Washington University Danforth Staff Council Bylaws

I. Name

The name of the committee shall be the Danforth Staff Council (DSC).

II. Mission Statement

The mission of DSC is to serve and represent non-faculty and non-union Danforth staff members. DSC seeks to collaborate with the senior administration (Vice Chancellor level and above) and Human Resources to broaden and strengthen the lines of communication on matters that impact staff and to provide advice to the administration on policy decisions. DSC is not a bargaining committee, nor a grievance committee.

In support of this mission, DSC’s goals are to:

- Seek out the issues, interests, ideas, and participation of employees;
- Provide an effective two-way communication link between senior administration and Danforth staff members;
- Provide staff input into Washington University’s decision-making processes, especially those that directly affect staff;
- Develop proactive, progressive recommendations in collaboration with the senior administration, Human Resources, and the Staff Ombudsperson to bring about resolutions;
- Help foster a more open and positive environment throughout the University community;
- Create a greater sense of unity among and provide support for staff;
- Encourage social responsibility and service to the University and the surrounding community; and
- Develop activities which strive to continually improve communication and morale including social, educational, recreational, informational and community service events.

III. Membership

The Danforth Staff Council shall consist of up to 25 staff members from various levels from all schools and departments who represent the diversity of staff members across the Danforth campus.

The initial members of DSC shall include 15 members of the DSC Working Group, along with 10 members who shall submit nominations for participation and will be selected by a small group including leadership from the DSC Working Group and representatives from the administration. The 15 Working Group members will be named to one-year terms, while the 10 at-large members will be named to two-year terms. In subsequent years, members and interested applicants will submit nominations to the Nominating Committee and be approved by a vote of DSC.

Terms of Service:

Members will serve two-year terms and are limited to serving a total of three terms on DSC. After completion of each term of service, members may choose to nominate themselves for another term, and will be evaluated with all other applicants by the Nominating Committee.
Eligibility:

Any non-union WU staff member who meets the following criteria is eligible to serve on DSC:

- One year or more of regular full-time, non-union University service prior to the start of his/her term as a member;
- Currently employed and in good standing as a Danforth employee;
- Employees above the Assistant Vice Chancellor level are not eligible to be members of DSC.

Staff members who meet these requirements may nominate themselves to serve on DSC. A general announcement will be made regarding the application period and deadline.

Resignation from DSC:

Any member wishing to resign from DSC must submit their resignation in writing to the Chair. If a vacancy is created due to a resignation or other reason, a new member of DSC may be appointment from the existing pool of applicants by the Nominating Committee and DSC. If a member no longer meets the eligibility criteria, they must resign from DSC.

IV. Elected Officers and Committees

Officers will be elected by the membership of DSC and will serve two-year terms, beginning on January 1 and ending December 31. To ensure continuity, terms will be staggered. Elections will be conducted in December prior to even calendar years for Chair and Secretary. Elections will be conducted in December prior to odd calendar years for Co-Chair and Parliamentarian. Elected officers assume their duties during the first meeting of the following calendar year.

The elected officers of DSC are as follows:

Chair – The Chair is responsible for presiding at Council meetings and meetings of the Executive Committee.

Co-Chair – The Co-Chair shall chair the Council in the Chair's absence.

Secretary – The Secretary of the Council is responsible for the accuracy of the minutes for all council meetings. The Secretary shall maintain the roster of the Council members. The Secretary shall serve as chair of the Nominating Committee and shall be responsible for overseeing nominations and attendance.

Parliamentarian – The Parliamentarian is responsible for advising Council’s members on Robert's Rules of Order and acting to ensure meetings are carried out in an orderly manner. The individual will be responsible for ensuring that committees are formed as directed and that other actions follow proper procedures.

The Officers of DSC shall serve on the following committees.

**Executive Committee:** Chair and Co-Chair shall meet with the Executive Vice Chancellor for Administration and other senior university leaders as needed on important matters and ideas
submitted to the advisory council by staff members. Chairs will hold regularly scheduled staff forums and committee meetings monthly and work with each committee to address the various needs and requests proposed by staff.

Officers: Chair, Co-Chair, Secretary, Treasurer, Parliamentarian

**Bylaws Committee**: Shall be a standing committee that reviews DSC’s bylaws with the administration and recommends changes for consideration. Shall oversee implementation of and adherence to the bylaws. For the first two years, bylaws shall be reviewed annually. Thereafter, bylaws will be reviewed every three years.

Officers: Chair, Secretary, Elected Member from DSC

**Human Resources Committee**: Shall meet regularly with Human Resources managers to discuss the needs and concerns of staff and communicate to the advisory council the outcomes of those meetings. Shall be familiar with the Washington University employee handbook and the rights, privileges and responsibilities that pertain to all staff members. Shall be familiar with resources available to staff members.

Officers: Chair, Secretary, Elected Member from DSC

**Nominations Committee**: Responsible for soliciting and collecting nominations for new members of DSC. Nominations for new members shall be solicited from all Danforth staff. Interested applicants will submit their information to the Nominations Committee. The Nominations Committee shall sort and review all applications, work with HR to ensure applicant eligibility, and make selection recommendations to DSC, which will vote to accept or reject the committee’s recommendations. The committee shall report final selection results in an announcement to the staff, Human Resources, and the senior administration.

Officers: Chair, Secretary, Elected Member from DSC

**Communications Committee**: Responsible for creating and maintaining the staff advisory council's webpage/website and updating any DSC social media outlets. Also responsible for maintaining archives of DSC documents.

Officers: Chair, Secretary, Elected Member from DSC

**V. Meetings**

**Council Meetings:**

DSC will hold 90-minute meetings that will occur 8 times per year (no meetings in July and December, and no Council meetings during the months of the two open meetings, described below). The Chair will work with the Executive Vice Chancellor for Administration to set the agendas for each meeting, ensuring that time is given for committee updates, other presentations by DSC, and relevant presentations by the senior administration.

Committees of DSC will meet as necessary, apart from the general Council meetings.

12/4/2015
Open Meetings:

DSC shall hold an open meeting for Danforth staff members twice per year to allow for feedback and input from staff members at-large. Attendance at the public meetings by non-DSC members is voluntary. The meeting must fall within regularly scheduled work hours.

An agenda for this meeting will be posted on DSC’s website at least 2 business days prior to the event. Non-DSC staff members may submit a request to the Chair of DSC to present a topic of interest during the meeting.

Time spent attending DSC meetings, committee meetings, and open DSC meetings will be considered working time.