



Staff Council Bylaws

Originally approved: October 25, 2020

Update: September 12, 2022 and October 5, 2022

Update: October 3, 2025

Current version approved October 15, 2025

Rutgers School of Nursing Staff Council Bylaws

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ARTICLE I: NAME

The name of this body under these bylaws shall be the Rutgers School of Nursing Staff Council (the “Staff Council”).

ARTICLE II: PURPOSE

Section I.

The purpose of this Rutgers School of Nursing Staff Council is to serve as the official body advocating for the interests and needs of the School of Nursing staff. The Staff Council will provide a forum for raising, discussing, and making recommendations on current policies and procedures while also keeping staff members informed of issues and activities affecting them. In an effort to enhance the quality of the School of Nursing work environment, the Staff Council will promote understanding and cooperation by facilitating communication among staff, faculty, and all constituents affiliated with the School of Nursing. The Staff Council will also work to provide leadership and support to all members of the School of Nursing to enrich community spirit.

Staff Council goals include:

1. Provide a forum for the expression of ideas and concerns.
2. Encourage the enhancement of the work environment and work life of School of Nursing employees.
3. Foster staff involvement in School of Nursing matters.
4. Uphold and strengthen the mission of the School of Nursing.
5. Foster a sense of community among our diverse staff population.

Section II.

The above purpose shall be accomplished through communication, planned events, and Staff Council meetings.

Section III.

The Staff Council will cooperate with the Rutgers School of Nursing, Rutgers Health (formerly known as Rutgers Biomedical and Health Sciences), and Rutgers, The State University in all general efforts to aid the University and extend its influence.

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ARTICLE III: GENERAL MEMBERSHIP

Section I. Overview

All members shall be active Class 1 (full-time employees) staff members of Rutgers, The State University of New Jersey, School of Nursing who seek to build connections with colleagues and to collaborate in activities supporting the mission of the Staff Council.

Section II. Staff Council Composition

Staff Council will include *at least* eight members, not including the immediate past chair. Membership will represent all divisions, departments, offices, clinic(s) and center(s) of the School as follows:

- Academic and Clinical Programs: at least one representative
- School of Nursing Centers, including the FXB Center: at least one representative
- Administration and Student Services, such as IT services, the Department of Finance, and the Department of Marketing and Communications: At least four representatives.

The above members will represent all four of the campuses if representation is available:

- Newark, Ackerson Hall
- Rutgers Health, Newark, Stanley S. Bergen Building
- New Brunswick
- Blackwood Campus

It will be the role of the Marketing and Communications Committee to track representation, as described above.

Section III. Member Elections

The School of Nursing staff shall elect candidates to represent it on the Staff Council. Elected members shall be referred to as Staff Representatives.

The Marketing and Communications Committee shall reach out to all School of Nursing staff in the fall to notify them of Staff Council openings and ask for nominations. There will be a three-week period from the time the request is made to the final receipt of nominations for consideration, this 3-week period may be extended by no more than one week if agreed by the Executive Committee. A candidate may be nominated by a fellow School of Nursing staff member or may be self-nominated. Once the nomination is made, the nominated individual must accept the nomination before their name is added to the ballot. A slate of candidates will be prepared within 14 days of the nomination period.

The proposed slate shall be presented to all staff during the month of December. Vote will be electronic with those receiving the greatest number of votes considered successful. The Faculty and Staff Resources representative will announce the new officers to all staff via email by early January.

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Section IV. Term

A staff representative shall serve a term of two years and may not serve for more than two consecutive terms, unless they hold an office (i.e., Chair, Vice Chair or Secretary). No less than 40% of Staff Council members will be re-elected each year so that two-year terms are staggered.

Representatives, if unable to attend a Staff Council meeting, shall notify the secretary within 24 hours of the meeting. If staff representatives are not present at three consecutive Staff Council meetings, they shall be required to provide reasonable explanation to the Executive Committee. Upon completion of review, the Executive Committee in such cases may reserve the right to remove the staff representative by majority vote.

If elected staff representatives are not able to uphold the duties of Staff Council membership, the Executive Committee can issue a deciding vote to remove said member(s) from their position and hold a special Staff Council election for replacement. Majority vote must be established between Chair, Vice Chair, Secretary, Treasurer, and member(s) Committee Chair. In the event the member(s) in question is a committee chair, the final vote will be decided by the Senior Vice Dean-Administration and Student Services.

