



GW Staff Council Bylaws

ARTICLE I: MISSION, GOALS, AND DEFINITIONS

Section 1.

The GW Staff Council was formed with the support of University President Mark Wrighton to represent the voice of GW staff and to form new or add representation to existing committees, working groups, and programming; as well as, to create a community for staff that is inclusive, safe, and supportive.

Section 1.

Mission: Staff Council's mission is to serve the interests and needs of the GW staff, which are not covered by the collective bargaining agreement, pertaining to their daily activities and work conditions as they strive to support the university's goal of providing quality education. Toward this effort, the Staff Council promotes understanding and cooperation by facilitating communication among campus constituencies, and by serving as an advocate for staff, that are not covered by collective bargaining agreement, on issues that affect them. In our efforts to enhance the quality of the GW work environment, Staff Council provides leadership and support to work together with all GW staff, faculty, students, and alumni as well as contractors to enrich community spirit.

Section 2.

Goals:

- To participate, assist and advise in decision-making processes that affect staff not covered by a collective bargaining agreement.
- To provide a forum for hearing and reviewing concerns and interests of staff not covered by a collective bargaining agreement.
- To provide feedback to the administration regarding proposed actions, programs, policies, and procedures that will affect staff not covered by a collective bargaining agreement.



- To be the voice of the staff by initiating suggestions to improve university staff relations and bring ideas that originate from within the staff to the attention of the administration.
- To identify staff members to serve as appointees on university, Human Resources committees, Benefits Advisory Committee, and Presidential Searches.
- To act intentionally to promote GW's educational community as an efficient, fulfilling, and attractive environment for employment.
- To facilitate and collaborate on programming and development opportunities to allow for spaces to build a strong staff community and advancement for all benefits-eligible staff not covered by collective bargaining agreements, research staff, and residents.
- To collaborate with faculty through faculty committee meetings to ensure staff and faculty relations are positive and unified.

Section 3.

Definitions:

- Union-exempt: A staff member who is not covered by a collective bargaining agreement with the university.
- Voting member: An elected or appointed representative on the Staff Council who is eligible to participate in internal elections, appointments, and other business of the Council requiring a vote to carry forward a course of action or decision.
- Non-voting member: An appointed representative on the Staff Council who is not eligible to participate in internal elections, appointments, and other business of the Council requiring a vote to carry forward a course of action or decision.

ARTICLE II: AUTHORITY

Section 1.

GW bylaws and other policies of GW regarding employee conduct and the structure and function of campus organizations shall apply to this organization.

Section 2.

If any bylaw is found, in any way, to be in conflict with any policy of GW or of another authority having jurisdiction, the said bylaw shall be considered void.



ARTICLE III: MEMBERSHIP

Section 1.

The Staff Council shall be comprised of voting representatives as well as non-voting members as outlined below.

Subsection 1. Elected members are those who meet the criteria outlined in Article IV of this document. A full list of groups with appointed members on the Council is included in Appendix A.

Section 2.

Membership is limited to full-time and regular part-time, non-executive benefited staff of the George Washington University (as defined by Human Resources), to include both exempt and non-exempt staff (individual contributors and managers), who have successfully completed their Introductory Employment Period and who are not represented by a union or subject to any collective bargaining agreement. Employees participating in staff council duties should not have any interference in their day to day work.

Section 3.

There shall be no criteria of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, source of income, place of residence, veteran status, or mode of work (site-bound, remote, or hybrid) as qualification for membership in Staff Council.

ARTICLE IV: ELECTION AND REMOVAL OF ELECTED REPRESENTATIVES AND EXECUTIVE OFFICERS

Section 1.

Those eligible to vote in Staff Council elections shall consist of all non-executive full-time and regular part-time benefited staff, as defined by Human Resources, who do not hold regular, visiting, or special service academic appointments with the University, who are not classified as an executive staff member as defined by Human Resources and are not covered by a collective bargaining agreement.

