



Support Staff Council

CONSTITUTION



I. NAME

The name of this organization shall be Support Staff Council, hereinafter referred to as the Council.

II. PURPOSE

The Council shall be to provide a vehicle for Support Non-Exempt Employees to review policies, procedures and work-related concerns that impact this specific group of employees as well as recommend changes favorable to the employees and Miami Dade College, herein after referred to as the College, to the College Provost of Operations, the appropriate Campus President and/or designee.

The Council shall be the official voice for Full-time Support Non-Exempt Employees and will constitute the primary channel for staff representation.

III. OBJECTIVES

The Council is empowered by the College to:

- A. Evaluate and make written recommendations to the Campus President in matters pertaining to the improvement of recognition, communication and working condition.
- B. Improve recognition of Support Non-Exempt Employees at the College, in matters that affect them as a group or in Campus/College concerns of interest to staff personnel.
- C. Build a strong network of communication and improve working relations between staff personnel and other members of the College community.
- D. Promote professional, educational, cultural and social activities by utilizing the varied resources offered by the College.
- E. Recommend appointments of support staff to Campus and College-wide Committees.
- F. Engage in community service activities that represent the College.

IV. STRUCTURE

All campuses shall have a Council consisting of representatives and alternates from various areas based on the needs of the particular campus as determined by the Campus Support Staff Council President. Each Council shall have an Executive Board which consists of elected officers from the representatives.

V. MEMBERSHIP

The members of this Council will consist of Full-Time Support Non-Exempt Employees.

VI. AMENDMENTS

Amendments to the Constitution may be proposed by the Support Staff Executive Council which includes the Support Staff Council Presidents from each campus. The proposed Amendments will be adopted by a majority vote of the Support Staff Council Representatives from each Campus Council.

Voting on any changes to the Constitution will take place immediately after the second reading of the proposed change in compliance with the Robert's Rules of Order.

VII. ELECTIONS

The manner of election, the term of office and the number of officers and members of the Council shall be as specified in the Bylaws.

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Support Staff Council



BYLAWS

ARTICLE I NAME

The name of this organization shall be Support Staff Council, hereinafter referred to as the Council.

ARTICLE II PURPOSE

The Council shall be to provide a vehicle for Support Non-Exempt Employees to review policies, procedures, and work-related concerns that impact this specific group of employees as well as recommend changes favorable to the employees and Miami Dade College, herein after referred to as the College, to the College Provost of Operations, the appropriate Campus President and/or designee.

The Council shall be the official voice for Full-time Support Non-Exempt Employees and will constitute the primary channel for staff representation.

ARTICLE III STRUCTURE

Section 1 Membership

The members of this Council will consist of Full-Time Support Non-Exempt Employees.

Section 2 Representation

The number of representatives shall equal five percent (5%) of the number of Full-time Support Non-Exempt employees on the Campus. However, the number of representatives shall not be less than five (5) individuals. Lesser groups will be merged with other areas of their division or into combined areas. Larger groups can be entitled to additional representatives and alternates based on the number of employees in the area.

ARTICLE IV ELECTIONS

Section 1 Election Committee

The Council President shall obtain the listing of Full-Time Support Non-Exempt Employees from the Campus President's Office or Human Resources **by the second week of March.**

The Council President will appoint the Elections Committee members **by the second week of March** from the Council representatives and alternates. The Committee should include no less than two (2) and no more than five (5) members. The Council Vice President will be appointed as the Chairperson of the Committee.

Section 2 Election Procedure for Representatives and Alternates

A. Elections will be conducted according to the following schedule:

Even Years

Hialeah Campus
Homestead Campus
Kendall Campus
Wolfson Campus

Odd Years

InterAmerican Campus
Medical Center Campus
North Campus
West Campus

B. The Council President and/or Executive Board will calculate the number of representatives and alternates from each area or combined areas based on the Council Bylaws **by the last week of March**.

C. The Election Committee will inquire which Support Non-Exempt Employees would like to be excluded from the representative/alternate ballot (can be done by email or memo). All employees that do not request exclusion will be placed on the area(s) ballot **by the second week of April**.

D. The Election Committee will compose area representative/alternate ballots and distribute them to each area **by the third week of April**. The Committee shall determine the ballot format (paper or electronic) to be used for the election process.

E. The Election Committee will collect the ballots **by the last week of April**.

F. If there are no volunteers to run for Council representatives and/or alternates, the Council President and area(s) supervisor(s) will appoint Council member(s) **by the last week of April**.