If a staff representative is unable to complete their term of office – whether they resigned or were removed – the Chair shall determine if the remaining membership still meets the conditions in Section II of these bylaws. Should the membership not meet the conditions in Section II, within ninety days of the date of the vacancy, the Marketing and Communications Committee shall present a replacement for approval by the Staff Council. Representatives appointed in such cases shall complete the term of the individual they are replacing and be eligible for re-election.

ARTICLE IV: STAFF COUNCIL OFFICERS

Staff Council shall be composed of a Chair, Vice Chair, Secretary, and an Immediate Past Chair.

Section I. Chairperson

The Chair of the Staff Council shall have served as the vice chair in the preceding one-year term. They will preside over all meetings of the Staff Council. The chair shall serve for a non-renewable term of one year.

The chair shall be responsible for facilitating/controlling regular meetings, coordinating and developing the agendas for these meetings with the vice chair. They shall also serve as liaison to the Senior Vice Dean-Administration and Student Services, both keeping the Senior Vice Dean informed regarding concerns of the Staff Council and seeking support and advice on behalf of the Council.

The chair shall not be required to lead a Staff Council committee, but shall be responsible for coordinating staff council leadership meetings to remain abreast of all ongoing committee and sub-committee initiatives.

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Section II. Vice Chair

The vice chair shall be nominated by the School of Nursing Staff Council and shall preside at meetings of the Staff Council in the chair's absence. The vice chair shall serve for a non-renewable term of one year and automatically succeed to the office of chair. Should the Chair be unable to complete their term, the Vice Chair will succeed as Chair.

Section III. Incomplete terms of Chair and Vice Chair

Chair. If the chair is unable to complete the term, the vice chair shall assume the office and remain in that office for the subsequent term. If neither the chair or vice chair are able to serve, Staff Council will hold a special election among its members at its next regularly scheduled meeting. The Bylaws Committee will be responsible for managing this process.

Vice Chair. A vacancy in the office of vice chair shall be filled through a special Staff Council election held at the next regularly scheduled meeting.

Section IV. Secretary

The secretary shall be elected by the School of Nursing Staff Council and will record the minutes of all meetings of the Staff Council, conduct correspondence, keep the records (including attendance) of the Staff Council, and work with the Chair to maintain the Staff Council website.

The secretary, shall:

- Notify the School of Nursing staff of each Staff Council meeting
- Solicit items for the agendas from School of Nursing staff for the Staff Council meetings, prepare the agendas for these meetings in consultation with the chair, and distribute the agendas prior to these meetings
- Determine whether a quorum is present and supervise voting and other administrative procedures at all meetings of the Staff Council. In the absence of the chair and vice chair, the secretary shall preside over meetings of the Staff Council

The secretary shall serve for a non-renewable term of two years. A vacancy in the office of secretary shall be filled through a special Staff Council election held at the next regularly scheduled meeting.

Section V. Treasurer

The treasurer shall be elected by the School of Nursing Staff Council and will manage the Staff Council's funds, maintain financial records and budget, and report on the Staff Council's financial status.

The treasurer, shall:

- Create and manage annual budgets
- Process all financial transactions in accordance with the Executive Committee
- Keep record of all expenses
- Provide financial updates to the Executive Committee
- Assist in modifications to budget proposals put forth to senior leadership

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Section VI. Vacancy

Where the role of Vice Chair or Secretary is vacant, the Bylaws Committee shall reach out to the Staff Council membership via email to notify them of open positions and to ask for nominations for consideration. There will be a two-week period from the time the request is made to the final receipt of nominations for consideration. The proposed slate shall be presented to Staff Council members at the next meeting. Candidates for Vice Chair or Secretary are elected by simple majority vote through in-person (during a meeting) or electronic (via email) voting.

Section VII. Immediate Past Chair

The immediate past chair will be filled by the outgoing chair of the Staff Council. They will serve as advisor to the chair, and may serve on the Executive Committee, at the pleasure of the Chair. The term of office for the immediate past chair is three to six months.

Section VIII. Ex-officio Members

The Senior Vice Dean-Administration and Student Services (or their representative) and the Assistant Dean for Faculty and Staff Resources (or their representative) shall serve as ex-officio, non-voting members of the Staff Council.

