

Staff Council Constitution

Adopted May 1995. Amended on August 4, 1997; May 16, 2000; March 19, 2009

ARTICLE I. NAME

Tarleton State University Staff Council

ARTICLE II. PURPOSE AND RESPONSIBILITY

Section 1. Purpose of the Council

The Council shall represent the staff of Tarleton State University in all matters of general interest to staff employees including matters raised by Council representatives, Council committees, and by the president of the university, and through petition, by any full-time and any part-time staff employee. The Council is the principal means of communication between the staff and the administration of the university. The Council shall be empowered to act for and on behalf of the staff and shall express the opinion of the staff on all matters laid before the Council.

Section 2. Responsibilities and Objectives

The Council shall:

- A. develop and maintain communication channels for interchange between itself and staff members, faculty, student body, the university administrative staff and the university president.
- B. recommend staff members to serve on university committees. Such members will be appointed by the university president.
- C. prepare and submit to the university president an annual summary of all activities and reports. In addition, the Council shall prepare and submit to the university president proposals and position papers on staff concerns as determined by a majority of the Council.
- D. prepare and submit reports as requested by the university president.
- E. provide a forum for members to discuss common problems and concerns and to share information.
- F. formulate, coordinate and recommend enhancements and priorities on behalf of its constituents.
- G. formulate, monitor and review recommendations on professional development programs that affect members of the university staff.

ARTICLE III. ORGANIZATIONAL STRUCTURE

The Council shall report independently to the university president or through the vice president appointed by the university president. The appointed vice president will serve in an advisory capacity to the Council.

ARTICLE IV. COMPOSITION OF THE COUNCIL

Section 1. Membership and Represented Categories

Elected members of the Council shall be full-time staff below the level of vice president or equivalent. Each occupational category as defined below will be represented.

Categories for representation shall largely be based on occupational categories. Occupational categories of employees for election to the Council are as follows:

EEO #1 Executive/Administrative/Managerial

EEO #3 Professional Non-Faculty

EEO #4 Clerical and Secretarial

EEO #5 Technical and Paraprofessional

EEO #6 Skilled Crafts

EEO #7 Service Maintenance

Other categories to be represented may be designated by a two-thirds vote of the members of Council and approval by the university president.

Section 2. Eligibility

To be elected, a staff member must have a minimum of two years full-time continuous employment at Tarleton. Exceptions to this policy may occur if a new category is added, as described in Article IV, Section 1. The employment criterion may be waived by a two-thirds vote of the Council for a period of two years after designation of the new category.

An individual may not serve two successive full terms of office.

An employee who has scheduled/announced retirement before his/her term will have been completed will not be considered eligible for membership.

Section 3. Election

Election of members to the Council shall be held during May. Each full-time staff employee shall be entitled to vote for candidates in their represented category, which are described in Article IV, Section 1.

The Election Committee shall oversee the election of new representatives. Those who receive the most votes in their category will become the new representatives. The elected members shall assume office in June during the regular scheduled meeting of the Council.

Section 4. Attendance and Removal from Office

Any representative whose absence causes a represented category to be underrepresented for three regular or special called meetings of the Council during the year shall automatically be removed. A new representative will be elected by his/her represented category within 30 days and will take office immediately. A representative who is absent for three council meetings but has provided representation for his/her category shall not be removed, but will be contacted by the council president to ascertain the problem. If it is determined that the representative will be unable to attend future council meetings, the president, with concurrence of the Executive Committee, may suggest that the represented category elect a new representative within 30 days

who will take office immediately. Notification of voting results will be made to the staff members of the representative's category.

A representative's term of office may be terminated and a new representative elected at any time by a majority vote of all eligible category members. A vote to terminate a current representative and elect a new representative may be initiated by a written petition signed by at least 50 percent of the eligible staff in a represented category.

Section 5. Term of Office

Elected members of the Council shall hold office for three calendar years with the following exceptions:

1. If a representative assumes duties in a position in the university which terminates employment within the category he/she is elected to represent, the representative may continue to serve until the next general election in May.
2. When a representative submits his/her resignation from the university.
3. When a representative begins a leave of absence of more than two months.
4. When a representative submits to the President of the Council his/her resignation from the Council.
5. If elected to the office of President of the Council, a representative's term of office shall be extended beyond three years if needed to fulfill his/her duties as Past President.

If for any reason a representative is terminated, an election for that category is to be held within 30 days to elect a new representative to complete the unexpired term, and the new representative shall take office immediately.

