

Sul Ross State University Rio Grande College

RGC Staff Council Bylaws

Article I Name of Organization

The name of the organization shall be the Sul Ross State University Rio Grande College Staff Council, hereinafter referred to as RGC Staff Council.

Article II Mission Statement

- A. Develop, maintain, and promote an atmosphere of cooperation among full-and part-time regular staff across all departments and locations of RGC;
- B. Provide staff with a positive and collective voice in RGC matters that pertain to them;
- C. Provide a forum for staff to openly discuss matters that relate to and affect RGC; and
- D. Serve as an advisory board to the RGC Associate Provost/Dean and the SRSU President regarding staff interests and concerns.

Article III Membership

Section I. Eligibility

All benefits-eligible, non-faculty RGC employees who have been employed at RGC for at least six months shall be eligible for membership on the RGC Staff Council. Those not eligible for membership include work/study students, student workers, vice presidents, provosts, faculty chairs, and deans.

Section 2. Staff Council Representation

- A. The RGC Staff Council shall be comprised of eight full-time, benefits-eligible staff members. Representatives will be elected by all eligible staff members and will consist of two staff members from the Del Rio site, two staff members from the Eagle Pass site, two members from the Uvalde site, and two elected At-Large.
- B. One alternate from Del Rio, one alternate from Eagle Pass, and one alternate from Uvalde will also be elected by the next highest vote count to fill an unexpired term should a representative from his or her site become unable to serve for any reason. The alternate shall serve the remainder of the term as an RGC Staff Council representative. Alternates may attend, but are not required to attend, all meetings. Alternates may not vote.
- C. No more than two directors shall serve on the RGC Staff Council at any one time.

Section 3. Initial Representation

The three current Staff Council representatives in place when the RGC Staff Council separated in March 2015 from the Sul Ross State University Staff Council in Alpine will continue with one-year terms on the RGC Staff Council.

Section 4. Provision for Removing a Representative from Office

- A. Any representative whose unexcused absences cause a site to be underrepresented for three regular and/or specially called meetings of the RGC Staff Council during the year shall automatically be removed and notified in writing. An alternate, as defined in Article V, Section 5 shall serve the remainder of the removed representative's term.
- B. A member of the RGC Staff Council may be censured or removed from membership for good cause by a two-thirds vote of the RGC Staff Council members. If removed, then an alternate as defined in Article V, Section 5 shall serve the remainder of the removed representative's term.

Article IV Duties and Time Allowances for Representatives

- A. Representatives shall attend all meetings of the RGC Staff Council either in person or via teleconference.
- B. Representatives shall serve on committees as members, may be elected as chair of committees, and may be elected

as an officer of the RGC Staff Council.

- C. Representatives shall make themselves available to their constituents by email, telephone, or in person.
- D. Representatives shall listen to concerns and information from constituents and the RGC and SRSU administrations.
- E. The RGC Staff Council and its representatives will not hear grievances. Employees who wish to file a grievance must follow the established procedures outlined in the current *Administrative Policy Manual* and the Texas State University *Rules and Regulations*.
- F. Representatives shall be allowed a reasonable amount of time, not to exceed 20 hours per month, to devote to RGC Staff Council meetings and work as part of their normal working duties. RGC Staff Council members shall keep their supervisors informed of time needed for RGC Staff Council work and must insure this time does not conflict with regular job duties.

Article V Officers

Section 1. Titles and Membership of Executive Board

The RGC Staff Council shall elect officers at the first meeting following elections in May. These officers will serve as the Executive Board. Officers include the Chair, Chair Elect/Vice Chair, and Secretary/Treasurer.

Section 2. Duties

- A. The Officers:
 - 1. Shall be involved in all decisions left to the Executive Board.
 - 2. Grant excused absences for RGC Staff Council members with justification and documentation.

- B. The Chair:
 - 1. Presides at all meetings of the RGC Staff Council;
 - 2. Oversees all projects that the RGC Staff Council votes to implement and ensures the projects are organized and put into effect in a timely manner;
 - 3. Votes only to break ties; and
 - 4. Executes other duties and responsibilities as required.

- C. The Chair Elect/Vice Chair:
 - 1. Succeeds the Chair at the end of the Chair's term or when the Chair's position is vacated;
 - 2. Conducts RGC Staff Council meetings in the absence of the Chair;
 - 3. Is authorized to sign all documents for the RGC Staff Council in the absence of the Chair; and
 - 4. Executes other duties and responsibilities as required.

