

Staff Council Constitution

Adopted May 1995

ARTICLE I. NAME

The name of this organization shall be the Tarleton State University Staff Council

ARTICLE II. PURPOSE AND RESPONSIBILITY

Section 1. Purpose of the Staff Council

The Staff Council (Council) shall represent the staff of Tarleton State University in all matters of general interest to staff employees including matters raised by Staff Council representatives, Staff Council committees, and by the president of the university, and through petition, by any full-time and any part-time staff employee.

The Staff 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 Staff Council.

Section 2. Responsibilities and Objectives

The Council shall:

- Provide an additional channel of communication for staff with administration and faculty
- Provide opportunities for leadership and professional development for University staff members
- Address concerns of the general staff population and seek improvement of staff work environment, conditions, and processes
- Refer issues and inform the University administration on items that are of interest or relevant to staff members
- Increase the sense of identity, recognition, and worth of each staff member in their relationship to the University
- Continue to improve the delivery of services to the University staff
- Advance the mission and strategic goals of the University

ARTICLE III. ORGANIZATIONAL STRUCTURE

The Staff Council shall report independently to the university president or through the vice president appointed by the university president.

ARTICLE IV. COMPOSITION OF THE COUNCIL

Section 1. Membership and Represented Categories

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

- 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 Staff Council and approval by the university president.

Section 2. Eligibility

To be elected, a staff member must have a minimum of 6 months of full-time continuous employment in a budgeted staff position at Tarleton. Exceptions to this requirement 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 Staff Council for a period of two years after designation of the new category.

Section 3. Election

Election of members to the Staff Council shall be held annually. Each full-time staff employee shall be entitled to vote for the candidates in their respective category, described in Article IV, Section 1.

Those who receive the most votes in their category will become the new representatives. The elected members shall assume office at the beginning of the new academic year.

Section 4. Attendance and Removal from Office

Any representative with three unexcused absences or who becomes unavailable to attend future meetings will be replaced by Staff Council President.

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. A representative may be removed from office and a new representative may be elected for the remaining term by a majority vote of all eligible category members.

Section 5. Term of Office

Elected members of the Staff Council serve for three academic years except as noted in the Staff Council By-Laws.

If for any reason a representative's term is terminated, an election for that category will be held to elect a new representative to complete the unexpired term.

ARTICLE V. OPERATION OF THE COUNCIL

Section 1. Meetings

The Staff Council will hold a regularly scheduled meeting each month. Time and place will be provided to staff employees prior to the meeting.

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

Section 2. Staff Council Year

The Staff Council year will coincide with the University's academic year.

Section 3. Officers

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

The Parliamentarian is appointed by the Staff Council President with the approval of the elected officers.

Section 4. Terms of Office

President - The President will serve a one-year term of office.

President-Elect - The President-Elect serves a one-year term of office.

Past President - The Past President serves a one-year term of office.

Secretary - The Secretary will serve a one-year term of office and is eligible for re-election to the office.

Treasurer - The Treasurer will serve a one-year term of office and is eligible for re-election to the office.

Parliamentarian - The Parliamentarian is appointed for a one-year term of office and is eligible for re-appointment to the office.

ARTICLE VI. COUNCIL COMMITTEES

The Staff Council shall create such Standing and Special committees, as it deems necessary, with the exception of the Executive Committee.

An Executive Committee will be a permanent standing committee composed of the current Staff Council President, President-Elect, Past President, Secretary, and Treasurer.

- The Executive Committee shall:
- Prepare and approve an agenda for each meeting of the Staff Council.
- Oversee and provide direction for Staff Council committees.
- Call meetings of the Council when deemed necessary.
- Perform duties customary to the committee.

All members of the university community, including faculty, administrators, staff, and students of the university shall be eligible to serve on Council committees

Standing Committees shall be appointed at the first meeting of the Staff Council 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 Staff Council or until dismissed by the Staff Council.

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 their approval.

Section 2. Amendments

The Staff Council shall by two-thirds vote recommend to the staff proposed amendments to this Constitution. Such amendments shall take effect upon approval by two-thirds 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 Staff 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.

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.

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

In witness thereof: Donna Savage, President and 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

This Constitution was amended by the staff of Tarleton State University on the fourth day of June, 2012.

In witness thereof: Alana Hefner, President

This Constitution was amended by the staff of Tarleton State University on the eighteenth day of December, 2014.

In witness thereof: Ben Kunze, President

This Constitution was amended by the Staff Council of Tarleton State University on the twenty-fourth day of March, 2016.

In witness thereof: Becky Gray, President

This Constitution was amended by the Staff Council of Tarleton State University on the twenty-eighth day of June, 2018.

In witness thereof: Ashley Barns, President