G. The Election Committee Chairperson will send to the newly elected/appointed representatives and alternates written notification of their position **by the second week of May**.

Section 3 Absentee Ballots

Absentee Ballots shall be determined by the Election Committee on each campus.

Section 4 Election Procedure for Officers

A. The out-going Officers shall conduct the June Council meeting.

B. At the first Council meeting of the newly elected/appointed representatives, the Officers will be voted upon by the representatives **by the last week of June**.

C. Unless circumstances deem otherwise, the out-going President shall serve as the Ex-Officio. If he/she is not able to serve, the out-going Officers shall designate an Ex-Officio amongst themselves.

Section 5 Length of Terms

- A. Terms shall be for two (2) years (representatives, alternates and officers).
- B. The representatives' and alternates' terms are from June 1st of the election year to May 31st at the conclusion of their elected term.
- C. The officers' terms are from July 1st of the election year to June 30th at the conclusion of their elected term. There will be a month's overlap for the transition of the Officers.
- D. There will be an unlimited number of terms for Council representatives and alternates.
- E. No one will serve more than three (3) consecutive terms as an officer in the same elected office. The Council member can be re-elected into their previous office after they have been out of that particular office for one (1) term.
- F. The Ex-officio shall serve a one (1) year term.

Section 6 Induction Ceremony

Each campus will have an Induction Ceremony to introduce the newly elected/appointed representatives, alternates and officers.

ARTICLE V EXECUTIVE SUPPORT STAFF COUNCIL BOARD

The Executive Support Staff Council Board, herein after referred to as the Executive Board, of each campus will be comprised of the Campus Council Officers.

Section 1 Officers

The Officers of the Council shall be:

- President*
- Vice President*
- Secretary*
- Treasurer*
- Parliamentarian*
- Ex-Officio*

Section 2 President

The President of the Council shall serve as its official leader in a fair and impartial manner.

Section 3 Vice President

The Vice President of the Council shall assist the President whenever necessary and shall assume the duties of the President in case of absence.

Section 4 Secretary

The Secretary of the Council shall serve as the official record keeper.

Section 5 Treasurer

The Treasurer of the Council shall serve as the official financial officer.

Section 6 Parliamentarian

The Parliamentarian of the Council shall maintain order at all Council meetings in compliance with Robert's Rules of Order.

Section 7 Ex-Officio

The Ex-Officio of the Council shall serve as a guide and mentor to the other officers.

ARTICLE VI DUTIES OF COUNCIL MEMBERS

Section 1 Attendance

It is essential that all areas have representation at all Council meetings. In the absence of the area representative, the alternate is expected to attend the Council meeting.

Any representative who has unapproved absences from two (2) scheduled Council meetings will be subject to removal from the Council as outlined in Article VII.

Section 2 Representatives

Duties include:

- Bringing issues, concerns, ideas and suggestions to the general Council meetings
- Disseminating information to the Support Non-Exempt Employees in their respective area(s)
- Participating in Council events and meetings

Section 3 Alternates

Duties include:

- Performing the duties of the representative in their absence

Section 4 President

Duties include:

- Presiding over monthly Campus Council meetings
- Attending monthly meetings with the Campus President
- Presenting recommendations and concerns to the Campus President
- Attending monthly Executive Support Staff Council meetings
- Communicating written recommendations to the Campus President
- Representing the Campus Support Non-Exempt Employees at the graduation ceremony as part of the stage party
- Presenting at the Campus Convocation

- Serving as Chairperson of the College President's Recognition of Excellence Award Committee for Support Non-Exempt Employees
- Assist in recommending individuals or serving on the Campus CASSC Committee, when appropriate
- Representing the Support Non-Exempt Employees on the Campus Legislative Advocacy Group, when appropriate
- Recommending individuals to serve on College-wide committees
- Serving as a point of reference regarding the College Policies and Procedures
- Serving as an observer during an Employee Grievance Hearing
- Maintaining the Campus Council communication site
- Serving as a preparer of the Campus Council budget
- Attending special college-wide meetings and events, as appropriate

Section 5 Vice President

Duties include:

- Serving as Chairperson of the Council Elections Committee
- Serving as Chairperson of all Ad Hoc Committees
- Performing all duties of the President in his/her absence

Section 6 Secretary

Duties include:

