



SCHOOL OF MEDICINE

Bylaws of the MUSM Staff Council

I. PURPOSE

To advance the mission and values of Mercer University School of Medicine (MUSM) through staff education and collaboration.

II. MEMBERSHIP OF THE MUSM STAFF COUNCIL

A. QUALIFICATIONS

1. Service on the Council is strictly voluntary. There shall be no stipend, added employment benefits or employment privileges issued to any member serving on the Council;
2. The Dean and/or their designee(s) shall be ex officio member(s) of the Council;
3. An employee may serve as a Council member provided that they meet the following criteria:
 - a. A full-time Mercer University Employee (as defined by the Mercer Employment Handbook) for not less than three months;
 - b. Does not hold a faculty rank.

B. GENERAL MEMBERSHIP (Level I Membership)

1. General membership of the Council shall be open to all full-time staff on each campus or unit of the Mercer University School of Medicine;
2. All full-time staff shall be invited to attend an annual meeting during which they may:
 - a. Enroll in committees (the second tier of Council membership);
 - b. Vote on previously nominated candidates for officer positions;
 - c. Vote on general referendums.
3. General members may attend and participate in:
 - a. All MUSM Staff Council sponsored events;
 - b. Regular, special, and joint committee meetings, except during motions, votes, or officer nominations;
 - c. Executive Board meetings by invitation or approval of the Chair, except during motions or votes.

C. COMMITTEE MEMBERSHIP (Level II Membership)

1. The standing committees are as follows: Communications; Programs & Events; Purpose & Bylaws; Staff Appreciation & Recognition;
2. Committee membership is open to all full-time staff, with permission from their immediate supervisors;
3. Members of standing committees shall compose the voting leadership of the Council at regular, special, and joint committee meetings; only votes cast by members present at meetings shall be counted;
4. Attendance is strongly encouraged, but not required; follow-through on tasks and responsibilities is expected; Chairs will have discretion to eject members who fail to meet their accepted responsibilities;
5. Committee Chairs or designees shall represent the committees at regular Executive Board meetings;

D. EXECUTIVE BOARD MEMBERSHIP (Level III Membership)

1. Nominations for the officers are made at a joint meeting of the standing committees prior to an annual meeting of the general membership;
2. Nominees shall have served as a committee member for one fiscal year;
3. First year members are only eligible for committee leadership positions;
4. All elected officer positions are for one-year terms.
5. No Council member may hold more than one office at one time, but members may serve on multiple committees;
6. Attendance at monthly Executive Board meetings and occasional joint committee meetings is mandatory;
7. Executive Board members may be relieved of their positions for dereliction of their duties by a three-fourths majority vote of the Executive Board or a joint committee meeting of Level II and Level III members.

E. ATTENDANCE

1. Members of the Executive Board are expected attend all scheduled Executive Board meetings as well as annual and joint committee meetings. Committee Chairs may direct a Vice-Chair or other designee to represent the committee at Executive Board meetings;
2. Committee Chairs are expected to attend all regular, special, and joint committee meetings, but may, as needed, share the responsibilities with a Vice-Chair;
3. Committee members are encouraged, but not required, to attend all committee meetings. Committee decisions will be made by those members who are present. The Committee Chairs shall accommodate committee members when possible, but also shall have the discretion to reassign responsibilities as needed to maintain the function and order of the committee.

III. ELECTIONS

A. GENERAL ELECTIONS

1. Officer elections will occur at an annual meeting of the general membership;
2. Council members actively serving on a standing committee shall nominate officers from their peer committee members who have served for one fiscal year (or the majority of two semesters);
3. The Membership Coordinator will prepare a General Meeting invitation email from the Council, which includes a link to the Purpose and Bylaws of the MUSM Staff Council, a list of the nominees with their current positions and the position they are seeking;
4. The Membership Coordinator shall prepare a simple ballot listing the officer positions and the candidates;
5. The Membership Coordinator, with the assistance of the Executive Board, shall tally the votes and announce the winners via email, newsletter, and other media deemed appropriate.

IV. OFFICERS

A. ELECTED AND APPOINTED POSITIONS

1. The elected officers of the Council are the Chair, Vice-Chair, Treasurer, and Secretary.
2. The Membership Coordinator is to be appointed by the Chair, or alternately by vote of the council.
3. The Chair shall appoint chairs of ad hoc or special committees.

B. TERM OF OFFICE

1. The Chair will be elected to serve a one-year term, and then will move to a Post Chair position for an additional one year.
2. All other positions are for one-year terms after which new elections will be held and/or new appointments made.
3. Individuals are limited to serving one sequential term, but may be elected to serve non-sequential terms. Individuals may also serve terms in sequential years if filling a vacancy.

