



**Title: #III-5. Constitution and By-Laws of WVU Parkersburg Staff Assembly**

**Date: March 11, 2026** (replaces version dated April 20, 2018)

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## **CONSTITUTION**

We the staff of WVU Parkersburg, in order to enhance communication, facilitate input into decisions, encourage cooperation and coordination among campus organizations, foster improvement of working conditions, clarify a role in campus governance, and convey concerns through the State Advisory Council of Classified Employees to the West Virginia Higher Education Policy Commission, do ordain and establish this Constitution for the WVU Parkersburg Staff Assembly.

### **Article I**

All non-executive level staff of WVU Parkersburg, and all of its branch campuses, shall be members of the WVU Parkersburg Staff Assembly.

### **Article II**

All decision-making powers of Staff Assembly shall be vested in a Staff Council established in accordance with WV Code §18B-6-6, which shall consist of the following: a Chair and two representatives from each of the five sectors defined in WV Code §18B-6-6, an Advisory Council of Classified Employees representative (ex-officio, voting) elected in accordance with WV Code §18B-6-5, a Board of Governors representative (ex-officio, non-voting) elected in accordance with WV Code §18B-2A-1, a Vice-Chair, a Secretary, a Treasurer, and a Staff Council Liaison elected in accordance with the By-Laws of Staff Assembly, and the immediate past chair (ex-officio, non-voting).

### **Article III**

Staff Assembly shall meet every year in the Spring to generate discussion on staff concerns. At this meeting in every odd-numbered year, Staff Assembly shall take nominations for Staff Council Chair and Advisory Council of Classified Employees representative. At the Spring meeting of every even-numbered year, Staff Assembly shall take nominations for Board of Governors representative. Staff Assembly shall also meet every year in the Fall to receive a mid-year update of Staff Council activities and to generate discussion on staff concerns.

## BY-LAWS

### Article I - Staff Council

**Section 1.** Staff Council is designated as the formal decision-making body of the Staff Assembly. Staff Council shall (1) serve to discuss issues and concerns of staff and provide input into the college decision-making process via communication with the campus president, representation on committees and task forces, and through formal resolution; (2) strive to communicate appropriate staff concerns through the State Advisory Council of Classified Employees to the West Virginia Higher Education Policy Commission; (3) facilitate the communication process internally; (4) coordinate and promote fund-raising activities for the Employee Scholarship Fund and the Children of Classified Staff Scholarship Fund; (5) coordinate with the Professional Development Committee; and (6) coordinate various campus social and/or community events.

**Section 2.** Staff Council shall consist of the following: Elected by the Staff Assembly, a Chair and two representatives from each of the five sectors defined in WV Code §18B-6-6 (administrative/managerial, professional/nonteaching, paraprofessional, secretarial/clerical, and physical plant/maintenance); elected in accordance with WV Code §18B-6-5, an Advisory Council of Classified Employees representative (ex-officio, voting); elected in accordance with WV Code §18B-2A-1, a Board of Governors representative (ex-officio, non-voting); elected in accordance with Section II of the By-Laws of WVUP Staff Assembly, a Vice-Chair, a Secretary, a Treasurer, a Staff Council Liaison, and the immediate past chair (ex-officio, non-voting).

**Section 3.** The Staff Council representatives elected from the five sectors will be appointed by the Chair to be directly responsible to an identified group of staff. The representatives will be expected to communicate between Staff Council and their constituency.

**Section 4.** The elected representatives and the Advisory Council of Classified Employees representative constitute the voting members of Staff Council.

**Section 5.** Alternate Staff Council area representatives shall be the runners-up in the annual election. Staff Council members may ask the appropriate alternate to attend, as a voting member, any meeting of the Council which the elected representative is unable to attend.

**Section 6.** Staff Council officers and representatives will serve for a term of two years beginning on July 1 of odd numbered years, and may be re-elected to succeed themselves.

**Section 7.** Any representative who fails to attend two consecutive meetings or six nonconsecutive meetings in a single term shall be removed from the Council and replaced by an alternate.

**Section 8.** Should an area representative accept a position in another sector, then the position on Staff Council becomes vacant.