Section 2.

A call for Staff Council Representatives & Executive Officers nominations will be sent to all eligible GW Staff via email announcement each year between April and August. The



nomination period is two weeks. A candidate may be nominated by another staff member or may nominate themselves. Once the nomination is made, the nominated individual must accept the nomination and submit a statement of candidacy that will accompany their ballot addition. All nominees shall be notified of the time commitment and the elected responsibilities ahead of the election period.

Section 3.

Voting shall occur over a two month period between the end of September and October.

Section 4.

Each member's term shall last for one year.

Section 5.

No elected Staff Council member may serve more than four (4) consecutive years in an elected position on the Council. After one (1) year off the Council, a past member may run for an open seat.

Section 6.

Staff Council's year will align with the calendar year: January 1st through December 31st. New Council members will be installed at the first regular meeting in January.

Section 7.

A member of the Staff Council may be expelled from the body by a two-thirds affirmative vote of representatives present due to just cause or related to conditions spelled out within these bylaws (provided there is a quorum and that the meeting was announced to all members). No member may abstain from a vote to expel.

Section 8.

If a vacancy shall occur on the Council, any member of the council can nominate an eligible person for the vacancy. Candidates may be voted on at any regular meeting or at a special meeting called for that purpose. The candidate installed will complete the term of the member being replaced.

Section 9.

If a member of the Staff Council should take a university-approved leave, including but not limited to parental, personal, short-term medical, or family medical leave, then the member taking leave can nominate a substitute to serve in their absence as a liaison



but not in an officer-role if applicable. The nominated substitute must be approved by a simple majority of the other Executive Committee. If a substitute cannot be found, the President will provide a nominee. Depending on the length of leave, the President may determine not to temporarily fill the vacancy.

Section 10.

The inaugural election cycle will be managed by the Staff Council Committee. The first elected Staff Council will serve one full year, plus the remaining time to the next regular election cycle.

ARTICLE V: EXECUTIVE OFFICERS

Section 1.

The executive officers of the Staff Council shall be the President, Vice-President, Historian, Treasurer, Parliamentarian, Immediate Past President, Correspondence & Engagement Secretary and Committee Chairpersons. It is the responsibility of each officer to ensure that committees are formed, bi-annual board reports are submitted, and standard operating procedures are written and edited to maintain transparency, and accountability, and to ensure seamless transitions between council members.

Section 2.

The President is the outward-facing representative of the Staff Council. They are responsible for facilitating Staff Council meetings, coordinating emergency meetings, approving the Staff Council's annual budget, and approving all written communications made by the Council. The President names Committee Chairs and makes provisional appointments of members to a committee. The President will serve as the Staff Council representative to the GW Board of Trustees.

Section 3.

The Vice-President is the inward-facing manager of the Staff Council. They are responsible for oversight of the Staff Council's committees. They also organize the Staff Council mentorship program and update the onboarding manual as needed. The Vice-President assumes the role of President in the President's absence, removal, or incapacitation. The Vice-President serves as the President-Elect: at the completion of their Vice-Presidency, this person will assume a one-year term as President.

Section 4.

The Historian oversees the management of the Staff Council documents and records. They are responsible for the distribution of meeting agendas, recording attendance at meetings, and drafting minutes. These documents are to be made available to any member of the Staff Council. When necessary, the Historian manages campus space reservation requests.

Section 5

The Treasurer is responsible for the development and tracking of an annual operating budget. The Treasurer manages the collection and distribution of all Staff Council funds and ensures that all financial records of the Staff Council are kept current and organized.

Section 6

The Parliamentarian is responsible for making sure staff council meetings stick to the agenda and keep meetings moving along with the times scheduled. This position will monitor conduct at staff council meetings and intervene when necessary to clarify the mission of this council. The Parliamentarian will intervene when a meeting talking point would be better alleviated at a different GW office. The parliamentarian is responsible for conducting officer elections. The parliamentarian is precluded from being a candidate for any position in the election they manage.

