



**SAMPOERNA  
UNIVERSITY**

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# **STAFF COUNCIL BYLAWS**

## TABLE OF CONTENTS

Article 1: Name of the Organization .....	2
Article 2: Mission Statement.....	2
Article 3: Membership .....	2
Article 4: Election of Executive Committee Members (Officers) .....	3
Article 5: Election of SUSC Members .....	3
Article 6: SUSC Committees .....	4
Article 7: Responsibilities .....	3
Article 8: Meetings & Procedures .....	4
Article 9: Agenda.....	5
Article 10: Order of Business .....	5
Article 11: Minutes.....	5
Article 12: Voting .....	6
Article 13: Amendments .....	6
Article 14: Council Disclaimers.....	6

# SAMPOERNA UNIVERSITY STAFF COUNCIL BYLAWS

## Article 1: Name of the Organization

The name of the organization is the Sampoerna University Staff Council (hereafter "**Staff Council**", "**Council**" or "**SUSC**").

## Article 2: Mission Statement

The SUSC is established to provide ongoing education, professional development, teambuilding activities, and provide a forum for a greater communication between University employees and the broader University community. The Council promotes a professional and collegial environment for all University staff members based on equality and respect. The SU Staff Council serves as an advisory body to the President of the University and other University administrators.

## Article 3: Membership

### 1. *Membership At Large*

Any full-time University staff member who is employed at the time of the election process (first working day of April each year) and has been employed at least six months is eligible for membership in the SUSC.

### 2. *Executive Committee (Officers)*

The Executive Committee will consist of the three (3) Staff Council officers as follows: the Chair, Vice-Chair, and Secretary. The Past-Chair will serve as an ex-officio member of the Executive Committee.

A. *Chair* – The Chair is the presiding officer at SUSC meetings. The Chair will have the primary responsibility for preparing the agenda established by the Executive Committee for each meeting. The Chair is responsible for posting meeting notices and that agendas are distributed in a timely manner. The Chair acts as a liaison between the University administration, University Executive, University Senate, and Student Government, as necessary.

B. *Vice-Chair* – The Vice-Chair will assume the responsibility of the Chair whenever the Chair is absent or otherwise unable to perform the duties assigned to the position. The Vice-Chair is responsible for working with the Officers and members to develop and implement the goals and programs of the SUSC. The Vice-Chair will provide an update on progress at each meeting.

C. *Secretary* – The Secretary is responsible for maintaining accurate records and minutes of meetings. The Secretary will prepare agendas and meeting notices for timely distribution by the Chair. The Secretary is also responsible for ensuring that records, including agendas and meeting minutes, are made readily available to the University community.

### 3. *SUSC Members*

The number of SUSC members shall be determined as follows:

A. Each Faculty will have at least one member.

B. Faculties with more than 10 FTE will have an additional member for each additional 10 FTE.

- C. Administrative divisions will have two members elected from among staff in their respective administrative divisions.

#### Article 4: Responsibilities

Members of the SUSC are responsible for:

1. Attending quarterly meetings of the Council as scheduled.
2. Providing recommendations to the President of the University regarding issues and activities related to staff.
3. Actively participating on Staff Council committees.
4. Disseminating information from Staff Council to the staff within their specific area.
5. Interacting and cooperating with Faculties, centers, departments and units on campus to support the SU community at large and the University's vision and mission.
6. Participating in staff and campus events.

#### Article 5: Election of Executive Committee Members (Officers)

1. The Chair, Vice- Chair, and Secretary will be elected for the following year at the April Staff Council meeting following the general election of members in March. The Chair, Vice-Chair, and Secretary will continue to serve until the installation of new Officers.
2. Officers will serve for two year. Officers may be elected to succeed themselves for no more than two consecutive terms without a break in service. Officers serving four consecutive years are not eligible to run for another office without completing a one-year break in service. In other words, an individual serving as Vice- Chair for four years would not be eligible to run for any office until taking a one-year break in service.
3. Nominations for Officers will be made by the membership at large. Nominations may be submitted by email or by responding to a call for nominations at a regularly scheduled meeting. Members may also volunteer themselves for service as an Officer.
4. Elections will be held electronically at least one week prior to the April general meeting. If no candidate receives a simple majority on the first ballot, then a second vote will be held at the regularly scheduled April meeting to select between the two candidates receiving the largest number of votes. If a tie is still in place, the Executive Committee will determine the winning candidate in closed session.
5. In the event any Executive Committee member (Officer) should resign from a position, nominations and elections to fill the vacancy will be held by the Council at the next regularly scheduled meeting.

#### Article 6: Election of SUSC Members

1. SUSC candidates are appointed by each Faculty or Unit prior to the General Election in March.
2. SUSC members (non-officers) will serve for two years. Members serving two consecutive years are eligible to run for another office without completing a one-year break in service.

3. Nominations for SUSC membership will be made by the Rector/Vice Rectors/Dean/Head of Departments. Nominations may be submitted by email or by responding to a call for nominations at a regularly scheduled meeting.
4. Elections will be held electronically at least one week prior to the March general election.

## Article 7: SUSC Committees of the Whole

SUSC has 2 committees of the whole appointed by the Chair of SUSC.

