

# **BYLAWS**

## **George Fox University**

### **Staff Development Association**

PURPOSE: To promote personal and professional growth for staff (as defined in Article I, Section 1. Classification) and to promote communication, fellowship and unity within the George Fox community.

#### **ARTICLE I**

##### **Membership**

Section 1. **Classification** All regular support staff as defined in the employee handbook of the University who are not employed on an annual contract.

#### **ARTICLE II**

##### **Benefits**

Section 1. **Voting** Each member is entitled to one vote.

Section 2. **Conference** In keeping with the purpose of the staff development association (SDA), a staff conference is held at least annually. All Newberg, Portland, and Salem staff members are entitled and expected to attend.

Section 3. **Luncheons** Staff lunches are held throughout the academic year to further the SDA purpose. All members are encouraged to attend. Members of the President's Cabinet, as well as emeritus staff, have a standing invitation to attend as well. Occasional guests (spouses, out-of-town visitors, etc.) may attend staff lunches. The Staff Development Association subsidizes the cost.

Section 4. **Professional Development Opportunity Fund** The Staff Development Committee has funds to subsidize the cost of attending seminars to improve or enhance job skills. Applications are available from the committee Chair.

Section 5. **Member Suggestions/Concerns** SDA members are encouraged to submit suggestions and concerns to the Staff Development Committee. All submissions will be discussed at SDC meetings and referred to an appropriate venue as needed. Any action or feedback will be presented to members of the Staff Development Association as deemed appropriate.

#### **ARTICLE III**

##### **Governing Body**

Section 1. **Staff Development Committee** The committee will consist of members numbering 10% of the Staff Development Association elected by the Staff Development Association up to a maximum of 12 voting members. At least one position must be reserved for representation of non-Newberg staff. The Director of Human Resources of the University will serve as a non-voting, ex-officio member.

1.1 Accountability The committee shall be accountable to the Staff Development Association and the University President's Cabinet. At the president's discretion, a representative from the president's office may attend SDC meetings.

1.2 Duties of the Staff Development Committee

- a. Attend regularly scheduled committee meetings
- b. Plan staff conferences
- c. Plan/schedule staff lunches and programs (guest speaker, entertainment, etc). Extended lunch programs can be scheduled occasionally. Work time missed while attending SDC activities need not be made up.
- d. Promote staff recognition and appreciation (including staff appreciation surprise and end-of-year social event)
- e. Other duties include, but are not limited to, decoration and maintenance of a University Christmas tree, Staff Representative to the Student Appeals Board, Spotlight on Staff articles for "The Colleague," Professional Development Opportunity Fund, Representative to the Safety Committee. Designation of individual SDC members responsible for the above duties takes place annually at the spring planning meeting.
- f. Listen and voice concerns and new ideas brought to the attention of the committee and report back to staff as appropriate.

1.3 Duties of the Ex-officio Member Serve as counselor and advisor to the Staff Development Committee regarding University traditions, practices, policies, etc.

Section 2. Length of Service Each member will serve a three year term. Members can be nominated for an additional three year term, after which they must rotate off for one year before serving additional terms.

Section 3. Officers. The committee officers are: Chair, Vice-Chair, Secretary and Treasurer. Officers will be elected on an annual basis by the Staff Development Committee at the spring planning meeting. A committee member is eligible to hold the office of Chair after serving one year. Term of office becomes effective at the end of the planning meeting. At this planning meeting, both incoming and departing members have voting privileges.

3.1 Duties of Officers

- a. Chair
  - Serve as main spokesperson for the staff
  - Chair all meetings
  - Give advance notice of all meetings and activities to committee members and the president's office
  - Facilitate formation of sub-committees
  - Sign purchase orders and check requests that disburse Staff Development funds

- b. Vice-Chair
  - Be prepared to perform any responsibilities of the Position of the Chair should the Chair be unable to complete his/her term of office
  - Assist the Chair as requested
- c. Secretary
  - Take the minutes at all SDC meetings
  - Distribute minutes to the committee and the president's office prior to next scheduled meeting of the SDC
  - Facilitate communication between SDC and SDA
- d. Treasurer
  - Maintain and keep accurate budget records
  - Provide budget reports as requested by the committee in absence of the Chair
  - In absence of the Chair, sign purchase orders and check requests that disburse Staff Development funds

## **ARTICLE IV**

### **Election Process**

#### Section 1. Nominations of Staff Development Committee Members

1.1 Three weeks prior to elections, the SDC will announce in writing to the SDA that nominations are being accepted. A list of staff eligible for nominations will be distributed at that time. All nominations must be submitted to the SDA at least one week before Election Day.

1.2 A SDA member must be employed 3/4 time or more at least nine months of the year and have been employed for 12 months to be eligible to serve on the Staff Development Committee.

1.3 Staff members considered for election must indicate their willingness to serve on the committee prior to their names being placed on the ballot.

#### Section 2. Elections

2.1 Elections will take place by campus mail during the month of April or at another time during spring semester that the SDC deems appropriate.

2.2 Elections are determined by popular vote. "Write-ins" will not be accepted. An appointed sub-committee of the SDC will count and certify the votes.

2.3 The Staff Development Committee will break any tie votes that may occur by a popular vote. \*

2.4 Filling unexpired terms When a committee member leaves George Fox, changes to an administrative position or is otherwise unable to complete his/her term, the Staff Development Committee will appoint a staff member to serve for the remainder of the term.

\*(This procedure is required for any Staff Development Association action needing to be voted upon, not just for election of SDC members.

## ARTICLE V

### Bylaws

#### Section 1. Revision or Additions to the Bylaws

1.1 Bylaw revisions or additions will be presented to the staff Development Committee (SDC) at the SDC monthly meeting.

1.2 Revisions or additions will be sent to all staff in written form through campus mail for review.

1.3 Staff questions, concerns or discussion regarding bylaw revisions or additions should be addressed in writing to any SDC member within one week of distribution of the bylaw revisions.

1.4 SDA will vote on proposed bylaw revisions or additions by ballot one week following distribution of the proposed revisions.

1.5 SDC has permission to make grammatical or aesthetic changes to the bylaws as long as the content is not disturbed.

Bylaws established January 1990

Revised May 1992, September 1997, November 2000, April 2005, April 2006, August 2010