



Adelphi University Staff Council Bylaws

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Article I. Council Overview

I.I Purpose

The Adelphi University Staff Council (the “Council”), subject to the ultimate decision-making authority of University Executive Leadership, serves the interests of non-union, administrators and professional staff (the “Staff”) pertaining to their daily activities and work conditions as they strive to support the University’s goal of providing a quality education and fulfilling college experience. Composed of nine (9) Staff elected at-large, the Council serves as a liaison between its constituents and the University Executive Leadership to promote communication, community building, and the professional growth of its constituents.

Staff should not report actual or suspected violations of University Policy (including, for example, but not limited to Sexual Misconduct, Anti-Discrimination or Whistleblower policies) to the Staff Council. All concerns, complaints or reports of actual or suspected violations of University Policy should be reported to the appropriate person or office indicated in the policy. Notice to Staff Council does not constitute notice to the University of an actual or suspected violation of any [University Policy](#), [i.e. Title IX, Anti-Discrimination, Whistleblower, etc]. In the event that Staff Council receives concerns, complaints or reports of actual or suspected violations of University Policy, the Staff Council immediately will forward any such complaints or concerns received to the Office of Community Concerns and Resolution.

I.II Function

The Council works to accomplish the following objectives for Staff:

- A) **The Council shall represent Staff within the University**, which includes the Garden City campus, the Manhattan and Hauppauge Centers, and other

extension centers. The constituency of the Council shall exclude deans, members of Executive Leadership, and faculty. Employees represented by a labor union or collective bargaining agreement, or with a short term contract of less than two years' duration, also are excluded.

- Speak on behalf of Staff on University committees and task forces, as determined by the Chief Human Resources Officer (CHRO), as well as in the Adelphi community..In the event that the CHRO position is vacant, the Executive Vice President for Finance and Administration will make this determination.
- Provide Staff feedback and perspective on issues being considered by Executive Leadership and Human Resources that affect Staff; and
- Work to inform Staff in the matters of the University that have a direct impact on Staff and regarding actions recommended by the Council on behalf of Staff.

B. Consider and make recommendations to the University leadership, and other University officials regarding procedures, policies, and other general issues that impact and concern the Staff. Executive Leadership has sole discretion regarding procedures, policies, and other general issues that impact Adelphi University.

- Staff Council is charged with making recommendations to Executive Leadership regarding issues of general concern to the Staff.
- Evaluating, investigating and/or making recommendations regarding individual complaints of actual or suspected violations of University Policy are not within the scope of the Staff Council's authority.
- Staff Council must route concerns that are outside the purview of the Council to the Office of Community Concerns and Resolution.

- C. **Serve the interests of Staff to promote a positive and supportive work environment.** The Council engages Staff dedicated to fostering a University environment that affirms and respects the diversity in the Adelphi community.
- Create networking opportunities for Staff across the University as a vehicle for the continued professional and personal development of Staff.
 - Encourage and promote professional development opportunities for Staff, in collaboration with appropriate University personnel.

Article II. The Staff Council

II.I Eligibility Requirements

Staff shall be eligible to be elected, at-large, to the Council if they are:

- A non-union, full-time employee;
- Have two (2) years of continuous service at Adelphi University;
- Able to commit up at least three hours per month to participate in Council meetings and matters; and
- Not currently on a Performance Improvement Plan (PIP), and received a rating of “A Job Well Done” or higher on their most recent Performance Management appraisal.

Terms

- Individual terms shall be for two (2) years, unless terminated earlier due to such Council member’s resignation from the Council, the termination of such Council member’s full-time employment with the University or if the Council member otherwise ceases to be eligible for election to the Council, with members alternately rotating off the Council. No Council member may serve more than four (4) consecutive years on the Council. HR and DEI will certify annually that all Council members continue to be eligible for election to the Council pursuant to the Eligibility Requirements.
- All terms shall run for two academic years, from September 1 to August 31.
- After one (1) year off the Council, a past member may run for an open seat.
- The initial terms of those elected to the inaugural class of the Council shall be two (2) and three (3) years. Five (5) members shall serve a two-year term; and four (4) members shall serve a three-year term.
- The four (4) who serve for three-year terms shall be self-selected. If an election is necessary, they will be elected by their peers in the Council via a special, internal

Council election before the initial terms end in 2024, in order to elect four (4) members of the inaugural class to remain on the Council for an additional year. This special election will occur in order to create staggered terms going forward.

