By-Laws
College of Agriculture, Food and Natural Resources Staff Advisory Council

August 2015

Adopted: October, 1986
Amended:

July 1990  July 1997  July 2003
June 1994  July 2001  July 2013
March 1995  July 2002  August 2015

The Staff Advisory Council of the College of Agriculture, Food and Natural Resources at the University of Missouri was organized in October 1986 to collectively consider matters of mutual interest and to serve as an information medium and liaison for employees and administrative officers on such matters as may be referred to the Staff Council, as the Staff Council initiates, or as Staff of the College of Agriculture, Food and Natural Resources requests.

The Council’s primary goals are to provide a voice for the staff of CAFNR and their concerns as well as offer guidance, recognition of accomplishments, support for enhancement, and events to act as appreciation for general staff duties.

I. Membership

A. The Council shall consist of representatives from the various Divisions in CAFNR. Any permanent CAFNR, non-faculty employee (75% FTE or more) as listed in the Business Policy and Procedure Manual is eligible to join the Staff Council.

1. Divisions in CAFNR are:
   a. Administration
   b. Ag Experiment Station
   c. Animal Sciences
   d. Applied Social Sciences
   e. Biochemistry
   f. Farms and Centers
   g. Food Science and Bioengineering
   h. Plant Sciences
   i. School of Natural Resources

B. Council members shall serve a two-year term beginning in July. Only two consecutive two-year terms may be served. A member must then wait one year before regaining eligibility for Council membership. A member’s opportunities and
responsibilities in his/her second term shall be identical to those of a first year member.

C. In the event that a mid-term vacancy occurs on the Council, this vacancy shall be filled by the individual vacating that position selecting alternate replacement.

D. If a Division is unable or unwilling after due effort to provide representatives to the Council, those spots may be filled by other interested individuals in other Divisions. The council should have no less than 12 active members.

II. Executive Committee

The Executive Committee shall consist of a Chair, Secretary/Communications Officer and the Fiscal Officer.

Duties of the Executive Committee of the Council include, but are not limited to:

A. Chair – To be elected from the pool of current staff council members by the entire staff of the College of Agriculture, Food and Natural Resources via an email election. Any current member of staff council is eligible for the position of Chair, but may choose not to run for the position. The Chair shall serve for a one-year term but consecutive terms may be served if elected by the CAFNR Staff. No more than two consecutive one-year terms shall be served.

1. Preside at all Council and Executive Committee meetings
2. Prepare an agenda for each regular and/or special meeting at least 72 hours prior to the meeting
3. Coordinate with Council to solicit and compile staff suggestions and concerns
4. Serve as spokesperson for the Council
5. Ensure communication directly with the Dean at a minimum of once each quarter
6. Prepare and submit annual budget to James Hundle for approval
7. Work with the fiscal officer to prepare and submit event budgets to James Hundle 90 days prior to the event for approval
8. The membership of the council is at the ultimate discretion of the Chair and Dean. Should someone leave council and not provide a replacement or need to be removed from council, the Chair and Dean shall decide how to proceed.
9. The outgoing Chair shall send out a call for new membership every June 1.

B. Communications Officer – To be appointed by the current staff council members.

1. Take attendance at all council meetings.
2. Record and prepare minutes of all Council meetings and send them out to Council members for review prior to posting on the staff council website within 72 hours of the meeting.
3. Work with the CAFNR Communications Office to keep council website up to date and publicize council activities, awards and events

C. Fiscal Officer – This person shall be appointed by the Dean as a permanent member from the CAFNR Business Service Office to maintain fiscal responsibility
for all council activities, but is not a voting member. The fiscal officer shall be selected from CAFNR Business Offices on a rotating basis.

1. Keep Council account in balance with special account maintained in CAFNR Business Services
2. Report current account balance and encumbrances at each Council meeting.

III. Activities

A. New Staff Welcome and Orientation:

1. Collect information and present it on Council website including the Staff Council bylaws, meeting minutes, brochure, links to CAFNR services, and contact information for Council members, CAFNR news stories and procedures for reporting grievances.
2. Welcome new full-time staff members with an email from the Staff Council consisting of a welcome message and Council brochure
3. Inform the appropriate Council representative of new employee so that the new employee receives a personal welcome and introduction from their representative

B. Recognition and Development:

1. Coordinate staff recognition award nominations and selection procedures (see attached standard operating procedure for award nominations and procedure details)
2. Distribute and promote staff recognition awards
3. Determine the award amounts and award winners of monthly Above and Beyond
4. Coordinate staff development application process
5. Update call for proposals as needed to clarify rules and procedure for staff development awards
6. Verify that award expenses are allowable and allocable as per Fiscal Officer
7. Select and inform award winners within two weeks of application receipt
8. Coordinate with Fiscal Officer to ensure development winners spend award money appropriately

IV. Orientation

An orientation for all incoming council members will be held by the CAFNR Staff Advisory Council before the August meeting. Any current member may attend and/or assist with the orientation. This meeting serves to familiarize the incoming members with the purpose, scope and activities of the Council. All should receive a current copy of the bylaws, a list of current Council Members, a copy of Council’s yearly calendar, copies of End-of-Year Committee and Council reports from the previous year’s Council and be informed of the responsibilities of the committees and offices of the Council.
V. Volunteers

Often the council requires additional assistance to perform its duties, for example: assistance setting up and cleaning up events. If such a need arises, the Council chair shall send out a call for volunteers to the general staff. Such volunteers shall be duly compensated for their assistance to show appropriate appreciation, such as a gift from the CAFNR store.

VI. Meetings

The council shall meet monthly to discuss council activities. The agenda for each meeting shall be developed by the Chair and distributed to the council by email 72 hours prior to the meeting by the Chair of the council. Meetings shall be held in an accessible location and are open to all CAFNR Staff to attend, although they must join the council in order to be a voting member.

VII. Acceptance

These bylaws may be changed annually at the direction of the Council with revisions emailed at least one week in advance of meeting where a vote is taken.

A quorum of 2/3 Council members is needed for a passing vote.