- D. The Secretary/Treasurer:
 - 1. Gives notice of all meetings;
 - 2. Maintains permanent digital and hard copy files with the RGC Staff Council meeting agendas, official minutes, By-Laws, member participation, and any other documents pertaining to the RGC Staff Council;
 - 3. Distributes copies of approved minutes to RGC Staff Council members as well as interested RGC personnel;
 - 4. Takes care of RGC Staff Council correspondence, as appropriate;
 - 5. Conducts RGC Staff Council meetings in the absence of the Chair and Vice Chair;
 - 6. Maintains all financial records of the RGC Staff Council including budget and expenditures. Requests for purchases will be submitted to the Associate Provost/Dean's office for processing.
 - 7. Prepares a budget with the assistance of all RGC Staff Council members and submits it to the Associate Provost/Dean by March 31 each year.
 - 8. Provides a Treasurer's Report at each RGC Staff Council meeting;
 - 9. Submits a written annual report of the activities and accomplishments of the RGC Staff Council to the RGC Associate Provost/Dean and the SRSU President;
 - 10. Maintains communication with RGC Staff Council representatives and the RGC community; and
 - 11. Posts approved minutes within one week of the meeting in which the RGC Staff Council voted on and approved

those minutes.

Section 3. Initial Terms of Office

- A. If one of the initial representatives is elected to the Chair Elect/Vice Chair position, that person will automatically be granted a two-year term in order to assume the duties of the Chair the following year. In that case, the newly elected representatives will draw lots for a one-year term.

Section 4. Terms of Office

- A. The term of office for each officer position is one year.
- B. No member may hold more than one officer position at any given time.
- C. No member is eligible to serve more than two consecutive terms in the same office.
- D. Members who served two consecutive terms may be re-elected to an office after s/he has not served as an officer for one full year.
- E. The Chair Elect/Vice Chair must be at the beginning of his/her two-year RGC Staff Council term.

Section 5. Executive Board vacancies

- A. Any Executive Board officer vacancy shall be filled only from the remaining RGC Staff Council members.
- B. The remaining members of the RGC Staff Council shall nominate and vote to fill the vacancy.
- C. The member elected to fill a vacancy shall serve for the remainder of the term. An alternate shall replace the vacancy on the RGC Staff Council.

Article VI Elections

Section 1. Election of Members and Terms of Office

Elections will be held each June with the initial election planned for June 2015 and subsequent elections to be held every year in June. The three current representatives will each serve 1-year terms that end June 30, 2016 unless one of them is elected Chair Elect/Vice Chair (see Article IV, Section 3). The five remaining representatives will draw lots to choose one more person to fill a one year term. The rest of the new representatives will serve 2-year terms that end June 30, 2017. Beginning with the June 2016 election, the four representatives up for election will be elected to 2-year terms.

Section 2. Nominations and Elections Committee

At least eight weeks prior to the election, RGC Staff Council members not running for re-election will meet and form the Nominations and Elections Committee. The Chair will be chosen by Committee members.

Section 3. Nomination Process

- A. Staff members may nominate candidates for the RGC Staff Council for his/her site as well as the two at-large positions.
- B. The Nominations and Elections Committee will verify the eligibility of each nominee. The Nominations and Elections Committee will ensure that at least 2 candidates from each site are nominated as well as at least two nominations for the at-large positions. There is no maximum number of nominees for any group. (See Article III, Section 2 for details.)
- C. The Nominations and Elections Committee shall obtain and/or solicit nominations by site. Each nominee will certify in writing of his/her eligibility and willingness to accept the nomination and will serve if elected. Nominees will be informed of attendance requirements, time commitments, and that all RGC Staff Council positions are voluntary and carry no additional compensation. The nomination process begins the first business day following April 15 and ends after 5 business days.
- D. Executive board members or RGC Staff Council members designated by the Executive Board will distribute the list of staff eligible for nomination and election to the RGC Staff Council. The member will hand out ballots in person to each staff member eligible to vote and will allow a reasonable time for staff to select their nominations, and then will pick up each ballot in person.

Section 4. Election Process

- A. Each RGC Staff Council representative shall be elected by secret ballot for a 2-year term with the exception of the

initial election.

