

By-Laws Tarleton State University Staff Council

Adopted September 2017

Amended August 13, 1997; May 16, 2000; April 5, 2001; June 15, 2001; April 4, 2002;
March 19, 2009; June 4, 2012; December 18, 2014; March 24, 2016; August 24, 2017; September
28, 2017

ARTICLE I. STAFF COUNCIL MEMBERSHIP

Section 1. Eligibility

Elected members of the Council shall be full-time staff, below the level of vice president or equivalent, employed during the 12-month period immediately preceding the election as a Staff Council member. Staff employees must be in good standing with the University to serve as Staff Council members.

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 2. Elections

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.

Prior to elections a poll will be distributed allowing interested staff members to self-nominate, thereby expressing an interest and willingness to serve as a representative of Staff Council for their category.

The Staff Council President will appoint a Staff Council member, usually the Past President, to prepare a ballot/survey for the election of Staff Council members. The ballot/survey will be reviewed and approved by the Executive Committee prior to elections. The Executive 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 Staff Council elections to ensure sufficiently even rotations each year. A ballot/survey will be prepared for distribution for each category, consisting of a list of all staff members who have expressed an interest and willingness eligible to be a representative for that category. Voters may vote for as many representatives as there are open positions in their category.

Elections for new members will take place in the spring and the new members will assume their representative duties at the beginning of the school year.

Elections to replace a member outside of the normal election period will normally occur within 30 days of notification of the vacancy. The replacement member will assume Staff Council responsibilities immediately upon election.

Section 3. General Duties

Staff Council members are expected to:

- Attend all regularly scheduled Staff Council meetings. If a member cannot attend a scheduled meeting, they should arrange for another staff member within their EEO to represent them for that meeting. Failure to attend scheduled meetings as noted in the Staff Council Constitution will result in removal from office.
- Bring staff issues and concerns to the Staff Council for discussion and action.
- Communicate information on Staff Council activities to their constituents.

ARTICLE II. STAFF COUNCIL MEETINGS

Section 1. Meeting Times and Attendees

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

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

The President of Staff 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.

Section 2. Parliamentary Authority

All Staff Council meetings shall be conducted according to the procedures specified in the most recent edition of Robert's Rules of Order and any special rules of order the Staff Council may adopt.

ARTICLE III. STAFF COUNCIL OFFICERS

Section 1. Elections

At the first general Staff Council meeting following the election of general members the elections for the upcoming year's officers will be conducted. Nominations shall be taken from the floor of the Council for each position. The President-Elect from the previous year will succeed the current Staff Council President.

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

If a Staff Council officer position becomes vacant during the year, a special election will be conducted no later than the first scheduled Staff Council meeting following the vacancy of the office.

Section 2. General Duties.

All Staff Council officers shall:

- Attend all Executive Committee Meetings
- Accept committee responsibilities as assigned by the President and the Executive Committee.
- Assist in developing the Council's general budget.
- Provide vision and direction for the Council.
- Carry out voting responsibilities.
- Maintain, evaluate, and revise as needed the Council's strategic plan.

Section 3. Specific Duties

President

The President shall preside over all meetings of Staff Council and the Executive Committee. The President shall have the authority to appoint Staff Council committees and their chairpersons, and shall be an ex-officio member of those committees. In addition, the President or his/her designee may be required to represent Staff Council on University committees, such as the Calendar Committee and Academic Council. The President should submit a summary of each of the Staff Council committees' activities.

President-Elect

The President-Elect shall perform specific administrative projects for the Staff Council as assigned by the President. The President-Elect shall also perform the duties of the President in the absence or incapacity of the President.

Past President

The Past President acts in an advisory role to the President and President-Elect and performs other duties as assigned by the Staff Council President. Additionally, the Past President shall advise the President upon matters concerning parliamentary procedure. 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.

Secretary

The Secretary shall record the minutes of all Staff Council meetings, prepare and distribute agendas and 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.

Treasurer

The Treasurer shall keep the financial records and complete all of the responsibilities customary to this office.

ARTICLE IV. COUNCIL COMMITTEES

Section 1. Executive Committee

The Executive Committee shall meet in advance of each stated meeting of the Staff Council to provide the members of the Council with a written agenda normally 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.

Committees may be created by:

- Order of the President of the Council,
- Order of the Council at large,
- Upon written petition to the President of the Council signed by at least twenty members of the staff.

Section 3. Authority of Staff Council Committees

Staff Council Committees shall:

- Have the power of originating proposals in their area of responsibility.
- Hold open meetings to explore campus opinion, in considering proposals referred to them by the Staff Council or members of the University.

Section 4. 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. It is preferred that committee chair positions be held by members of Staff Council, although any staff member may serve as the committee chair provided approval is received from the Staff Council prior to assuming in the position.

Section 5. Meetings

All committee meetings shall be open unless otherwise ordered by the Executive Committee. 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.

Section 7. Reports

All reports of committees shall be presented to Staff 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.

Section 8. Committee Budgets

The Executive Committee will allocate the Staff Council budget as necessary to support efforts of standing and special committees. Prior to the expenditure of funds, the standing or special committee chair will submit the proposed expenditure to the Executive Committee for approval.

ARTICLE V. BUDGET and APPROPRIATIONS

Section 1. Funding

Funds are provided by the Vice President of Finance and Administration for the sole purpose of operating Staff Council. The Executive Committee has the responsibility and authority to determine how the funds will be utilized to best support the mission of Staff Council.

Additional sources of funds, such as fund raisers and donations, may be made available to Staff Council. The funds raised will be designated by the Executive Committee for use as specified by the source of the funds. For example money raised through a Staff Council sponsored activity advertised for scholarships, will only be used for scholarships.

Section 2. Approval of Expenditures

The Executive Committee shall have the sole authority to approve expenditures of funds available to Staff Council. At the discretion of the Executive Committee, expenditures may be brought to the entire Staff Council for approval by a simple majority of members present at the meeting.

RATIFICATION, AMENDMENTS, BY-LAWS

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

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

The members of the Staff Council amended these By-Laws on the 4th day of June 2012. In witness thereof:

Alana Hefner, President

The members of the Staff Council amended these By-Laws on the 18th day of December, 2014. In witness thereof:

Ben Kunze, President

The members of the Staff Council amended these By-Laws on the 24th day of March, 2016.
In witness thereof:

Becky Gray, President

The members of the Staff Council amended these By-Laws on the 24th day of August, 2017.
In witness thereof:

Kurt Mogonye, President

The members of the Staff Council amended these By-Laws on the 28th day of September, 2017.
In witness thereof:

Ashley Barns, President