- Taking and maintaining accurate minutes of each Campus Council and Executive Board meetings
- Recording meeting attendance
- Distributing minutes within an appropriate time frame
- Archiving all meeting minutes, photos, attendance records, membership list and financial records
- Declaring a Quorum at each meeting
- Maintaining the Campus Council communication site
- Informing all representatives and alternates of upcoming meetings and send reminders
- Distributing agenda and all pertinent agenda items
- Composing correspondence, when appropriate
- Presiding over the monthly Campus Council meetings in the absence of the President and Vice President

Section 7 Treasurer

Duties include:

- Maintaining a ledger of all financial transactions
- Serving as a preparer of the Campus Council budget
- Taking and maintaining meeting minutes in the absence of the Secretary
- Serving as Chairperson of the Fundraising Committee
- Negotiating prices with vendors with approval from the Council President
- Maintaining all financial documents
- Presiding over the monthly Campus Council meetings in the absence of the President, Vice President and Secretary

Section 8 Parliamentarian

Duties include:

- Keeping order during all Campus Council meetings in compliance to Robert’s Rules of Order
- Entertaining only one motion at a time and stating all motions properly
- Serving as a point of reference to the Robert’s Rules of Order
- Presiding over the monthly Campus Council meetings in the absence of the President, Vice President, Secretary and Treasurer

Section 9 Ex-Officio

Duties include:

- Providing guidance to the Council
- Mentoring the Executive Board
- Serving as a historical reference

ARTICLE VII REMOVAL & VACANCIES OF REPRESENTATIVES/OFFICERS

Section 1 Removal of Representatives

Any elected representative will be subject to removal from the Council by consensual judgment of the Executive Board for not fulfilling duties according to the Bylaws. Upon removal/vacancy from the Council, the representative may not be seated on a future Council for a period of one (1) two-year term after dismissal.

Section 2 Removal of Officers

Any elected officer(s) will be subject to removal from the Council by consensual judgment of a quorum of the Council representatives for not fulfilling duties according to the Bylaws. Upon removal/vacancy of an officer, the Council will vote for an Interim Officer for the remainder of the present term.

Section 3 Due Process

The removal process shall be as follows:

- A. An open discussion amongst the Council regarding removal of members
- B. Notify the individual(s) of the possible removal through written notification
- C. Individual(s) have two weeks from the date of notification to respond to the Executive Board in a closed meeting
- D. A final decision shall be made at the next general Council meeting

ARTICLE VIII MEETINGS

Section 1 Schedule

The Council will meet once per month throughout the academic year. The exact dates will be determined by each Campus.

Section 2 Special Meetings

Special meetings of the Council may be called by the Council President or upon the request by one or more of the following:

- A. The College President
- B. The Provost of Operations
- C. The Campus President
- D. The Council Executive Board
- E. Written petition of one-third (1/3) of the Council members

ARTICLE IX ORDER OF BUSINESS

Section 1 Agenda

- A. The agenda for each Council meeting will be determined by the Council President prior to the meeting.
- B. Any Support Non-Exempt Employee may submit an agenda item to any Executive Board member for consideration.
- C. The standard agenda items shall consist of the following:
 - 1. Call to Order
 - 2. Declaration of a Quorum
 - 3. Approval of Minutes
 - 4. President's Report
 - 5. Treasurer's Report
 - 6. Committees' Reports
 - 7. Old Business
 - 8. New Business
 - 9. For the Good of the Council
 - 10. Adjournment
- D. Only scheduled business on the agenda must be brought to the floor before any new business may be discussed.
- E. The Council may recommend a non-council speaker or consultant.

Section 2 Quorum

- A. A Quorum of the Council shall be no less than fifty percent (50%) of its total representatives plus one (1) additional member. The Council Secretary shall record attendance, be aware of official absences and acknowledge a quorum.
- B. In the absence of a quorum, no voting shall be conducted except a motion to table issues for later discussion.

Section 3 Open Forum

The meetings and records of the Council shall be open to all members of the College.

Section 4 Governing Procedures

Standard Parliamentary procedures (Robert's Rules of Order) shall be the basis for conducting Council meetings.

ARTICLE X COMMITTEES

Section 1 Campus Council Standing Committees

Council Standing Committees are permanent committees whose functions are to support the Council’s objectives. They include but are not limited to the Election Committee and Fundraising Committee.

Council Standing Committee members shall be named by the Council and will provide periodic reports. The Standing Committee Chairperson shall be appointed by the Council President.

Section 2 Campus Council Ad Hoc Committees

Council Ad Hoc Committees are temporary committees whose functions are to fulfill a temporary need of the Council. They include but are not limited to the Hurricane Relief Committee and Campus Council Bylaws Committee.

