruit and oversee the work of their committees and report to Council.
Nomination and Election of Council Members
Council will seek nominations prior to the yearly elections to be held in the spring. The membership of the Council will be composed of nine members with three new positions each year.

Representatives will be elected to represent the following areas: one from Dining Services, two from Facilities Services (including one from Housekeeping if at all possible), one from Public Safety, and five from paraprofessional/clerical staff. All full-time and permanent part-time support staff are eligible for nomination. All nominees will be contacted prior to the election to ensure they will accept the office if elected.

Each representative will serve a three-year term. Council members can serve two consecutive terms, then should be off Council for one year before being eligible to run again. If no one from a particular area accepts a nomination, the current Council member may run for an additional term. Council members may appoint people to fill vacancies for the rest of an unexpired term at their discretion.

The Office of Human Resources will designate someone to prepare ballots and support staff employees will vote by secret ballot. Human Resources 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 Expectations
The Council must meet the minimum requirements: meet once each month; meet annually with the President; schedule one all-campus meeting per year; and recommend and monitor support staff representation on campus-wide committees that affect or indirectly affect support staff.

November 2010