C. DUTIES

1. The Chair shall:
 - a. Provide general leadership over all business of the MUSM Staff Council and enforce its policies;
 - b. Serve as the presiding officer at all meetings of the Council (including, but not limited to, preparing the agenda, which shall be submitted to the Secretary prior to monthly meeting);
 - c. Appoint necessary ad hoc or special or subcommittees and designate chairs;

- d. Serve as ex officio (non-voting) member of all committees of the Council;
 - e. Serve as the Council representative to the MUSM Executive Committee, or designate an alternate representative;
 - f. Appoint a Membership Coordinator as well as chairs of ad hoc or special committees;
 - g. Serve as a non-voting member of the Staff Council except in the case of a tie, at which time s/he may vote;
 - h. Be responsible for scheduling all Council meetings;
 - i. Serve as signature authority for the Council budget.
2. The Vice-Chair shall:
 - a. Serve as presiding officer in the absence of the Chair;
 - b. Assist the Chair in the execution of his/her duties;
 3. The Post-Chair shall:
 - a. Serve as an advisor to the Chair regarding all Staff Council business;
 - b. Offer guidance to elected officers;
 - c. Serve as a non-voting member of Staff Council;
 - d. Maintain standard operating procedures of Staff Council annual business.
 4. The Secretary shall:
 - a. Record the minutes of the Council meetings;
 - b. Read, or submit in advance, the minutes of previous meetings, and record any changes as approved by the Council;
 - c. Distribute the meeting agenda, proposals and the minutes of each meeting to all Council members and other individuals as directed by the Chair;
 - d. Record members present at all meetings of Executive Board and joint committee meetings;
 - e. Prepare Council correspondence as directed by the Chair;
 - f. Notify Council members of meetings;
 - g. Draft letters for Chair approval;
 - h. Responsible for mailing official correspondence to/from Staff Council
 5. The Treasurer shall:
 - a. Prepare, oversee, and report on the annual budget;
 - b. Serve as financial advisor to the Executive Board and the Council;
 - c. Serve as liaison between the Council and the MUSM Finance Office;
 - d. Maintain records and receipts as needed for reporting;
 - e. Maintain standard operating procedures and provide training for subsequent Treasurer.
 6. The Membership Coordinator shall:
 - a. Maintain and distribute membership rosters to be distributed to all members of the council for the joint May meeting;
 - b. Distribute updated rosters following the election of officers to all staff employees at the beginning of each fiscal year and during new employee orientation.
 - c. Engage with MUSM staff to encourage interest in serving on the MUSM staff council.

V. COMMITTEES

A. EXECUTIVE BOARD

1. The Executive Board shall consist of the elected officers of the Council, the Chairs of Standing Committees, and the Membership Coordinator;
2. The Board's purpose shall be to:
 - a. Review, accept, or reject Council agenda items as submitted by Committee Chairs; refer items back to the appropriate committees for further review and actions;
 - b. Determine and implement appropriate response/actions on other situations as needed or directed by the Dean, Ex-Officio, or Council;
 - c. Prepare the Council's annual budget request to cover expenses of the Council;
 - d. Set the calendar of activities for the year.

B. STANDING COMMITTEES

1. The members of the Standing Committees shall be filled by volunteers;
2. Membership of the Standing Committees is understood to be flexible and fluid to accommodate fluctuations in work and personal responsibilities; Committee members are expected to follow-through with accepted responsibilities and to communicate and collaborate with fellow committee members to ensure tasks are accomplished in a timely fashion; absences and temporary suspension of membership must also be communicated with the committee chair in a timely fashion to ensure reassignment of responsibilities;
3. Each committee shall select a committee chair, who shall report progress and business items to the Executive Board and at Council meetings;

C. AD HOC COMMITTEES

1. Ad hoc committees are created by the Chair to address special needs and/or interests. Their focus shall be to gather information, present alternatives and solutions, and shall disband when appropriate action has been taken.

VI. MEETINGS

A. COUNCIL AND EXECUTIVE BOARD MEETINGS

1. The Council shall meet annually or biannual, as needed;
 - a. Special meetings may be called as needed
2. The Executive Board shall meet monthly at a regular day and time;
3. Standing committees should meet monthly at a regular day and time, which shall be publicly posted or published to allow attendance by general members; the committee meetings should be coordinated and approved by the Council Chair to prevent conflicts;
4. A two-thirds majority shall constitute a quorum for meetings of the Executive Board; As membership of the committees is fluid, there is no quorum requirement other than the presence of the Committee Chair or the Vice-Chair when authorized by the Chair;

B. ORDER MEETINGS

1. The sequence of order may be altered at the discretion of the Chair;
 - a. Call to order
 - b. Special order of the day (if any)
 - c. Approval of the Minutes
 - d. Committee or sub-committee reports
 - e. Reports from the Chair
 - f. Old Business
 - g. New Business
 - h. Adjournment

C. ROLL CALL VOTES

1. A roll call vote may be called for by a simple majority vote.

D. VISITORS

1. The Executive Board has the option of inviting guests to Council meetings.
2. If a staff council member wishes to invite a guest he/she should go through the Chair.

E. EXECUTIVE SESSION

1. An executive session may be called by a simple majority vote of the members present when items to be discussed are considered to be of a confidential nature.
2. The Executive Board may include others as deemed appropriate to the situation.

VII. AMENDMENTS

1. Proposed amendments to the Bylaws may be submitted by any member of the Staff Council at a scheduled monthly meeting of the Purpose & Bylaws Committee;
2. The Purpose & Bylaws shall review and discuss the proposed changes, in consultation with the Officers as needed;
3. Minor modifications may be approved by a vote of the Executive Board, while major alterations may be tabled until a full vote by the general membership at the next annual or biannual meeting;
4. A majority vote by the Purpose & Bylaws Committee, the Executive Board, and/or the General Membership is required to amend the bylaws.

Bylaws written by Richard Marcum (25 October 2023);
Revised by Richard Marcum and Tiffany Borel (25 October 2023);
Revised by Richard Marcum (21 November 2023).
Revised by Richard Marcum (22 February 2024)
Revised and approved by Purpose & Bylaws Committee (4 March 2024)
Revised and approved by Purpose & Bylaws Committee (6 March 2024)
Approved by MUSM Staff Council vote (7 March 2024)