

By-Laws

Tarleton State University Staff Council

Adopted May 1995

Amended August 13, 1997; May 16, 2000; April 5, 2001; June 15, 2001; April 4, 2002;
March 19, 2009

ARTICLE I. ELECTION OF COUNCIL MEMBERSHIP

Elected members of the Council shall be full-time staff employed during the 24 month period immediately preceding the election, below the level of vice president or equivalent. Each represented category as defined in the Constitution shall elect one representative for every 20 employees (excluding academic department heads) to serve as representatives.

Number of representatives for each category shall be rounded to the nearest whole number.

The Election Committee will be chaired by the Past President, with members at large nominated by the Past President and approved by the Council. The Election Committee will determine how many new representatives should be elected in each category for the following year and will check the membership term lengths before Council elections to ensure sufficiently even rotations each year. The committee will prepare ballots for each category, which will consist of a list of all staff members eligible to be a representative for that category. Voters may vote for as many representatives as there are open positions in their category.

ARTICLE II. COUNCIL MEETINGS

The Council will establish a regular time and meeting dates for Council meetings.

Meetings of the Council shall be open to Tarleton State University employees. Certain issues may be discussed by the Council in closed session at the discretion of Council President.

The President of the Council may call and/or cancel a meeting at any time he/she deems advisable, provided that at least one day's notice is given.

ARTICLE III. COUNCIL OFFICERS

Section 1. Elections

At the May general meeting prior to election each year, the new President of Staff Council will be elected for the upcoming year. Elections for the positions of President-Elect, Secretary, Treasurer and Parliamentarian of the Council shall be held in June each year at the scheduled meeting of the Council. Nominations shall be taken from the floor of the Council for each position.

A simple majority vote of the Council is required for election.

Section 2. General Duties.

All officers representing an occupational category shall:

- A. Attend all Executive Committee Meetings
- B. Accept committee responsibilities as assigned by the President and the Executive Committee.
- C. Assist in developing the Council's general budget.
- D. Act as resource persons for the Staff.
- E. Provide vision and direction for the Council.
- F. Carry out voting responsibilities.
- G. Maintain, evaluate, and revise as needed the Council's strategic plan.

Section 3. Specific Duties

- A. President. The President shall preside over all meetings of the Council and Executive Committee. The President shall have the authority to appoint committees and their chairpersons, and shall be an ex-officio member of all committees. In addition, the President or his/her designee may be required to represent the Council on Tarleton committees, such as the Calendar Committee and Academic Council. The President should submit a summary of each of the committees' activities to the university president and vice presidents. The report may include an evaluation of the committee's effectiveness and how well the Council and committee worked together.
- B. President-Elect. The President-Elect shall represent the Council in the absence of the President, and perform other duties customary to the office.
- C. Past President. The Past President shall serve as chairperson of the Election Committee. If the Past President has not served his/her full term as a Staff Council representative, the Past President shall enjoy all rights and privileges (i.e., voting) as an elected representative while serving in his/her capacity. If the Past President has fulfilled his/her full term as an elected representative on Staff council, he/she will serve as an ex-officio member only and will not represent an occupational category.
- D. Secretary. The Secretary shall record the minutes of all Council meetings, prepare and distribute council agendas, prepare and distribute minutes, maintain the archives and history of the council. In addition, the Secretary shall keep records of attendance at Council meetings and notify the President of absences as specified in Article IV, Section 4 of the Constitution.
- E. Treasurer. The Treasurer shall keep the financial records and complete all of the responsibilities customary to this office.
- F. Parliamentarian. The Parliamentarian shall acquaint himself/herself with parliamentary procedure. He/she shall advise, when requested, the President upon matters concerning parliamentary procedure. In his/her absence the President shall ask another member to act in this position. The parliamentarian is an elected representative of the Council; therefore, he/she is entitled to participate in Council discussions and vote on issues brought before the Council. The Parliamentarian shall serve on the Election Committee.

ARTICLE IV. COUNCIL COMMITTEES

Section 1. Executive Committee

The Executive Committee shall meet in advance of each stated meeting of the Council to provide the members of the Council with a written agenda at least one week before each stated meeting.

The Executive Committee works with each Council Committee to establish a set of specific guidelines which clearly define the interactions between the Council and the committee. In the absence of the President and President-Elect, the Executive Committee shall designate a temporary Chair.

Section 2. Standing and Special Committees

The Council shall create such Standing and Special committees as it deems necessary to address any topic pertinent to the work of the committee.

Section 3. Creation of Council Committees

Committees may be created by:

- A. order of the President of the Council,
- B. order of the Council at large,
- C. upon written petition to the President of the Council signed by at least twenty members of the staff.

Section 4. Authority of Council Committees

Council Committees shall:

- A. have the power of originating proposals in their area of responsibility.
- B. hold open meetings to explore campus opinion, in considering proposals referred to them by the Council.

Section 5. Membership on Council Committees

All members of the university community, including faculty, administrators, staff, and students of the university shall be eligible to serve on Council committees, provided that the chair of each committee shall be a member of the Council.

All committee chairs shall be employees in good standing with the university and shall be employed at Tarleton State University during the term of their office.

Section 6. Meetings

All committee meetings shall be open unless otherwise ordered by the Council. The time and place of any open meeting of a committee shall be adequately published at least three days before the meeting is to occur. A meeting of a committee may be called by a petition signed by twenty or more members of the staff.

Employee-of-the-Month Committee will meet in closed session each month as the information discussed and action taken is confidential.

Section 7. Reports

All reports of committees shall be presented to the Council in writing and may also be presented orally if desired by the committee or requested by the Council. All standing committees shall present an annual report to the Council as well as such other reports as the committee shall desire to present or shall be requested to present by the Council.

ARTICLE V. RATIFICATION, AMENDMENTS, BY-LAWS

Section 1. The Council shall be the sole judge of its own rules and By-Laws.

Section 2. Ratification or amendment of the By-Laws shall be accomplished upon the approving vote of two-thirds majority of the members of the Council.

These By-Laws were amended by the members of the Staff Council on the 13th day of August, 1997. In witness thereof:

Cary Strohmeyer,
Tarleton State University

These By-Laws were amended by the members of the Staff Council on the 16th day of May, 2000. In witness thereof:
Mary Ann Westbrook, President

These By-Laws were amended by the members of the Staff Council on the 5th day of April, 2001. In witness thereof:
Andrea Trinque, President

These By-Laws were amended by the members of the Staff Council on the 15th day of June, 2001. In witness thereof:
Donna Strohmeyer, President

The members of the staff Council amended these By-Laws on the 4th day of April 2002. In witness thereof:
Donna Strohmeyer, President

The members of the staff Council amended these By-Laws on the 19th day of March 2009. In witness thereof:
Angie Nimmo, President