Staff Welfare Committee  
By-Laws

I. Mission Statement

The mission of the Flagler College Staff Welfare Committee is to act as a liaison between staff and the President serving as a bridge for communication on all issues dealing with staff policy, benefits, welfare, and goals. In every deliberation of the Committee, primary consideration will be given to proper methods of communication and implementation strategies to assist both the staff and administration while supporting the Flagler College Mission Statement.

II. Membership

A. One person from each of the departments listed for a two - year appointment. The maximum number of representatives will be 15 including 2 at-large members.

B. Eligibility

1. Group A: President’s Office, Academic Affairs, Audio-Visual Services, Career Planning, Education Department (non-faculty), Auditorium Technical Director, and Youth Ministries Director.
2. Group B: Admissions Office, Financial Aid Office and Registrar’s Office
3. Group C: Student Services, Counseling Services, Health Services
4. Group D: Business Services, Mail Room and Student Accounts
5. Group E: College Relations, Public Information, Marketing Communications, Director of Forums, Manager of Flagler’s Legacy, Manager of Radio Station
6. Group F: Security
7. Group G: Maintenance and Housekeeping
8. Group H: Library, Technology Services, Chancellor’s Office, Office of Disability Services
9. Group I: Institutional Advancement
10. Group J: Athletics

C. Selection process

i. Group Members:
All Flagler College staff will have the opportunity to serve as a Group Representative. In the November of a Representative’s second year of service, an e-mail will be sent to their group asking for nominations and/or volunteers. A ballot will then be sent from the Office of Human Resources. The votes will also be counted and reported by the Office of Human Resources. The employee
with the most votes within each group will serve as the representative, and the second person will serve as the alternate. This voting process will take place at the beginning of December.

ii. Member(s) At-Large
All Flagler College staff will have the opportunity to serve as an At-Large member. A general e-mail will be sent campus wide to nominates or recommend people. The top two people with the most nominations will be elected as At-Large members. This process will take place in December.

D. Removal of Person(s) from SWC
If a person misses two meetings per year without prior notification to the Chair, they must be replaced with their alternate. If promoted to the President’s Cabinet, or if they choose to step down, another person must be chosen within that area.

III. Responsibilities of Staff Welfare Committee Members
A. Department Representative – Will serve a two-year term to uphold the mission statement of the Staff Welfare Committee with full voting rights. Consecutive representation is acceptable, if no new representative can be found.
B. At-Large – Will serve a one-year term to uphold the mission statement of the Staff Welfare Committee, but will not be able to vote.

IV. Officers of SWC
A. Election of officers
   i. Chairperson – Majority Vote
   ii. Vice Chairperson – Majority Vote
B. Term of Office – One - year appointment
C. Responsibilities of officers
   i. Chairperson – to facilitate the meeting and act as spokesperson with College Administration
   ii. Vice Chairperson – to record minutes of each meeting.

V. Meetings
A. Frequency
   Meetings will be held at on the first Thursday of each month.
B. Quorum and voting
   Quorum of five
C. Making recommendations to the President
   The chairperson will make all recommendations to the President and be responsible for sharing feedback to the committee.
D. Minutes of the meetings
   The Vice Chairperson will be responsible for writing the minutes and distributing them to the committee members. Furthermore, each
committee member may further distribute the minutes to members of their department(s).

VI. Committees of the Staff Welfare Committee
   A. Standing committees
      Appointed as needed
   B. Special committees, ad hoc committee, or task force
      Appointed as needed
   C. Appointment of committees –
      Chairperson may appoint members to committees as needed
   D. Reports of Committees
      Minutes will be distributed after each meeting

VII. Procedures for amending bylaws or guidelines
    Revisions will be accepted and made by a quorum of the members.