Oxford Staff Organization Bylaws

Amended February 2016

Section 1  Authorization and Purpose

The Oxford Staff Organization is authorized by the dean of the college as an organization through which employees of the college can educate themselves and participate responsibly and meaningfully in the administrations’ direction of the college community. While the Organization is not a decision-making body in regard to college policy, it can provide information and ideas to those in decision making positions. It shall seek to represent an employee perspective to the administration. The organization shall support that perspective for the betterment of the college community and foster closer working relationships between staff, faculty, students and community.

The Oxford Staff Organization (OSO) brings together all campus staff on a regular basis for the purpose of:

- Giving voice to staff members of Oxford College with Oxford faculty, the Oxford Dean and Dean’s Council, the greater Oxford/Covington community, and the greater Emory community
- Enhancing communication between the administration and staff at all organizational levels regarding university policies, practices and programs (across departments)
- Insuring the dissemination of pertinent information to all Oxford staff
- Providing peer support for all Oxford staff members
- Fostering closer working relationships between the organizational areas and groups of employees at Oxford by endorsing and promoting community-building programs and activities
- Welcoming new staff members and acquainting them with the greater Oxford community
- Promoting professional development opportunities
- Support the principle of equal opportunity based upon the principle of Affirmative Action
- Reporting on matters related to the University Employee Council and University Senate

Section 2  Membership

General membership of the OSO includes all staff members. Membership on committees is on a voluntary basis. All staff members are encouraged to serve on a committee.

The OSO Executive Board Member positions will include:

- OSO Chair
- OSO Chair-Elect
- OSO Treasurer
- OSO Representative to Oxford College Building and Grounds Committee
- Oxford Representative to the University Employee Council
- The Manager of Human Resources
- Social Outreach Chair
• Service Outreach Chair
• Fundraising Chair

Should an OSO elected Executive Board member vacate their position mid-year, the OSO Executive Board will coordinate a special election to fill that position. If an OSO elected Executive Board member temporarily leaves the college on Long Term Leave or FMLA, the OSO Executive Board will appoint someone to fulfill the duties of that position in the interim.

Section 3 Terms of Office

• Chair: The term of the Chair is one year.
• Chair-Elect: The term of the Chair-elect is one year. The Chair-Elect takes minutes at all Executive Board meetings and General Body meetings as well as assists the Chair in preparation for the position of Chair the following year.
• Treasurer: The term of the Treasurer is one year, which may be repeated for up to one additional term.
• Representative to Oxford College Building and Grounds Committee: The term of Representative is one year, which may be repeated for up to one additional term.
• Oxford Representative to the University Employee Council: The term of the Employee Council Representative is two years
• Committee Chairs (Social, Service, & Fundraising): The term of Committee Chairs is one year, which may be repeated for up to one additional term.

Section 4 Duties of Executive Board Members and Elections

Duties:

All elected OSO Executive Board members will take over their duties as of June 1.

• The Chair is responsible for scheduling and facilitating OSO and Executive Board meetings, providing meeting agendas, and for holding elections of new OSO leadership. As appropriate, the Chair represents the interests of the staff on matters of administrative policy to the Dean.
• The Chair-Elect takes meeting minutes at Executive Board meetings and general OSO meetings and assumes the Chair’s duties when such person is unable to do so during these meetings. The Chair-Elect updates the OSO website as needed.
• The Treasurer tracks expenditures, helps the Executive Board submit a budget proposal each year and orders food for OSO general meetings as needed.
• The Representative to Oxford College Building and Grounds Committee attends meetings of the Building and Grounds Committee and reports to OSO on issues and progress of the committee.
• The Oxford Representative to the University Employee Council attends monthly University Employee Council meetings and reports to OSO on issues and progress of the Council.
- **The Human Resources Manager** works with the OSO Executive Board to provide OSO meeting programming. The HR Manager informs OSO on matters of professional development, personnel policy and work performance.

- **Committee Chairs** call meetings outside the regular OSO monthly meetings to carry out the duties of the committee. Committee Chairs report on the business of their committees at the Executive Board and OSO meetings.

  - **Social Outreach Committee Chair**
    - Plan seasonal activities
    - Organize Summer Lunch Bunch
    - Assemble welcome baskets for new staff, which will include information about the OSO, the staff handbook and other appropriate items.
    - Facilitate recognizing employee birthdays and carrying out a recognition event
    - Other duties as determined or developed by the committee

  - **Service Outreach Committee Chair**
    - Organize community service projects for Oxford staff
    - Serve as liaison with Emory staff volunteer program to insure Oxford's participation
    - Assist Chair-Elect with OSO website maintenance
    - Other duties as determined or developed by the committee
    - Organize the nomination and awarding of the Friends of Oxford Award

  - **Fundraising Committee Chair**
    - Assist Social Outreach Committee with the fundraiser for the Oxford Chaplaincy Fund
    - Assist Social Outreach Committee with the fundraiser for the Flower Fund
    - Raise awareness and funds for the OSO Fund and establish philanthropy for the year
    - Other duties as determined or developed by the committee

**Elections**

Elected positions on the OSO Executive Board include:

- OSO Chair
- OSO Chair-Elect
- OSO Treasurer
- OSO Representative to Oxford College Building and Grounds Committee
- Social Outreach Chair
- Service Outreach Chair
- Fundraising Chair

The elected positions are nominated and voted on by the OSO body. Nominations will take place in March, voting will take place in April, and the newly elected OSO Executive Board members will be announced at the May OSO meeting. Nomination forms should be submitted prior April 1. Nominees
will have until the end of March to receive management approval and submit background descriptions, if they so desire. Elections will be coordinated by the OSO Chair, Chair-Elect and the Dean of the College.

**Appointed Positions**

Appointed positions on the OSO Executive Board include (to be appointed by the Dean):

- Oxford Representative to the University Employee Council

**By-Law Amendments**

During the April elections the OSO membership will have the opportunity to submit any bylaw amendments.

**Section 5 Meetings**

Meetings are held once a month. No meetings will be held in January, June, and July.

The Executive Board: The Executive Board meets once per month prior to the general OSO meetings to discuss issues pertaining to the OSO and plan future initiatives, events and meeting schedules.

**Section 6 Distribution of official meeting minutes**

Official minutes and committee reports by the Executive Board shall be distributed via web site posting for all OSO members to access.