**Section 9.** Should vacancies occur, the offices should be filled in the following manner:

<b><u>Vacancy</u></b>	<b><u>Replacement</u></b>
Chair	Elected by Staff Assembly
Vice-Chair	Elected by Staff Council from Council membership
Secretary	Elected by Staff Council from Council membership
Treasurer	Elected by Staff Council from Council membership
ACCE Representative	Elected by Staff Assembly
Board of Governors Rep.	Elected by Staff Assembly
Area Representative	Alternate
Staff Council Liaison	Elected by Staff Council from Council membership

If a vacancy occurs in both the Chair and the Vice-Chair positions, then a Chair shall be chosen by Staff Assembly. If a vacancy occurs among area representatives, and if the alternate is unable or unwilling to assume office, then his/her name shall be stricken from the list of alternates and the replacement shall be nominated and affirmed by Staff Council.

**Section 10.** A member of Staff Council to be elected from within the Council membership will be a liaison to Student Government Association.

## **Article II - Officers**

**Section 1.** The officers of the Staff Council shall be a Chair, a Vice-Chair, a Secretary, a Treasurer, and a Staff Council Liaison.

**Section 2.** The term of office for each officer shall be two years beginning on July 1 of each odd-numbered year.

**Section 3.** The Chair shall:

- A. be elected by Staff Assembly;
- B. be the chief officer of the Staff Council, directing activities of the Council within campus policies and procedures;
- C. preside at all Staff Assembly and Staff Council meetings;
- D. convene all meetings of Staff Assembly and Staff Council;
- E. authorize all Staff Assembly and Staff Council purchases;

- F. appoint, upon the request of the campus president, and with Staff Council confirmation, staff representatives to campus-wide committees and other groups;
- G. represent college staff and attend meetings as requested by the campus president;
- H. have no vote in Staff Council except when it affects the results as permitted in Robert's Rules of Order;
- I. distribute copies of the Staff Council Constitution, By Laws, and Policies & Procedures to members of Staff Council;
- J. become an ex-officio non-voting member of Staff Council for one year following his/her term of office.
- K. be an ex-officio, non-voting member of all Staff Council committees;

**Section 4.** The Vice-Chair shall:

- A. be elected by Staff Council from the Council's elected membership;
- B. represent the Chair in his/her absence;
- C. assure that committees meet assigned obligations;
- D. serve as staff liaison to Faculty Senate;
- E. serve as parliamentarian at all meetings;
- F. assume other duties at the request of the Chair or the Council;
- G. perform the duties of a Staff Council representative.

**Section 5.** The Secretary shall:

- A. be elected by Staff Council from the Council's elected membership;
- B. keep the minutes of the proceedings of the Staff Council and Assembly;
- C. distribute copies of minutes to all Staff Council representatives and officers, (this can be done via electronic mail), and post minutes to the Staff Council website;
- D. notify all Council representatives and officers of meetings and distribute agendas;
- E. update all Staff Council minutes, meeting notices and other pertinent information on the Staff Assembly bulletin board;

- F. at the direction of the Staff Council Chair, keep Staff Council informed of upcoming deadlines and important dates regarding campus policies and/or Council obligations;
- G. perform the duties of a Staff Council representative.

**Section 6.** The Treasurer shall:

- A. be elected by Staff Council from the Council's elected membership;
- B. coordinate, along with the WVU at Parkersburg Foundation treasurer, the deposits and expenditures of all moneys for fundraisers and scholarships, and make a monthly report of transactions to Staff Council;
- C. maintain and secure any cash boxes, petty cash, checkbooks, and/or debit/credit cards;
- D. perform the duties of a Staff Council representative.

**Section 7.** The Staff Council Liaison shall:

- A. be elected by Staff Council from the Council's elected membership;
- B. coordinate with the Academic Affairs Administrative Associate to identify new employees;
- C. introduce new employees to Staff Council;
- D. perform the duties of a Staff Council representative.

