

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

March 2023

Adopted: October 1986

Amended: March 2023

July 1990	March 1995	July 2001	November 2008
July 1991	July 1997	July 2002	July 2013
July 1992	July 1998	July 2003	August 2015
June 1994	December 1999	July 2004	October 2021
			March 2023

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 main goals are to provide a voice for the staff of CAFNR and their concerns and to 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-academic 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. CAFNR Administration
 - b. Ag Experiment Station, including Farms and Centers
 - c. Animal Sciences
 - d. Applied Social Sciences
 - e. Biochemistry
 - f. Food, Nutrition and Exercise Science
 - g. Plant Science & Technology
 - h. School of Natural Resources
- B. Council members shall serve for a two-year term beginning in July. Members are expected to attend monthly meetings and participate in activities and events.
- C. If a mid-term vacancy occurs on the Council, this vacancy shall be filled by the individual vacating that position nominating their replacement. If a nomination is not provided, the vacant position will be filled at the Council's discretion.

- 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 shall have a minimum of four members and should make every effort to have **no less** than 10 active members.
- E. The council membership is at the discretion of the co-Chairs and Dean. Should someone need to be removed from council, the co-Chairs, in consultation with the Executive Committee and Dean, shall decide how to proceed.

II. Executive Committee

The Executive Committee shall consist of two co-Chairs, the Communications Officer, the Fiscal Officer, and a former chair serving in an ex-officio capacity.

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

- A. Co-Chairs – To be elected from a pool of nominees made up of current staff council members by a vote of the entire council. Council members may self-nominate. Chair election should be held in the spring, but no later than June 30. Any current staff council member is eligible for the position of Chair but may choose not to run for it. The co-Chairs shall serve two-year terms on a staggered basis, with terms beginning on July 1. Consecutive terms may be served. No more than two consecutive two-year terms shall be served. In the event of extenuating circumstances, an emergency vote of the current council can be called to bypass the above.
 - 1. Preside over all Council and Executive Committee meetings.
 - 2. Prepare an agenda for each regular and/or special meetings prior to the meeting.
 - 3. Coordinate with Council to solicit and compile staff suggestions and concerns,
 - 4. Serve as spokespersons for the Council by participating and/or presenting at any CAFNR faculty and staff meetings as requested.
 - 5. Ensure communication directly with the Dean at a minimum of once each quarter.
 - 6. Share annual budget with CAFNR business office as requested.
 - 7. The senior co-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. Record and prepare minutes of all Council meetings and send them out to Council members for review prior to posting.
 - 2. Coordinate and manage Council social media accounts, following Mizzou policy.
 - 3. Work with the CAFNR Communications Office to keep the council website up to date.
 - 4. Publicize council activities, awards and events by email, social media, and/or file sharing service.

- C. Fiscal Officer – To be appointed by the current staff council members. This person shall serve as the liaison between the Council and the CAFNR Business Service Office to maintain fiscal responsibility for all council activities.
 - 1. Prepare and submit the annual budget to the Council for approval.
 - 2. Prepare event budgets and review with the Council.
 - 3. Keep the Council account in balance with a special account maintained in CAFNR Business Services.
 - 4. 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 the Council website including the Staff Council bylaws and contact information for Council members.
- 2. Welcome new full-time staff members with an email from the Staff Council. The welcome message should include an introduction to the incoming staff member's Council rep, if applicable.

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. Solicit nominations and determine the winners of the Above and Beyond award.
- 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.
- 7. Select and inform award winners within two weeks of application receipt.
- 8. 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 at the new members' first meeting. This meeting familiarizes the incoming members with the Council's purpose, scope, and activities. All should receive a current copy of the bylaws, a list of current Council Members, and be informed of the responsibilities of the committees and offices of the Council.

V. Volunteers

Often the council requires additional assistance with performing its duties, for example: assistance in 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.

VI. Meetings

The council shall meet monthly to discuss council activities. The agenda for each meeting shall be developed by the co-Chairs and distributed to the council by email. Meetings shall be held in an accessible location.

VII. Acceptance

These bylaws may be changed as needed at the Council's discretion with revisions emailed at least one week before a meeting where a vote is taken. A quorum of 2/3 Council members is needed for a passing vote.