1. *Staff Empowerment Committees*

The Staff Empowerment Committee is responsible for recommending and promoting resources and initiatives that empower SU staff members and enhance their professional experience through educational workshops, seminars or talk shows.

2. *Staff Engagement Committees*

The Staff Engagement Committee is responsible for creating a positive work environment through organizing events that strengthens staff-management relations and boost SU staff members well-being.

## Article 8: Meetings & Procedures

1. *SUSC Executive Committee Meeting*

The regularly scheduled Executive Committee meeting will be held no sooner than one week following the regularly scheduled Staff Council meeting and in sufficient time to prepare the agenda for the next Staff Council meeting and convey the result of the meeting to the President of the University. Special meetings of the Executive Committee may be scheduled as necessary at the request of the Chair. Minutes of any special called meetings must be properly documented and disseminated.

All Executive Committee members are responsible for the conduct and order of meetings, including following the general principles of Robert's Rule of Order.

All Executive Committee members may vote on any item, motion, or election posed to the Staff Council. In the case of any tie vote, the motion will fail; however, the motion may be brought up for reconsideration and debate as part of old business during the next Staff Council meeting.

2. *Regular Meeting*

- A. Meetings of the Staff Council are open to the public and are conducted with a preset agenda. However, the Chair or designated presiding officer may elect others to speak as time permits. The Regular Meeting will discuss initiatives, outings, workshops that are needed and develop a list of concerns or issues to bring to the President.
- B. The Executive Committee reserves the right, upon majority vote of the Executive Committee, to go into closed session if sensitive or personal items are to be discussed; but no final action can be taken in a closed session.
- C. The Chair, the Executive Committee, and/or the general Staff Council membership by majority vote, may invite guests to speak about matters that the Council is considering.
- D. Regular meetings will be held on a quarterly basis, unless a conflict occurs with the Sampoerna

University schedule. Notices of the regular meetings will be sent by email to all staff members. Other available communication methods (i.e. posting on website) can be utilized as appropriate and allowed.

- E. Written notification will be given to all members of the Executive Committee in advance of planning or special meetings.
- F. All written staff requests (including those that are submitted by email) will be considered and discussed by the Executive Committee as follows:
  - a. Discussion and disposition by the Executive Committee at the meeting following receipt of the request. The Chair will notify the requesting staff member of the date the matter will be discussed.
  - b. Consideration of the matter.
    - i. The Executive Committee may vote to take no action. The Chair will inform the requesting staff member of the decision and of the Executive Committee's reason for inaction.
    - ii. The Executive Committee may vote to refer the matter to an ad hoc special committee tasked by the Chair to consider the matter. The ad hoc special committee will be composed of three members of the SUSC. The requesting staff member will receive a copy of the email to the assigned chair of the ad hoc special committee tasking them to consider the request. The Chair will inform the requesting staff member of the special committee's final action.
    - iii. The Executive Committee may vote to refer the matter for discussion at the regularly scheduled Staff Council meeting. The Chair will inform the requesting staff member of the date that the item will be discussed, and if any action is needed on the part of the requesting staff member (i.e. presentation materials, supporting documents, etc.). The requesting staff member may reserve the right to withdraw the request at this point.

## Article 9: Agenda

- 1. The agenda of all regular meetings of the SUSC will include notice of the time and place of the meetings and will be distributed to all staff members by email at least five (5) working days in advance of the regular meeting.
- 2. The priority of topics on the agenda will be established by the Executive Committee.

## Article 10: Order of Business

SUSC adopts the rules contained in the Robert's Rules of Order in all its meetings.

- 1. Call to Order and Approval or revision of minutes from the prior meeting.
- 2. Executive Committee Reports: Chair, Vice-Chair, Secretary
- 3. Old Business (discussion of items remaining from previous meetings)
- 4. New Business (introduction of new items for discussion and consideration)
- 5. Guest Speakers (as applicable)
- 6. Announcement of Next Meeting (Date, Time and Location)
- 7. Adjournment

## Article 11: Minutes

1. The minutes of each meeting will be prepared by the Secretary at the latest one week after the meeting and edited by the Executive Committee for tentative approval or revision by the Staff Council.
2. The minutes will be formally approved or corrected at the meeting following the meeting described in the minutes. Any corrections that are made and approved will be noted in a revised draft of the minutes. All minutes will be maintained by the SUSC.
3. Special committees will submit written reports when the assignment is finished or as described in the scope of the committee.

## Article 12: Voting

1. Each eligible staff member is defined by the Sampoerna University organizational structure.
2. Each member is allowed one (1) vote for any meeting item or election.
3. A simple majority vote of the members present at a meeting will pass or fail an item posed for a vote.

## Article 13: Amendments

These bylaws may be amended or repealed by a simple majority of those present at the meeting, providing that the proposal for such change was introduced at least one (1) month in advance of the vote. The information must be distributed by email to all staff members and through other means of communication as appropriate. Staff members will have thirty (30) days to review the changes and submit comments. Any revisions to the core structure of the Bylaws will be approved by the President of the University prior to a vote by the Staff Council at a regularly scheduled meeting.

## Article 14: Council Disclaimers

The SUSC will only give recommendations to the President of the University and the implementation of the recommendations will be done by the assigned unit. The SUSC does not represent individual employees in grievance, legal dispute and/or administrative or academic review.