Organization Name:

The name of the organization shall be Columbus State Community College Staff Advisory Council, hereinafter referred to as Staff Advisory Council.

Purpose and Objectives:

Staff Advisory Council has been given the charge by the President to work in partnership with the College community on matters of institutional concern. Discussions can be initiated by staff or the President. Staff Advisory Council is not as a substitute for the formal grievance or shared governance processes of the College.

In the process, the Staff Advisory Council will take necessary actions to accomplish the following objectives:

- Collaborate in the execution of Institutional and Strategic Goals;
- Actively participate in administrative committees, planning groups, task forces, and other institutional meetings;
- Advise the President on staff development and assist with staff concerns;
- Support, develop, and promote activities and voluntary service, which serve Columbus State Community College and the community at-large;
- Facilitate communication among staff, faculty, and administration.

Article I:

Section 1: Staff Advisory Council will consist of elected representatives. Membership will be based on the number of positions per division.

Section 2: Staff Advisory Council year comprises June through May and shall meet monthly at the call of the Chair. The Chair may call additional special meetings as needed.

Section 3: Regular meetings of Staff Advisory Council are open to all employees.

Section 4: Parliamentary procedure authority of Staff Advisory Council meetings shall be the rules contained in the current edition of Robert’s Rules of Orders, Newly Revised in all cases to which they are applicable and not inconsistent with this Charter or supporting Bylaws.

Article II:

Section 1: Representatives shall be elected in the manner prescribed by supporting Bylaws.

Section 2: Individual election results must be concurred by two-thirds of Staff Advisory Council Representatives.

Revised April 30, 2013
Section 3: Elected Representatives will begin their term at the beginning of the first regular meeting of the new Council year.

Article III:

Section 1: Elected Officers shall be elected during the first Staff Advisory Council meeting of the new year.

Section 2: Each Officer must be a Representative of Staff Advisory Council.

Section 3: No Representative shall be eligible to serve more than two consecutive terms in the same office, with the exception of the Chair, who cannot serve more than one council year. No Officer can hold more than one executive position concurrently.

Section 4: Officers can be removed from office by a Motion of No Confidence or Dereliction of Official Duty.

Section 5: The Chair shall refrain from voting unless it will break a tie. All other Officers shall retain voting rights on all issues.

Article IV:

Section 1: Representatives must be a full-time staff member in good standing.

Section 2: Representatives shall serve a three-year term, represent staff from their designated areas, and serve on at least one Staff Advisory Council standing committee.

Section 3: Representatives whose job classification no longer meet stated requirements in this document, must notify, in writing, Staff Advisory Council Chair prior to the next regular or special meeting.

Section 4: Representatives will not, through action or inaction, commit conduct unbecoming of a Council member. Violation can result in removal of office.

Section 5: Representative vacancies shall be filled by appointment from the Chair.

Section 6: Appointed members shall serve until the next regularly scheduled election.

Article V:

Section 1: The name and purpose of each Standing Committee shall be read by the Chair at the first meeting of the new Council year.

Section 2: Representatives shall choose at least one Standing Committee to serve for a one-year term.

Section 3: Standing Committees shall be: Elections Committee, Staff Professional Development Committee, Communications Committee, and Activities Committee.

Revised April 30, 2013
Section 4: Various ad hoc committees shall be established or disbanded whenever deemed necessary by the Chair. Committee members, responsibilities, duties, and duration shall be assigned by the Chair.

Section 5: All monies collected by Committees must be submitted to the Treasurer, or their designee, within three business days.

Section 6: No committee, Standing or ad hoc, shall take any action outside the scope of implied or expressed authority, nor shall act without the Consent from a majority of present Representatives.

Section 7: All Council budgets must be approved by a simple majority of present Representatives. This vote shall be a roll call vote.

Section 8: The Treasurer shall verify budget availability before individual expenditures are approved by Ex-Officio.

Section 9: Only elected Staff Advisory Council Representatives may Chair committees.

Section 10: Incumbent Committee Chairs shall remain in their capacities until a new Chair is appointed.

Article VI:

Section 1: The College President may appoint a non-voting Ex-Officio Representative to Staff Advisory Council.

Section 2: Definition of Ex-Officio: By virtue of an office or position

Section 3: Representative shall act as an advisor to Staff Advisory Council and serve as a liaison between Council and the President.

Section 4: Ex-Officio’s shall have no vote but may participate in Council functions at their pleasure.

Article VII:

Section 1: Staff Advisory Council is affiliated with Ohio Staff Council of Higher Education (OSCHE)

Section 2: The Chair, with a second Representative, shall represent the Council at OSCHE meetings and maintain full voting privileges in accordance with OSCHE By-Laws.

Section 3: A simple majority vote by present Representatives of Staff Advisory Council shall elect a second Representative to accompany the Chair.

Section 4: Two alternative Representatives shall be elected by a simple majority of present Representatives to serve as full voting members at OSCHE meetings in the event one or both primary Representatives are unable to fulfill their duties.

Revised April 30, 2013
Section 5: OSCHE is governed by their own By-Laws. This Charter and associated By-laws have no material effect on the structure or running of OSCHE.

Article VIII:

Section 1: The Charter of Staff Advisory Council shall be adopted and/or amended by a two-thirds majority vote of Council members during a special or regular Staff Advisory Council meeting.

Section 2: The Bylaws of Staff Advisory Council shall be adopted and/or amended by a simple majority vote of present Representatives during a special or regular Staff Advisory Council meeting. The Bylaws will operate in conjunction with this Charter.

Section 3: Adoption of this Charter replaces previous Staff Advisory Council governing documents.