Section 7

The immediate-past President may provide guidance to the current Staff Council Officers, and should be invited to attend all Staff Council Officer Meetings, but is not entitled to a vote in such meetings. If the immediate-past President is unable or unwilling to serve in an advisory role, the President may select any prior Staff Council Officer to fill the advisory role.

Section 8.

The Correspondence & Engagement Secretary is responsible for administering the Staff Council website, social media, newsletter, and all outgoing communications from the Council to the GW community. The Correspondence & Engagement Secretary shall partner with Marketing and Communication on branding efforts and advertising deemed necessary for the good of the Staff Council.

Section 9.



Committee Chairs are responsible for leading their assigned committee's initiatives. They shall report back to the Staff Council membership any items or decisions that their committees are working on or that needs to be addressed by the larger Staff Council membership. Committee Chairs are named by the President, and if the President and Executive Officers determine it is in the best interest of the Council that a Committee Chair position be changed to an Elected Officer role mid-term, such changes may be approved by an affirmative vote of the majority of the Staff Council members.

ARTICLE VI: ELECTION AND TERMS OF EXECUTIVE OFFICERS

Section 1.

The role of Vice-President, Historian, Parliamentarian, and Treasurer are elected positions. Candidates shall be nominated at the penultimate regular meeting of the year. Officer elections will be held prior to the final regular meeting of the year. Election results should be announced by the incumbent Parliamentarian at the final regular meeting of the year, and the President shall install the winners into their roles as the last official act of business at that meeting.

Section 2.

Any member of the Staff Council in good standing is eligible to be nominated for one of these positions.

Section 3.

Voting shall be conducted by secret ballot unless a position is uncontested. Voting shall occur on an electronic platform. Other election matters shall be determined by the Parliamentarian.

Section 4.

Officers shall be elected by an affirmative vote of the majority of the Staff Council members. If a plurality results, the two individuals with the most votes shall be presented in a runoff election until a majority is attained.

Section 5.

As a part of the ballot, each candidate will submit a statement of candidacy that will be included on the ballot. The statement of candidacy shall not exceed 300 words.

Section 6.

The Staff Council Executive Officers shall serve for a period of one year from their installation, or if appointed to serve mid-term, through the end of the term for which they were appointed.

Section 8.

Officers seeking an additional term in their position must participate in the regular election process.

Section 9.

Should a vacancy arise mid-term for any officer role due to resignation or removal, a special election will be held to fill the vacancy. If it is the Parliamentarian's role that needs to be filled, the Vice-President will run the special election.

Section 10.

Any Executive Officer may voluntarily resign from their role by providing written notice to the President.

ARTICLE VII: MEETINGS

Section 1.

The agenda shall be distributed to the Council members at least two business days prior to any regularly scheduled meeting. Minutes shall be distributed to the Council members within five business days after the meeting. The Historian shall also maintain the agenda and minutes archives on the shared data storage solution that may replace and make information relevant to other GW Staff available on the website. The Parliamentarian shall be responsible for reminding the Council of the time if there are agenda items in the queue for discussion and the Council is near the end of a meeting. All business meetings of the Staff Council shall be conducted in the following order:

- Call to Order
- Roll Call
- Introduction of Visiting Members
- Review and Approval of Minutes of the Previous Meeting
- Approval of Meeting Agenda
- Current Business
 - Report of the Chairperson

- Report of the Vice Chairperson
- Reports of the Committees
- Old Business
- New Business (including actionable feedback from Staff Council constituencies)
- Suggestions for the Good of the Order (including non-actionable feedback from Staff Council constituencies)
- Adjournment

Section 2.

A regular business meeting of the entire Council shall be held monthly at a regularly scheduled date determined at the beginning of each elected year. Business meetings shall not exceed two hours in duration. Annual or bi-annual strategic planning meetings may replace a monthly meeting and exceed the two-hour meeting duration.

