**Kentucky Wesleyan College Staff Council**

**Mission Statement**
The Kentucky Wesleyan College Staff Council advises the President and the Administration of the College. In that context, the purpose is to advocate for and promote the interests of the staff, facilitate communication amongst staff, and promote staff social events and recognition.

The Staff Council is established to serve as an advisory body reporting to the College’s President.

**Article** **I.** **Name**

The name of this organization is the Kentucky Wesleyan College Staff Council (hereinafter referred to as Staff Council).

**Article II. Purpose**

1. The Staff Council is established for the purpose of eliciting and expressing opinions, suggestions, and recommendations of the Staff on all matters of concern to them.
2. The Staff Council shall provide a voice in campus matters on behalf of the Staff of Kentucky Wesleyan College.
3. The Staff Council will facilitate and encourage collegiality and cooperation amongst staff and with other constituencies on campus.
4. The Staff Council will develop recommendations for new policies or changes in policies pertaining to staff and submit them to the appropriate offices on campus.
5. The Staff Council will provide opportunities for staff members to interact with one another and recognize each other’s contribution to the College and the success of our students.

**Article III. Membership and Officers**

1. Membership
2. The Staff Council will consist of a total of 11 members:
	1. 2 from Academics (Academic Dean’s Office, Registrar, Student Success, CETL, Institutional Research, Library, Online Programs)
	2. 2 from Admissions & Financial Aid
	3. 1 from Advancement
	4. 3 from Athletics
	5. 2 from the Business Office (to include Institutional Technology)
	6. 1 from Student Services, Mail Room & Campus Ministries
3. Eligibility
	1. Membership is open to all full-time and part-time staff at the College.
	2. Members of the Staff Council may not have faculty status, or temporary status, or serve as a Cabinet Officer.
4. The term for each Staff Council representative shall be two (2) years and the terms shall run from June 1 to May 31 (the College’s fiscal year).
5. Expiring terms will be filled by selection based on the procedure below.
6. Selection
	1. Cabinet Officers over the areas that have Staff Council representatives will seek nominations from their staff members. Within those staffs, the Staff Council member will be selected via a simple vote. The selected representatives will then be communicated to the Chair of The Staff Council no later than May 1.
7. Vacancies
	1. A vacancy occurs when an elected representative terminates employment with the College.
	2. A vacancy occurs when a representative misses three (3) consecutive meetings or five (5) meetings within the Staff Council year without cause as determined by a majority vote of the Staff Council.
	3. A vacancy occurs when a representative resigns his/her seat on the Staff Council.
	4. When a vacancy occurs, the Cabinet officer for that representative’s area must complete a selection process amongst their staff members to fill the role.
8. Officers
	1. Chair
9. One representative shall serve as Chair of the Staff Council.
10. The term of office for Staff Council Chair shall be one (1) year.
11. The Staff Council Chair shall be chosen by voice vote of the representatives of Staff Council.
12. The Chair may hold no more than two consecutive terms.
13. The Chair’s duties include:
	1. Presiding over and facilitating all regular meetings of the Council
	2. Serving as a liaison to the President of the College.
	3. Meet with the President’s Cabinet once a month to communicate any staff concerns or needs.
	4. Receive Staff feedback via email and report to the Council
	5. Respond to inquiries from Staff as needed
	6. Secretary
14. One representative shall serve as the Secretary of the Staff Council.
15. The term of office for the Secretary of the Staff Council shall be one (1) year.
16. The Staff Council Secretary shall be chosen by voice vote of the representatives of Staff Council.
17. The Secretary may hold no more than two consecutive terms.
18. The Secretary’s duties include:
	1. Taking minute of all Staff Council meetings
	2. Distributing meetings to all Staff Council members and other staff as needed and requested – including the Marketing and Communications Manager for posting on PantherNet
	3. Forwarding kudos and other information of interest to the Director of Development and Campus Relations
	4. Sending condolences and memorial gifts to members of the Kentucky Wesleyan College Staff in the event of a death in the immediate family.
	5. Events Coordinator
19. One representative shall serve as the Events Coordinator.
20. The term of office for the Events Coordinator of the Staff Council shall be one (1) year.
21. The Staff Council Events Coordinator shall be chosen by voice vote of the representatives of Staff Council.
22. The Events Coordinator may hold no more than two consecutive terms.
23. The Events Coordinator duties include:
	1. Planning all Staff Council events, with assistance of members.
	2. Collaborate with the Director of HR on staff recognition and other staff-related events
	3. Coordinate the advertising of staff events to the campus

**Article IV. Meetings**

1. Meetings
2. Staff Council Meetings
	1. The members of the Staff Council will meet a minimum of once a month. Meetings will be held over the summer months. Regular meetings will be open to the staff of the college.