ARTICLE V. OPERATION OF THE COUNCIL

Section 1. Meetings

The Council will hold a regularly scheduled meeting each month. Time and place will be determined by the Council membership.

Quorum: The presence of a majority of the representatives of the Council shall constitute a quorum for the transaction of all business of the Council.

Open 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.

Section 2. Parliamentary Authority

All Executive Committee and Council meetings shall be conducted according to the procedures specified in the most recent edition of Robert's Rules of Order.

Section 3. Officers

The officers of the Council shall be President, President-Elect, Past President, Secretary, Treasurer, and Parliamentarian. All of the officers shall be elected by the Council membership in the manner described in the By-Laws.

Section 4. Responsibilities and Terms of Office

A. **President.** The President will serve a one-year term of office and shall be the executive officer of the Council and its Executive Committee. The President shall perform the duties customary to the office and such additional duties as directed by the Executive Committee.

B. **President-Elect.** The President-Elect serves a one-year term of office and handles specific administrative projects for the Council. The President-Elect shall succeed the President of the Council upon the death or resignation of the President. The President-Elect shall also perform the duties of the President in the absence and/or incapacity of the President.

C. **Past President.** The Past President shall serve as the chair of the Elections Committee and in an advisory role to the President and President-Elect of the Council and will serve a one-year term of office.

D. **Secretary.** The Secretary shall record the minutes of the Council and Executive Committee meetings, as well as other duties customary to the office. The Secretary will serve a one-year term of office and is eligible for re-election to the office.

E. **Treasurer.** The Treasurer shall keep the financial and membership records of the Council. The Treasurer will serve a one-year term of office and is eligible for re-election to the office.

F. **Parliamentarian.** The Parliamentarian shall advise, when requested, the President upon matters concerning parliamentary procedure. The Parliamentarian serves a one-year term of office and is eligible for re-election to the office.

ARTICLE VI. COUNCIL COMMITTEES

Section 1. Executive Committee

The President, President-Elect, Past President, Secretary, Treasurer, and Parliamentarian shall constitute the Executive Committee.

The President of the Council shall serve as Chair of the Executive Committee. The Committee shall meet upon call of the Chair, upon request of the president of the university, or upon written request of three members of the Council.

The Executive Committee shall:

- A. be charged with the preparation of an agenda for each meeting of the Council.
- B. oversee and provide direction for Council Committees.
- C. call meetings of the Council when deemed necessary.
- D. perform duties customary to the committee.

Section 2. Standing and Special Committees

The Staff Council shall create such Standing and Special committees as it deems necessary.

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. The chair of a Standing Committee may request that the Council replace members for non-performance of committee duties.

Standing Committees shall be appointed at the first meeting of the Council in June of each year, unless created by the Council action at a later date, and shall serve until the end of the election year. Special committees shall serve until their final report is presented to the Council or until dismissed by the Council.

Section 3. Quorum

A quorum for any Council committee shall be a simple majority of the members of the committee.

Section 4. Subcommittees

The committees may appoint subcommittees without restriction, but all reports submitted to the Council shall be adopted by a majority of the parent committee. The minority of a committee shall have the right to present to the Council a minority report at the time the majority report is presented.

ARTICLE VII. RATIFICATION, AMENDMENTS, AND BY-LAWS

Section 1. Ratification

The ratification and adoption of this Constitution shall be accomplished upon the approving vote of two-thirds majority of the members of the staff voting in a general election called for the purpose.

Following ratification and adoption by the staff, this Constitution shall be submitted to the President of Tarleton State University and shall enter into force upon his/her approval.

Section 2. Amendments

The Council shall by two-thirds vote recommend to the staff proposed amendments to this Constitution. Such amendments shall take effect upon approval by three-fourths of the votes cast by the staff voting in a general election called for the purpose and upon approval by the president of the university. Amendments proposed by petition containing signatures of forty percent of the staff shall become effective upon approval by two-thirds of the votes cast by the staff, and upon approval by the president of the university. The Council shall provide each staff member with a copy of proposed amendments at least thirty days before the vote.

Section 3. By-Laws

By-Laws consistent with this Constitution shall be established and amended by a two-thirds vote of the Council.

This Constitution was amended by the staff of Tarleton State University on the fourth day of August, 1997. In witness thereof:

Donna Savage, President

Vickie Swam, Secretary/Treasurer

This Constitution was amended by the staff of Tarleton State University on the sixteenth day of May, 2000. In witness thereof:

Mary Ann Westbrook, President

This Constitution was amended by the staff of Tarleton State University on the nineteenth day of March, 2009. In witness thereof:

Angie Nimmo, President