- B. The Nominations and Elections Committee shall prepare and distribute ballots in person, allow a reasonable amount of time for staff to complete the ballots, then pick them up in person.
- C. At least three members of the Nominations and Elections Committee will count the ballots. A report of the ballot count will be prepared, certified, and submitted to the RGC Staff Council no later than five working days after the end of voting. In the event of a tie, the Nominations and Elections Committee shall prepare a run-off ballot and repeat the election process.
- D. The staff members receiving the most votes representing each site will be named RGC Staff Council members. Those receiving the next largest number of votes will be named alternates. The top two vote getters for the at-large positions will serve on the RGC Staff Council. In the case that more than two directors are elected to the RGC Staff Council, the two directors receiving the most votes will join the RGC Staff Council and the other director(s) receiving votes are not eligible to be alternates.
- D. Election challenges or disputes must be presented to the RGC Executive Board within seven working days of the end of voting. The officers shall investigate all election disputes and determine what, if any, irregularities occurred during the election process. The officers shall take any necessary remedial action to settle the dispute.
- E. Upon final certification and approval of results by the RGC Staff Council, the Chair of the Nominations and Elections Committee shall notify new RGC Staff Council representatives and alternates. They will take office at the next regularly scheduled RGC Staff Council meeting. The Secretary/Treasurer will record the election results and include them in the minutes for publication.
- F. All ballots shall be sealed and held for three months after the election by the Secretary/Treasurer. If no disputes or errors arise, the Secretary/Treasurer shall shred the ballots and store all remaining records concerning the outcome of the election process including final certification, approvals, disputes, correspondence, etc.).

Section 5. Alternates

One alternate from Del Rio, one alternate from Eagle Pass, and one alternate from Uvalde will also be named from those receiving the next highest vote count of each site. An alternate will fill an unexpired term should a representative from his or her site become unable to serve for any reason. The alternate shall serve the remainder of the term as an RGC Staff Council representative. Should an at-large position become vacant, the RGC Staff Council will elect one of the alternates to fill the remainder of the term.

Section 6. Selection of Executive Board Members

- A. At the first meeting following the election, the RGC Staff Council shall entertain nominations from the floor for the positions of Chair, Vice Chair/Chair Elect, and Secretary/Treasurer. The positions will be nominated and voted on one at a time. Once nominations cease, the RGC Staff Council members vote for their choices by secret ballot. Those elected take their positions immediately. These positions comprise the Executive Board as stated in Article V.
- B. Each nominee must acknowledge his/her willingness to serve as an Executive Board member.
- C. The Vice Chair/Chair Elect nominee must be at the beginning of the two-year RGC Staff Council term.
- D. The voting shall be overseen by the outgoing Chair and will count the results in the open meeting. Executive Board members shall be determined by the candidate receiving the highest number of votes. In case of a tie, the outgoing Chair shall cast the deciding vote.

Article VII Meetings

Section 1. Schedule of Meetings

- A. RGC Staff Council meetings shall be open in accordance with the statutes of the State of Texas. Non-members and alternates will be seated separately from the voting members. The presiding officer may eject anyone who disrupts the meeting.
- B. Regular meetings shall be held on a monthly basis from September through June with other meetings called as needed.
- C. The RGC Staff Council shall establish regular meeting times at each September's meeting. All meetings shall be held on regular working days between 8 a.m. and 5 p.m. and except under special circumstances, shall not last more than

one hour.

- D. The Secretary/Treasurer shall publicize regular meeting times and places as well as the deadline for submitting agenda items at least five working days prior to the meeting via email or on the RGC Staff Council website. The Secretary/Treasurer will post the agenda for the meeting at least two working days prior to the meeting date.
- F. If the Executive Board members have no new or ongoing agenda items or proposals, they reserve the right not to hold a meeting after giving notice at least three working days before the meeting date to RGC Staff Council members.

Section 2. Quorum

- A. A quorum shall be figured as a simple majority (50 percent plus one) of the RGC Staff Council or committee membership.
- B. In the absence of a quorum, the Chair may only make announcements of an informative nature; no business shall be transacted; and the Executive Board may convene a special meeting to consider time-sensitive issues.

Section 3. Special Meetings

Special meetings may be called the SRSU President, the RGC Associate Provost/Dean, the RGC Staff Council Executive Board, or at the request of a quorum of the RGC Staff Council membership. One working day notice must be given of any special meeting. The SRSU President or the RGC Associate Provost/Dean may call an emergency meeting at any time with no prior notice. Notification for special meetings may be given at RGC Staff Council meetings, on the official RGC Staff Council website, and via email. Action may be taken only on business specified in the call of the special meeting.

Section 4. Voting

- A. Only elected RGC Staff Council representatives may vote.
- B. Voting on motions brought before the RGC Staff Council shall be voice or show of hands unless a vote by secret ballot is requested by a majority of the voting representatives.
- C. Each representative has one vote.
- D. The Chair or presiding officer shall only vote in the case of a tie.
- E. No proxy votes are allowed.
- F. A simple majority vote of representatives that are present shall decide a question.

