

By Laws of the College of Education Staff Council

1. The name of this organization shall be the *College of Education Staff Council*.
2. Purpose and Goals

The purpose of the COE Staff Council is to:

- a. Facilitate communication in the College, particularly among staff members in different offices and College administration
- b. To provide important professional development opportunities for staff members.
- c. To help in creating a feeling of cohesiveness and unity among College staff members.
- d. To advocate for College staff members and their professional careers.

3. Membership

- a. The Staff Council will be comprised of all full-time staff members employed in the College, including those staff members who may be employed on externally funded grants and projects.
- b. Part-time staff members may be included in programming as appropriate for the topic and at the discretion of the Staff Leadership Council

4. Staff Leadership Council

- a. The Staff Council will be coordinated and organized through a leadership organization that will be known as the Staff Leadership Council.
- b. The Staff Leadership Council will be comprised of five individual staff members who are elected from the staff at large. These terms will be three-year, staggered, terms.
- c. Each academic department will elect one representative; the other two representatives will be elected from the staff at large.
- d. The SLC will conduct elections each spring in April or May with new SLC members beginning on July 1.
- e. Should a SLC member leave employment with the College or University, a replacement election will be conducted to fill the role.
- f. The role of the Staff Leadership Council will be to assess the needs and opportunities of the entire College staff and design/deliver/develop programs to respond to these needs.

5. Meetings

- a. The Staff Leadership Council will organize a regular set of meetings at the beginning of each academic year. The SLC will meet at least twice during the academic year with the Dean of the College.
- b. Should a SLC member be unable to attend meetings, a replacement will be elected to fill the vacancy for the remainder of the individual's term.

- c. The SLC shall coordinate and hold a minimum of two (2) all-staff meetings each academic year. The SLC will coordinate with appropriate College staff members to have announcement, materials, and events published on the College website.