

**VIRGINIA COMMONWEALTH UNIVERSITY
SCHOOL OF EDUCATION**

**BYLAWS
PROFESSIONAL STAFF COUNCIL**

MISSION

The mission of the School of Education Professional Staff council is to create a better bridge of information between our administration, faculty, and staff and to share best practices to enhance efficiency of our services through better communication. The Professional Staff Council is a pro-active organization committed to the professional and personal growth of its members, the enhancement of relationships within the school of education and the support of lifelong learning.

The Professional Staff Council will: channel ideas and information; identify and analyze problem areas that are not of a day-to-day nature; make recommendations to the Dean (via the Chair and/or the Chair-Elect) on possible changes and/or improvements and implement and review changes after implementation.

MEMBERSHIP

The Professional Staff Council of the VCU School of Education shall consist of any full time or part time classified employee. All members may vote in elections. All members are encouraged to participate in the professional development opportunities of this organization and are invited to participate in all other events and activities.

MEETINGS

The Professional Staff Council meets regularly on a monthly basis January through December. Special meetings of this organization may be called at the request of one-third of the membership or when deemed necessary by the Chair. Meetings will be held the second Thursday of each month 2:00 – 3:30 p.m.

QUORUM

A quorum will consist of twelve or more members for a vote.

FUNDING SOURCE

. Funding will be decided annually and collected by the treasurer. Events include, but are not limited to: birthday, leaving position, hospitalization or unusually long illness, and/or death in immediate family, memorials, etc. Expenditures of money shall be spent as follows: birthday - card, leaving position – card & lunch or gift (not to

exceed \$10), hospitalization or unusually long illness (one week or more) – card & plant/flowers, and/or death in immediate family – card & plant/flowers. If the group decides to plan other activities, it will be a majority group decision as to what the group does and how much money is necessary to spend based on the activity. Any occasion not listed above, but which is deemed appropriate for cards, gifts, etc., will be decided by the group.

ELECTION OF OFFICERS

The election of officers is scheduled annually at the December meeting. Nominations are accepted at the November meeting and may be received from the floor, provided the person being nominated has agreed to have his/her name nominated for the position. Nominations for Chair-Elect, Secretary and Treasurer may also be forwarded to the Chair via e-mail prior to the December meeting. The newly elected officers will be announced at the end of the December meeting and will assume their respective appointed duties effective at the January meeting. The Chair-elect automatically assumes the role of Chair the following year. If a vacancy occurs during the year, a special election will be held to fill the vacated position.

For positions in which there are no nominations, an officer will be selected from a pool of Professional Staff Council members who have not served during the last three years. As attendance at meetings is not required, no member will be forced to serve as an officer.

TERMS OF OFFICE

Each officer (Executive Board) of the Professional Staff Council serves a one-year term (January – December), with the exception of the Chair-Elect, who serves a two-year term; one year as Chair-Elect and one year as Chair. The Secretary and Treasurer are eligible for re-election for a maximum of two years.

OFFICERS (EXECUTIVE BOARD)

This organization elects four officers:

- Chair:** The Chair presides over all meetings of the Staff Council. This person also meets with the Dean of the School of Education regularly to keep him/her informed of the business at hand. The Chair shall serve as a liaison bringing forth any business to staff council from the Dean.
- Chair-Elect:** The Chair-Elect presides over all meetings of the Staff Council in the absence of the Chair. This individual meets with the Chair and the Dean of the School of Education regularly to keep the Dean informed of the business at hand.
- Secretary:** The Secretary of the Staff Council is responsible for taking all minutes and retaining records of this organization. The minutes are distributed to all members of this organization via e-mail for review and approval at the next scheduled meeting. Following approval of the minutes, they are posted

on the School of Education Google docs in the shared folder for the Professional Staff Council. The Secretary will serve as back-up for the Treasurer.

Treasurer: The Treasurer of the Staff Council is responsible for maintaining all financial records, collecting money for activities associated with the Staff Council. The Treasurer is also responsible for taking care of members who are leaving, hospitalized, or have a death in their immediate family (i.e. gets cards signed and delivered, purchases the gift and presents it to the member, etc.) The Treasurer will maintain an up-to-date birthday list of all members and provide a copy to all members of the Staff Council. The Treasurer's report is appended to the minutes for distribution to the members of this organization. In the event that the Treasurer is unable to carry out his/her duties, the Secretary will be responsible for taking care of the Treasurer's duties.

STAFF REPRESENTATION AT OTHER COMMITTEES

A representative from the Professional Staff Council shall attend the Leadership Council Meeting and Faculty Meeting each month for staff representation at these meetings. One person shall be selected to attend all monthly Leadership Council Meetings during the calendar year. A sign-up sheet will be available for staff members to volunteer for a month to attend monthly faculty meetings.

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