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ARTICLE V: EXECUTIVE COMMITTEE

Section I. Executive Committee Role and Membership

The Executive Committee shall represent the Staff Council and make decisions on behalf of the Staff Council between meetings. The Executive Board is comprised of the following positions:

- Chair
- Vice Chair
- Secretary
- Treasurer

The powers of the Executive Board include, to:

- Represent the Staff Council between meetings
- Meet with the Senior Vice Dean,-Administration and Student Affairs at least once every three months
- Provide strategic direction for the Council
- Provide leadership for all Council activities and endeavors

Section II. Endorsement of Executive Committee Decisions

Decisions made by the Executive Committee shall be referred to Staff Council for endorsement at their next regularly scheduled meeting or at a special meeting convened for that purpose, if the matter is urgent.

ARTICLE VI: MEETINGS

Section I. Regular Business Meetings

A regular business meeting of the entire Staff Council shall be held at least once every month during the academic year on a day/time agreed by Staff Council members.

Agenda items may be brought forth by Council members or staff members at the school.

Section II. Special Meetings

Special meetings of the Staff Council may be called by the chair, at the chair's discretion, or by written request to the chair by five of its members. Members shall be notified of special meetings at least seven days in advance of such meeting.

Section III. Quorum

A quorum of the Staff Council or a Staff Council committee or task force shall consist of a majority of its members.

Section IV. Annual Meeting/Staff Kickoff

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This Staff Council shall have an annual meeting, at minimum, to which all School of Nursing staff shall be invited, for the transaction of council business in accordance with these Bylaws. The time and place of this meeting and any other meetings shall be determined by the executive committee. The meeting may take place remotely.

This Staff Council shall have an annual Staff Kickoff event, taking place at a designated School of Nursing campus location, prior to the start of the new academic year. It is the responsibility of the Chair and Vice Chair to coordinate and execute the kickoff. Staff Council Committee Chairs and other members may be called upon for additional responsibilities to ensure a seamless event. The Staff Council Executive Committee and Committee Chairs will convene to present key takeaways and action plans to senior leadership.

ARTICLE VII: COMMITTEES AND TASK FORCES

Section I. Committees

Staff Council shall host and maintain the following standing committees:

Bylaws Committee. This committee will be responsible for the annual review of the Bylaws document, integrating edits as recommended by Staff Council, and the ongoing maintenance of this document. The Bylaws Committee is responsible for presenting their recommended edits to the full Staff Council for a vote and approval. The Bylaws committee shall also ensure that the Chair, Vice Chair, and Secretary roles are filled.

Community Development Committee. This committee will take the lead in planning, implementing and evaluating activities to encourage staff engagement and promote staff well-being. The committee's primary role will be to develop and implement novel or established opportunities for staff to establish meaningful connections and promote their health through School community activities.

Recognition Committee. This committee will develop ways to bring to light the meaningful contributions of staff at the School of Nursing that regularly demonstrate excellence beyond their regular accomplishments.

Marketing and Communications Committee. This committee will take the lead in advising the Chair on marketing of the Staff Council to ensure all staff at the School of Nursing are familiar with the Council and knows how to refer important issues to a member. They will also track Staff Council membership, develop a nominations calendar, and take the lead on the annual nominations process for the Council.

Section II. Committee Role, Membership, and Chair

Role. Staff Council committees shall gather information appropriate to their charge and shall forward their recommendations to Staff Council for presentation and vote, if appropriate. Committees may request that agenda items be placed on a Staff Council meeting agenda with the approval of the Chair.

Membership. Each standing committee shall consist of at least two Staff Council members. Other

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Staff Council and general staff may be added to a committee as needed. Standing Committee chairs must be Staff Council members and shall be identified by committee membership.

Chair. The role of the committee chairs is as follows:

- To convene meetings
- To facilitate meeting
- To identify committee members
- To take meeting notes, keeping members informed
- To report at regular monthly Staff Council meeting

Section III. Task Forces

Staff Council may create and dissolve — on an as needed, time-limited basis — task forces to research and make recommendations on specific topical issues.

A task force may be created by a simple majority vote of the Staff Council. Task Forces are expected to report to the Staff Council during routine meetings.

ARTICLE VIII: AMENDMENTS

Section I.

All proposed changes in the Bylaws shall be submitted in writing to the Bylaws Committee for discussion and then to the full Staff Council for approval.

Section II.

All bylaws changes must be passed by vote by two-thirds of the members of the Staff Council,

Section III.

All amendments shall take effect immediately.