

**Little Big Horn College
Constitution
Staff Council**

PREAMBLE:

Whereas the ultimate authority in the governance of Little Big Horn College is vested in the Board of Trustees under the Crow Tribal Council, we the staff of Little Big Horn College, do hereby establish a Staff Council to facilitate communication and cooperation, and to promote improvement of education among the general staff, the President of the College and the Dean of Administration, Dean of Student Services and Chief Finance Officer.

STAFF COUNCIL

BY-LAWS

Article I

Name and Location of Organization

Section 1: Name

The name of the organized group shall be "Staff Council" and also referred to as the Council or Alaxxua'hche.

Section 2: Location

The Staff Council is Located at Little Big Horn College, 1 Forestry Lane, and P. O. Box 370, Crow Agency, MT 59022.

ARTICLE II

Statement of Purpose, and Mission

Section 1 – Purpose Staff Council is an organization of the staff of Little Big Horn College, formed for the purpose of recognizing, promoting and maintaining the highest standards of work in higher education. It also provides an active means of interaction and communication between Administration, the Board of Trustees and the Staff itself.

Section 2 – Mission Statement The objectives and goals of the Staff Council are to reach a high academic social order for its members by providing support, development enhancement for each Staff/Participant to successfully carry out duties/responsibilities in a safe and healthy environment and to achieve high job performance for possible promotions.

ARTICLE V OFFICERS

Section 1 - Responsibilities and Duties of the Committee The business and affairs of the Staff Council shall be managed by the elected Officers. The Officers may establish such policies it deems proper, not inconsistent with these By-laws, or Little Big Horn College Policies/ Procedures and The Articles of the College Charter. In addition to their collective responsibilities, Officers are expected to assume area's of responsibility as determined by the officers (financial over sight, membership planning and monitoring, etc.)

Section 2 - Election The election of the four Officers (President, Vice President, Secretary, and Treasurer) shall take place at the annual meeting, on written ballot, active (voting) members may vote. The candidate(s) with the majority votes will be elected to the available position. A support (non-voting) will be appointed at that time. Candidate may apply or be nominated

Section 3 - Number of Terms The officers shall consist of 4 elected to one-year term. Officers may be elected for as many as three consecutive terms.

Section 4 - Eligibility of Office To be eligible for election to the Staff council Officers, candidates must be in agreement with and support of the Council and Little Big Horn College mission and philosophy. Candidates must be in good standing and are not on 90-day work probation.

Section 5 - Removal from Office Officer Removal from office shall be by majority vote of the membership at a special meeting call for that purpose.

Section 6 - Vacancies for Officers Vacancies on the officers may be filled from among the voting membership by vote of the remaining Officers for the duration of the vacant time.

Section 7 - Notice and Meeting The Officers and Committee members, with Dean of Student or TRIO representative present shall make decisions by the Robert Rule of Order. The Officers decide and minute the time and place for holding regularly scheduled meetings. The officers shall meet a minimum of twelve times per year. A written agenda will be posted in the student lounge (through out the college bulletins) and announce through the Intercom.

Section 8 - Quorum See Article IV, Section 4

Section 9 - Voting Method The officers shall make decisions by consensus. In an event that consensus cannot be reached on a resolution majority vote is required to depart from consensus.

ARTICLES VI

Responsibilities and Duties of the Officers

Section 1 - President The President of the Committee is responsible for the facilitation of meetings and oversight of other functions

Section 2 - Vice President The Vice- President of the Committee is responsible for the monitoring of the Society's goals and objectives.

Section 3 - Secretary The Secretary of the Committee is responsible for maintaining the records of membership, minutes of meetings and other documentation.

Section 4 - Treasurer The Treasurer of the Committee is responsible for Oversight of the Society's financial transaction and record-keeping.

Section 5 - Support Representative The Support Representative will be a mediator for Support (non-voting) members.

ARTICLE VII

Fiscal Management

Section 1 - Fiscal Year The fiscal year shall begin September 1st and end August 30th of each year.

Section 2 - Loans and Indebtedness No loans or other forms of indebtedness shall be contracted on behalf of the Council unless authorized by a resolution of the Council and approved by the President, and the Dean of Students Affairs.

Section 3 - Deposits and Expenditures All financial transactions shall be made through the Council checking account. Checks and other expenditures shall require not less than two signatures from among those signatories designated by the Council and the Dean of Student Affairs.

Section 4 - Books and Records The Council shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its member and shall keep a record giving the names and addressed of all active (voting and supporting (non-voting) members.

Section 5 - Dues Membership dues, and the manner of payment of dues, may be established, altered, or repealed by resolution of the Committee.

ARTICLE X

The names and addresses of the persons who shall serve as Officers until the first annual meeting of members or until their successors shall have been elected and qualified, and the Advisors are as follows:

President

William (Bill) Old Crow, Financial Aid Officer

Vice President

Deborah Yarlott, TRiO Student Support Director

Secretary

Melodee Reed, TRiO Student Support Service Admin. Asst

Treasurer

Rachel, Pretty On Top, Financial Aid Director

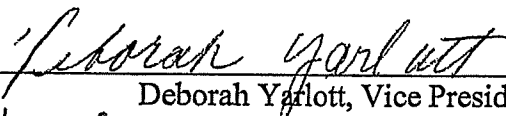
Support Representative

Lorri Not Afraid,

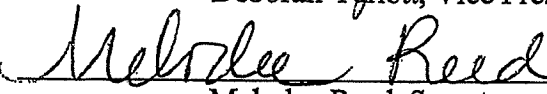
Signature of Officers



William Old Crow, President



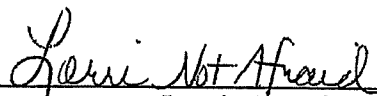
Deborah Yarlott, Vice President



Melodee Reed, Secretary



Rachel Pretty On Top, Treasurer



Lorri Not Afraid