Council Ad Hoc Committee members may be appointed by the Council President and will include persons with special expertise. The Vice President shall serve as the Chairperson of all Ad Hoc Committees. Committees will cease to function after recommendations or motions are made to the Council.

Section 3 Other Campus Committees

A representative of the Support Non-Exempt Employees will sit on Campus Committees (both standing and Ad Hoc) as determined by the Campus President and/or the Campus Deans.

Section 4 College-wide Committees

A representative of the Support Non-Exempt Employees will sit on College-wide Committees (both standing and Ad Hoc) as determined by Executive Administrators, when appropriate.

ARTICLE XI EXECUTIVE SUPPORT STAFF COUNCIL

The Executive Support Staff Council, hereinafter referred to as the Executive Council, will be comprised of each campus’ Support Staff Council President.

Section 1 Purpose

The Executive Council provides a forum for communication between each Campus Council, coordinates College-wide Council events and serves as the voice for the Support Non-Exempt Employees to College administrators.

Section 2 Election Procedure for Executive Council Officers

A. The Executive Council Chairperson shall oversee the election process.

- B. At the second Executive Council meeting each fiscal year, the Officers will be voted upon amongst the Council Presidents by the last week of August.
- C. The length of term for Executive Council Officers shall be for one (1) year.

Section 3 Officers

The Officers of the Executive Council shall be:

- Chairperson*
- Board Representative*
- Community Service Coordinator*

Section 4 Duties of Officers

A. Chairperson

Duties include:

- Announcing upcoming meetings
- Creating the meeting agenda
- Taking and maintaining accurate notes of each Executive Council meeting
- Maintain Executive Council communication site
- Archiving all meeting notes and photos
- Liaison between the Executive Council and the College administrators
- Maintain a directory of all Support Staff Council Officers

B. Board Representative

Duties include:

- Attend all Miami Dade College Board of Trustees meetings
- Liaison between the Executive Council and the College Board of Trustees
- Taking and maintaining meeting notes in the absence of the Chairperson

C. Community Service Coordinator

Duties include:

- Coordinates all college-wide community service projects
- Liaison between the Executive Council and Community Service Agencies

ARTICLE XII CREATING NEW CAMPUS COUNCILS

In the event a new campus is established, the Campus President or designee shall appoint the first Executive Board. Thereinafter, the new Council will adhere to the Bylaws.

Upon the conclusion of the Executive Board's first term, the Council will follow Article IV, Section 2 of the Bylaws in regards to elections.

ARTICLE XIII COUNCIL RECOMMENDATION PROCESS

Recommendations of the Council will be presented in writing to the College President, Provost of Operations, Campus President or designee. Within ten (10) working days the

Council should be informed, in writing, of the acceptance, rejection, forwarded, or any other action taken concerning the Council's recommendation. The Council President will initiate further action for response within ten (10) working days.

ARTICLE XIV INDIVIDUAL CAMPUS COUNCIL BYLAWS

Section 1 Authority to Establish Campus Council Bylaws

Each Campus Council can create additional Bylaws deemed necessary for their campus needs. However, the additional Bylaws cannot contradict the governing Bylaws of this document.

The Campus Bylaws shall be a separate document named after the particular campus.

Section 2 Procedure for Creating Campus Council Bylaws

- A. The Council President and/or Executive Board will appoint three (3) to five (5) representatives to serve on the Campus Council Bylaws Committee.
- B. The Council President or Vice President will serve as the Chairperson of the Committee.
- C. Once the campus' needs are assessed, the Committee will compose a draft of the Campus Council Bylaws.
- D. The Committee will present the draft to the Executive Board for review.
- E. Once the draft is reviewed, the Council President will present it to the Campus Council.
- F. Voting on the Bylaws will take place immediately after the second reading to the Campus Council in compliance with the Robert's Rules of Order.

Section 3 Campus Council Amendments

Amendments to the Campus Council Bylaws may be enacted by a majority vote of the Executive Board.

Voting on any changes to the Campus Council Bylaws will take place immediately after the second reading to the Campus Council of the proposed change in compliance with the Robert's Rules of Order.

ARTICLE XV AMENDMENTS

Amendments to the Bylaws may be proposed by the Executive Council. The proposed Amendments will be adopted by a majority vote of the Support Staff Council Representatives from each Campus Council.

Voting on any changes to the Bylaws will take place immediately after the second reading of the proposed change in compliance with the Robert's Rules of Order.

Revised: January 8, 2007