Staff Welfare Committee Charter

The Staff Welfare Committee (SWC) shall exist to contribute to the greater success of the Saint Martin’s University community by promoting a positive and supportive work environment. As a constituent organization, along with the Faculty Welfare Committee, Faculty Senate, and the Associated Students of Saint Martin’s University, the Staff Welfare Committee shall operate as a recognized part of the University governance system, providing a forum for open communication and ongoing dialogue among staff, faculty, the Chief Human Resource Officer and the President’s Executive Cabinet. The Staff Welfare Committee shall be a consultative and deliberative body with authority to make recommendations on all matters which have a significant bearing on the working environment of the staff. The Staff Welfare Committee, through its elected representatives, will serve as a nominating body for staff appointments to administrative committees, and for other task forces and search committees as requested.

Staff Welfare Committee Mission

The mission of the Staff Welfare Committee (SWC) is to actively listen, communicate and recognize staff needs based on a foundation of the University’s four core themes: faith, reason, service and community. The Committee ensures staff is deeply connected to the range of University issues contributing to the success of Saint Martin's University while supporting and enhancing the growth, welfare, and best interests of staff through productive leadership. The Committee does so by promoting active participation, open dialogue, and collaboration between staff, faculty and University leadership.

Staff Welfare Committee Bylaws

Objectives:
1. Providing a bridge of understanding, support and guidance between the staff and other university constituents.
2. Honoring staff member efforts and achievements.
3. Making positive differences in staff member lives by focusing on working conditions, pay, benefits, and equity.
4. Representing staff, as good faith communicators for staff matters when collaborating with other university committees.
5. Providing a safe, open forum through various avenues (e-mail, phone, or in person) for discussion of staff-related issues or concerns.
6. Exploring and proposing opportunities for staff personal and professional development.

Membership
1. SWC Board Eligibility: All full-time staff employees, up to and including director level, who have been employed for at least one year.

2. Board Composition: Eleven board members constitute the Staff Welfare Committee. The elected members are not necessarily from each University department or division. Members are elected at large, the ideal being that there will be broad representation from departments. Membership will include both exempt and non-exempt employees.

3. Terms of Service: Members serve a two-year term of service. One additional term may be served as determined through election.
   - Executive board (Chair, Vice Chair, and Secretary) serve a two year term of service. Consecutive terms for executive members may occur when reelected.
   - General members will serve a two year term of service. General members may be re-elected once by majority vote during general election to serve additional term.
   - Staff Welfare Committee service term begins September 1, coinciding with the start of the University’s school year.
   - Ideally, terms are staggered so that at least one-half of the members are elected each year.

Elections

1. An annual election to fill a vacancy will normally be held in the summer at the Staff Appreciation Luncheon.

   Nomination Process: Notification will go out to all staff. Each staff member will have the opportunity to nominate themselves or another individual to be a candidate for the board and names forwarded to the SWC.

   Once the SWC receives nomination names, each candidate will be vetted for eligibility by the Office of Human Resources. If the candidate is found to be eligible, the candidate will be contacted to determine willingness to serve on the Board.

   Candidates for nomination will be placed on an electronic election form by the SWC.

2. Executive board (Chair, Co-Chair and Secretary) are nominated by the committee members and elected by simple majority. They will be elected to a two-year term that may be renewed once. They may serve on the executive board for a maximum of four years. This period of time extends beyond the regular term limits for the SWC.

3. Vacancies of general members that occur midterm will be filled once a year in February. To fill a midterm vacancy, nominations will be requested from all staff. From those nominations, Staff Welfare Committee members will elect the replacement member(s) to serve out the remaining term of that board position. If the quorum is severely impacted or the work of the committee is compromised due to excessive vacancies, positions may be filled during regular SWC meetings by simple majority.

Executive Board Duties

Chair: The Chair is the primary liaison between the University leadership and the staff. In addition to being the primary spokesperson and facilitator for the Staff Welfare Committee, the Chair will also:
1. Preside over all meetings.
3. Set priorities for the Staff Welfare Committee for items to accomplish during the school year.
4. Schedule and send timely notification for monthly committee meetings.
5. Oversee and facilitate annual staff events.
6. Appoint sub-committees and ad hoc committees as recommended by the committee.
7. Monitor meeting attendance, maintaining committee membership in accordance to the by-laws.
8. Review committee-approved minutes before they are posted to the webpage.
9. Coordinate with Faculty Welfare on co-issues such as pay and benefits.

Vice Chair: The Vice Chair will:

1. Perform the duties of the Chair in their absence.
2. Assist with the duties of the Chair wherever possible.
3. Be the Point of Contact regarding requests for staff development.

Secretary: The Secretary records and posts the deliberations of the monthly meetings, as well as:

1. Presents minutes to the Committee for approval by email before meetings.
2. Posts approved minutes to the SWC Public Drive.
3. Assists with maintaining and updating the SWC website.
4. Assists with preparation of all correspondence.

General Board Member Duties: Service on SWC and committee work will constitute part of the member’s regular work assignment. All members are responsible for the following:

1. Attend monthly Staff Welfare Meetings. Three absences may result in dismissal from the committee as decided by a vote of the committee.
2. Members are encouraged to contribute to the work of the Committee through service on ad hoc committees. Members are encouraged to attend University Updates, Staff Appreciation Luncheon, and other staff- and campus-wide engagements.

Meeting Procedures, Agenda, and Voting

Staff members may attend SWC meeting in a non-voting capacity. Meeting procedures shall be conducted according to the principles of Robert’s Rules of Order. The usual order of business shall be (but shall not be limited to) the following:

- Approval of the minutes from the previous meeting
- Individual and committee/subcommittee reports
- Unfinished (old) business
The SWC Chair, or the Vice Chair in the Chair’s absence, shall set the agenda for meetings. Motions and resolutions may only be introduced by Board members. The agenda shall include the time and place of meetings, the order of business, copies of minutes from the previous meeting and copies of any substantive resolutions. The agenda will be made available to SWC members and to all staff. Voting on motions and resolutions regarding issues brought before the SWC committee shall be by voice, show of hands or electronically. No proxy votes will be permitted. A quorum shall be formed by a simple majority (51%) for all meetings. The SWC shall not conduct business without a quorum. The Chair will vote as a tie-breaker when needed.

**Information Exchange/Communication**

The SWC Chair shall communicate with staff and University leadership regularly. The SWC will notify all staff electronically (e.g. SWC webpage) regarding important announcements, past minutes and upcoming schedule of its regular meetings and other information. The Staff Welfare Committee will solicit input and feedback via yearly surveys to staff, hold forums and provide recommendations to University leadership.

**Amendments to by-laws**

An *ad hoc* committee of Board members shall be charged with the revision of SWC by-laws. Proposals to amend by-laws may come from any member of the SWC. Proposed amended Bylaws will be presented to all benefit-eligible staff employees for approval based on a simple majority of participating voters.