**Article III - Meetings**

**Section 1.** Staff Assembly shall meet each year on or before the third Monday of the month of April. The purpose of this meeting will be to receive a mid-year update of Staff Council activities, generate discussion on staff concerns; and, in odd numbered years, to take nominations for Staff Council Chair and Advisory Council of Classified Employees representation; and, in even-numbered years, to take nominations for Board of Governors representative.

**Section 2.** Staff Assembly shall meet each year during the month of October. The purpose of this meeting will be to receive a mid-year update of Staff Council activities and to generate discussion on staff concerns.

**Section 3.** Staff Council shall meet monthly and at other times as called by the Chair. The Chair may reserve the right to postpone or cancel meetings as necessary.

**Section 4.** All meetings of Staff Assembly and Staff Council are open to all members of Staff Assembly.

**Section 5.** In meetings of Staff Assembly, the members present shall constitute a quorum. In meetings of Staff Council, a majority of the members of the council shall constitute a quorum.

#### **Article IV - Elections**

**Section 1.** Election of officers and representatives shall take place during college business hours on Monday, Tuesday and until noon Wednesday of the week following the April Staff Assembly meeting.

**Section 2.** All Staff Assembly members are eligible to vote in the election and make nominations for Chair, Advisory Council of Classified Staff Representative, and Board of Governors Representative, and to vote for all sector representatives.

**Section 3.** Nominations shall be accepted by the election committee during the five working days prior to the April meeting of Staff Assembly. Nominations may be submitted to the election committee either in person or via electronic mail. Nominations close one hour prior to the scheduled start of the Staff Assembly meeting.

**Section 4.** Nominations may also be made from the floor during the April meeting of Staff Assembly. Nominations from the floor will close as moved.

**Section 5.** Absentee balloting, off-campus balloting and after hours balloting will be provided as outlined in Staff Council Election Procedures.

**Section 6.** The vote required for election of the office of Chair shall be a majority of the members voting. If no nominee receives a majority, then a run-off election shall be held involving the two nominees with the highest number of votes. In the event of third tie vote in a runoff election, the election committee chair shall place the names in a ballot box and draw the winning nominee. The vote required for election of the other officers and representatives shall be a plurality of the members voting.

#### **Article V - Amendments**

**Section 1.** Amendments to the Constitution and By-Laws may be proposed by Staff Assembly members at any time.

**Section 2.** All proposed amendments shall be submitted to the Policy and Procedures Committee for review.

**Section 3.** All draft amendments shall be proposed to Staff Council for approval.

**Section 4.** Once approved, draft amendments shall be emailed to Staff Assembly no less than 1 week prior to the next Staff Assembly meeting for review. The draft amendments shall also be presented at that meeting.

**Section 5.** Draft amendments will be voted on during the Staff Assembly meeting. Absentee votes may be submitted to the Staff Council Chair prior to the Staff Assembly meeting.

**Section 6.** Draft amendments will become part of the Constitution and By-Laws after having been approved by a two-thirds majority of those voting on the amendment.

#### **Article VI - Committees**

**Section 1.** Existing committees and chairs will be appointed by Staff Council Chair with Staff Council confirmation. Additional committees shall be appointed at the request of Staff Council by Staff Council Chair with Staff Council confirmation.

**Section 2.** The election committee will consist of three staff members. At the February meeting, the election committee will be appointed by Staff Council Chair with Staff Council confirmation. The Election Committee will serve for a term of two years beginning March 1 of odd numbered years. While serving on the election committee a staff member will be ineligible to run for elected Staff Council office or area representative.

**Section 3.** The Policy and Procedures Committee shall consist of a minimum of 5 staff members. The Policy and Procedures Committee Chair will be appointed by Staff Council. Remaining members may volunteer, with any shortfalls being appointed by the Staff Council Chair. Members will serve a term of two years coinciding with the current Staff Council term. The Policy and Procedures Committee will be responsible for reviewing and updating existing Staff Council policies and procedures, as well as proposed amendments and other policy changes. The committee will be charged with creating new policies and procedures as needed and monitoring all policy and procedure compliance.

#### **Article VII - Parliamentary Authority**

In all matters not covered by the Constitution and By-Laws, the WVU Parkersburg Staff Assembly and Staff Council shall be governed by Robert's Rules of Order.