Staff Congress Bylaws

Article I. Purpose

As members of the CDM Staff Leadership Council our purpose is to act as a voice of the staff in collaborating with the College community by fostering accountability and best practices in supporting and carrying out the vision, mission, and goals of the College of Dental Medicine and:

- To increase the sense of identity, recognition, and worth of each staff member in his/her relationship to the College.
- To identify concerns relating to staff and to seek their solutions.
- To provide a channel of communication for staff with faculty and executive leadership through regular meetings and correspondence with the staff, the Dean, the Dean’s Leadership Council, and with Faculty.
- To promote staff development and to advocate for policies which aid in retaining highly-qualified personnel.
- To establish and help promote University-wide activities, publications, work-shops, and seminars.

Article II. Definition of Staff

For the purpose of the Staff Congress organization, the term shall mean employees in staff classifications in the MUSC HR system, non-faculty appointed employees within the college of Dental Medicine.

Article III. Membership and Meetings

All appointed staff, as defined in Article II are members of the Staff Congress.

All appointed staff, as defined in Article II with a minimum of one year continuous University employment may serve as a member in the CDM Staff Leadership Council.

- There are four staff meetings per year to be held every third month during January, April, July, and October.
- The meetings will be held during lunch hours and food will be provided by Staff Congress.
- Special meetings may be called with notice at the request of the Dean, a member of the DLC, or their representative.
- Staff Leadership Council will meet as on a regular basis as needed.

Article IV. Elections

Elections of officers shall be held annually in December before the January meeting. The Chair and Vice Chair will serve two years – one year as Vice Chair and then transferring to Chair the following year. All other elected officers will serve one year terms. No officer is eligible for consecutive terms in the same position. Exceptions for extension of office terms will be considered but not required if there are no other eligible staff members interested in running.

Any member of staff, as defined by Article II, is eligible for the office.

- Staff member must be an employee in good standing with no progressive discipline.
- Nominations will be accepted during a two week period beginning the month of October. Any staff member nominated will have the right to decline.
- Officers will be elected by a majority of votes received. Voting will be cast via an on-line ballot in December prior to the January meeting.
- Nomination and election process will be handled by the office of Faculty Affairs and Assessments. This process is completely confidential and secure.
- The newly appointed Officers will be announced in December. They will be responsible for assisting with the planning of the first meeting of the annual year, as their leadership roles are effective January 1st.

Approved 11/01/2018
Any officer may hold office again provided they run for a different office or wait a minimum of one year before running for the same office.

Vacancies are created when an officer requests to be relieved of duties or is removed by decision from Administration. All vacancies shall be filled by available alternates or by special election prior to the next meeting of the Congress. Should a vacancy occur after the fall quarterly meeting, the office will not be filled.

Article V. Staff Congress Officers

Staff Congress Officers are made up of a Chair, Vice Chair, Secretary, Treasurer, two Clinical At-Large, and one Administrative At-Large.

- The Chair shall preside over meeting of the Staff Congress, shall be responsible for disposition of all recommendations of the Congress, shall be responsible for the agenda items, and shall request special committees as needed.
- The Chair and Vice Chair shall represent the staff during special meetings with the Dean, the Dean’s Leadership Council, and with Faculty as needed.
- The Vice Chair shall, in the absence or disability of the Chair, perform the duties of the Chair, and shall perform such other duties as may be delegated to this office by the Chair.
- In the event that the Chair cannot complete the term of office, the Vice Chair shall fill the unexpired term and then assume the office of the Chair for the full term.
- The Secretary shall be responsible for the discharge of all Congress correspondence and the preparation of the agenda and PowerPoint presentations for the meetings as well as
- The Treasurer shall be responsible for the annual budget including financial records and reporting.
- The Clinical At-Large officers shall serve the board’s strategic needs as determined by the Chair at any given time. Members-at-large may have various responsibilities and projects – short or long-term – during their elected one-year term.
- The Administrative At-Large officer shall serve the board’s strategic needs as determined by the Chair at any given time. Members-at-large may have various responsibilities and projects – short or long-term – during their elected one-year term.

Article VI. Standing Committees

- Any member of staff, as defined by Article II, is eligible to serve on a standing committee.
- A Special Events Committee will plan and/or coordinate special events that incorporate business and/or social activities related to the Staff Congress.

Article VII. Communications

- Any staff may present an item to be considered for the agenda of regularly scheduled meetings and should be submitted to the Staff Congress Chair.
- Bylaws may be amended at any regularly scheduled meeting by the majority vote of the members present.

Article VIII. Amendments and Bylaws

- Bylaws will be reviewed annually
- Any amendments must be approved by Staff Congress Leadership Council and Administration

Approved 11/01/2018