Section 3.

Committee meetings shall be held at least once monthly. The committee Chairperson is responsible for coordinating meeting times, as well as making a report to the Council at the next regular meeting. Also, see Article VII, Section IV.

Section 4.

Special meetings may be called by the Chairperson or by a petition signed by at least one-half of the Council members. When such a special meeting is called by a petition of the Council, three days notice must be given to all members of the Council.

Section 5.

A majority of the total active membership of the Council shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the entire Council, except as otherwise provided by these bylaws.

Section 6.

Any representative of the Council as outlined in Article III, section 1 is entitled to vote in Council meetings. Those who are present but do not cast a vote shall be recorded as abstaining.

Section 7.

The Council abides by Robert's Rules of Order in meetings.



Section 8.

Voting not otherwise accounted for will be done by a simple "voice vote." A hand or roll call vote or a secret ballot may be requested by any Council member.

Section 9.

The Chairperson shall have the power to cancel a meeting for just cause and after giving reasonable notice, provided that the maximum interval between meetings does not exceed sixty (60) days.

Section 10.

The conduct of all Council business is controlled by the general will of the body. Therefore, a majority vote shall rule, with contested issues being up for discussion. Motions by general consent can be passed on the silence of the body. Silence gives consent.

ARTICLE VIII: ATTENDANCE

Section 1.

Attendance at Staff Council meetings is imperative for all officers and representatives in order to be effective as a council.

Section 2.

All Staff Council officers and representatives must be in attendance at 75 percent of meetings per year.

Section 3.

If a council officer and representative exceed the permitted number of absences, the Council member may be subject to a Council vote for removal from the Council. At the vote, the Council member may state their reasoning and justification for absences from meetings.

Section 4.

Council officers and representatives absent due to university-approved leave will not have time off counted towards the permitted absences.

Section 5.

Absence from an ad hoc meeting of the Council will not count towards the permitted absences.



Section 6.

It is the responsibility of Staff Council officers and representatives to communicate anticipated absences to Staff Council officers prior to scheduled meetings.

ARTICLE IX: STANDING COMMITTEES

Section 1.

There shall be four standing committees of the Staff Council. These shall be the Justice, Equity, Diversity & Inclusion committee, the Service committee, the Staff Development & Recognition committee, and the Staff Experience committee. School and/or Division Representative members must serve on at least one standing committee.

Subsection 1. Special committees may be convened at the discretion of the Chairperson. In such cases, the Chairperson decides respective committee members' terms of office and the extent of authority designated to those appointed committee members.

Subsection 2. Membership on all internal committees is open to any benefits-eligible, union-exempt staff member.

Subsection 3. The schools and divisions at GW will be grouped into representative areas where each group will have at least one Representative Committee member. Groups with over 200 members shall have two Representative Committee members. The number of representatives per unit was determined through the list of benefits-eligible staff members supplied by Human Resources as a fair and equitable means for determining representation for the various units of staff members. Reorganization of these groups will be determined on an annual basis by the Executive Committee representatives using an up-to-date list of benefits-eligible staff members supplied by Human Resources.

Section 2.

The Justice, Equity, Diversity & Inclusion committee is responsible for coordinating and guiding the Staff Council's work on Diversity and Inclusion efforts to better support staff and to ensure that Diversity and Inclusion values are represented in all of the work performed by the council.

Subsection 1. The committee Chairperson will ensure Staff Council representation on all university-wide committees and working groups focused on diversity and inclusion. The

committee will work to establish and maintain connections with existing and emergent organizations and committees created by staff or faculty at the departmental or divisional level across campus that focus on issues of Diversity and Inclusion.

Section 3.

The Service committee shall coordinate community assistance and fundraising efforts. The Service Community shall advocate for staff to participate in events with approval from their supervisors.