- As the initial terms expire, successors shall be elected for two-year terms.

Alternates

- Alternate members shall be elected from the slate of nominees. Three Alternates will be elected for one-year terms. In the event a Council Member cannot complete their term, the Alternate with the highest number of votes in the election shall be selected from the Alternates chosen at the same election as the Council member and asked to fill the vacated position for the remainder of the term.
- Alternates may attend and participate in Council meetings, but shall not vote.
- Alternates may run for open Council seats in any regular election, and should they be elected to a regular Council seat, a new Alternate shall be selected from the most recent active election results to maintain a full complement.

II.II Council Duties

Attendance at Council Meetings

Individual members shall attend all regular and special meetings. Regular meetings will occur at least 6 times a year and can fall outside of the academic semesters. Special meetings may be called upon request of three or more Council members by email or voice request, at the request of Executive Leadership, the President, or her designee. Remote participation is permitted.

Voting at Council Meetings

Individual members will participate and vote on matters brought before the Council.

Feedback from Constituents

The Council will work collaboratively to inform their constituents of the matters covered at each Council meeting by an appropriate methodology, including but not limited to memoranda, meetings, telephone, email or by the distribution of the official Council minutes.

II.III Order of Business

The order of business will be set forth in the agenda, which may be altered by general consensus during the meeting. A quorum consists of five members.

Order of business includes:

- Call to order
- Approval of minutes from the previous meeting
- Report out (e.g. special orders, special committees, designated team, officers)
- Unfinished business
- New business
- Miscellaneous (e.g. comments, announcements, tributes, guest speakers)
- Adjournment

II.IV Nominations and Elections

- Human Resources will communicate information about the Council to all non-union employees annually in June and elections will take place annually in August for terms beginning in September.
- Diversity, Equity and Inclusion (DEI) and Human Resources will oversee elections and confirm nominee eligibility.
- A candidate may be nominated by a fellow staff member or may nominate themselves.

- The election results will be retained by Human Resources and kept in effect for the full term of the election period.

II.V Structure

The inaugural Staff Council has been established as a flatarchy. All members are empowered to bring their unique skill sets and insights to all discussions and initiatives. If the council is not unanimous, matters will be put to a majority vote.

Assigned Duties

Recording Secretary

- The Recording Secretary shall be responsible for taking and maintaining accurate minutes of all regular and special meetings of the Council.
- Shall be responsible for bringing the draft minutes to subsequent meetings for approval and posting the final minutes on the [Staff Council website](#).

Communications Liaison

- The communications liaison is responsible for composing and organizing external communications, and vetting any external communications with the appropriate parties before dissemination, as necessary.
- Shall have primary responsibility for the Council email account, which shall reside on the University's email server, and shall ensure that all emails are responded to promptly, or in the event that they warrant discussion/decisions at a regular or special Council meeting, shall bring these matters to the Council.
- Shall ensure that emails received in error, and particularly those that involve claims or complaints of actual or suspected violations of University policy, are directed to the appropriate University office(s) promptly.
- Shall ensure members have appropriate talking points for meetings and events.
- Shall be the primary contact for the [Staff Council website](#).

Meetings/Events Coordinator

- The meetings/events coordinator shall be responsible for drafting the agendas of each meeting and/or Council event, as well as having all agendas vetted and approved by the Council before dissemination. They shall also be responsible for posting all final agendas to the Council website at least one day in advance of each meeting/event.
- Shall compile and disseminate all materials for each meeting/event, along with approved meeting/event agendas, as necessary.
- Shall keep the meeting/events calendar and distribute the calendar regularly following any and all updates to members of the Council, and post the meeting/events calendar on the Council website.
- Shall make any and all space and/or telecomm/Zoom arrangements for each meeting/event.

Other Duties shall be coordinated and assigned at the discretion of the Council.

Article III. Bylaws

III.1 Amendments

These Bylaws and any amendments thereto become effective upon approval by the majority vote of all eligible voting members at a regular meeting of the Council, and their ratification by the Adelphi University Executive Leadership. The Council shall review these bylaws at least annually and shall recommend any necessary changes.

Any member may propose amendments to these Bylaws at a regular meeting of the Council at which a quorum is present. Amendments shall be presented to the full Council two weeks prior to a vote with a rationale prepared by the sponsoring

member(s). To pass, an amendment must receive the affirmative vote of a majority of the eligible voting members at a regular meeting at which a quorum is present.

Document History

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