Section 4. [Deleted by Amendment]

Section 5.

The Staff Development & Recognition committee shall be responsible for fostering development and staff recognition opportunities as well as recognition and community-building events for current and former Staff Council members. The committee will partner with HR and other applicable offices for planning events such as receptions and conferences and management of the Staff Council's Staff Recognition program.

Section 6.

The Staff Experience committee is responsible for responding to the shifting needs of the Staff Council. In this role, they shall work to address novel issues that may arise over the course of the term which do not fall under the purview of one of the other standing committees.

Subsection 1. The Staff Experience committee shall strategically plan and identify emerging needs, trends, or response efforts that relate to the staff community to determine if they fall within the mandate of the Staff Council and, if so, construct a preliminary plan or identify resources to address them. They shall then either pursue these remedies or, with the approval of the Staff Council Chairperson, call for volunteers to serve on a Special Committee to work on the specific issue. Issues addressed by the Staff Experience committee can be suggested by any member and may be in collaboration with university departments.

Subsection 2. The Staff Experience shall identify a staff representative(s) for the Benefits Advisory Committee that will represent the Staff Council and be the liaison between the Benefits Advisory Committee and the Council.

Section 7.

All committees shall hold, at a minimum, meetings once monthly for no longer than two hours per meeting and shall keep a record of proceedings. An annual strategic planning meeting may substitute a monthly meeting and may have a duration longer than two hours, not to exceed one working day. Minutes from each committee meeting shall be provided to the Staff Council leadership in addition to reporting any updates to the rest of the Staff Council.

Section 8.

The President shall have the power to remove any Committee Chair for just cause, which includes failure to perform the duties of a Committee Chair or for conduct detrimental to the best interests of the Staff Council.

ARTICLE X: AMENDMENTS

Section 1.

These bylaws may be repealed, altered, or amended at a regular meeting of the Council, provided that such repeal, alteration, or amendment is submitted to the Administrator for consideration one week prior to the time that such repeal, alteration, or amendment is proposed to a meeting of the Council.

Section 2.

As part of the Executive Officer review, any repeal, alteration, or amendment shall be referred to the Historian, which shall check it carefully for clarity of wording and the Parliamentarian, which shall check it carefully for compliance with current George Washington University policies.

Section 3.

At the next business meeting following consideration and approval by the Executive Officers, the repeal, alteration, or amendment shall be proposed to the Council, which shall decide by majority vote whether a resolution incorporating said repeal, alteration, or amendment shall be submitted to the Council for a vote at the following meeting.

Section 4.

At the following meeting, a two-thirds affirmative vote for the adoption of the resolution will cause the repeal, alteration, or amendment to become a part of these bylaws.

Section 5.

Amendments not approved by the Historian and Parliamentarian shall be proposed in the manner described in Sections 3, and 4 of this Article, but shall require a three-fourths vote for final adoption.

Section 6.

Appendices to this document may be amended at any time by the Historian with notice given to the Council at the next regularly scheduled meeting. Amendments to appendices can be overridden by a majority vote of the Council.

APPENDIX A.

The full list of representative groups is as follows:

Columbian College of Arts and Sciences

GW Information Technology (2)

School of Business

School of Engineering and Applied Sciences

School of Medicine and Health Sciences (2)

School of Nursing, College of Professional Studies

Elliott School of International Affairs

Graduate School of Education and Human Development

GW Libraries & Academic Innovation, GW Museums,

Milken Institute School of Public Health (2)

GW Law

Development and Alumni Relations

Division of Student Affairs

Enrollment and Student Success

VP Finance and Treasurer, VP Financial Planning and Operations, Controller

Safety and Facilities (2)

Office Of The President, Deputy Provost & Provost Immediate, Faculty Affairs, ODECE

Office of Communications and Marketing

Human Resources Management and Development

Athletics and Recreation

Office of the Vice President for Research, Institutes