Section 5. Floor Privileges

Only RGC Staff Council members may introduce motions, resolutions, or anything else that requires action on the part of the RGC Staff Council. Nonmembers may ask for the right to speak in regard to matters before the RGC Staff Council. Once the request is made, the Chair shall ask the RGC Staff Council for objections, and if there are none, the Chair shall grant the person permission to speak. If RGC Staff Council members raise objections, the privilege to speak shall be extended only by majority vote of the RGC Staff Council representatives present.

Section 6. Agenda

- A. An agenda will be set for all RGC Staff Council meetings that includes the time and place of the meetings and the items of business to be discussed in the order in which they are to be taken up. The Executive Board shall set the agenda, but may choose to add other items at the meeting if approved by the majority of the RGC Staff Council members. The Secretary/Treasurer shall solicit agenda items with a deadline of five working days prior to the next meeting in order for those items to appear. The agenda shall be posted two working days prior to a regular meeting on the RGC Staff Council's official website and distributed via email to constituents.
- B. The Executive Board shall receive proposals for RGC Staff Council action to consider adding items to the agenda or other presentations to the RGC Staff Council from any RGC Staff Council member or committee, from any individual staff member, or from the SRSU President, his or her designee, or the RGC Associate Provost/Dean.
- C. Information submitted for inclusion on an agenda must include:
 - 1. the name and contact information of the staff member presenting the proposal along with the date submitted;
 - 2. One line that describes the name of the proposal;
 - 3. The reasoning behind the proposal, i.e. to solve a problem, set goals and objectives, etc.

4. Details of the proposal; and
 5. Backup documentation of the proposal if necessary.
- D. The Executive Board shall:
1. Include all proposed items for the agenda for the next regular meeting or as soon as possible;
 2. Set the agenda so that business may be addressed in a meeting of reasonable duration (one hour or less);
 3. If necessary, advise the RGC Staff Council of the need for a special meeting; and
 4. Respond to the submitted proposals within a reasonable amount of time.

Section 8. Minutes

The Secretary/Treasurer will make a draft copy of the minutes available to the RGC Staff Council within ten working days following each regular meeting. Corrections and/or additions will be made at the next regular meeting and will then be approved. The Secretary/Treasurer will distribute approved minutes via email to RGC Staff Council constituents and the minutes will also be permanently stored.

Section 9. Order of Business

- A. The order of business for meetings is set in the agenda. Typically, the order of business is as follows, but the Chair may change it.
1. Call to order; establishment of quorum;
 2. Approval of the previous meeting's minutes;
 3. Committee reports;
 4. Old business;
 5. New business;
 6. Comments, correspondence, announcements, etc.;
 7. Adjournment

Section 10. Parliamentary Authority

The most recent edition of *Robert's Rules of Order* shall govern the RGC Staff Council and its committees in all cases except when they are not consistent with these By-Laws, the Texas State University System *Rules and Regulations*, or with any special rules of order the RGC Staff Council may adopt.

Article VIII Budget And Finance

Section 1. Source of Funds

SRSU shall establish and fund an operating budget to meet reasonable operating expenses of the RGC Staff Council.

Section 2. Account Management

The RGC Staff Council Secretary/Treasurer shall serve as the bookkeeper for all financial records and is responsible for tracking the budget. All purchasing requests will be submitted to the office of the Associate Provost/Dean for processing.

Section 3. Account Review

Details of expenditures made on behalf of the RGC Staff Council shall be available for review and audit by anyone at all times. The Secretary/Treasurer shall maintain all transaction records as outlined in Article V, Section 2 and will also store them permanently.

Article IX Committees

Section 1. Standing Committee

The Nominations and Elections Committee shall be comprised of the RGC Staff Council members whose terms are ending.

Section 2. Other Committees

Other Committees will be named and duties and members will be assigned by the Executive Board on an as-needed basis.

Section 3. RGC Staff Council Representation on University Committees

The RGC Staff Council will seek to have a representative on appropriate RGC and SRSU committees. The Executive Board shall make such recommendations to the SRSU President and/or the Associate Provost/Dean, as appropriate.

Article X Amendments to the By-laws

Section 1. Requirements for Adopting Proposals to Amend

- A. A majority vote by the RGC Staff Council; or
- B. A petition signed by not less than 20 percent of the staff employees represented by the RGC Staff Council; or
- C. The SRSU President and Systems Vice Chancellor and General Counsel following their determination that some portion(s) of the By-Laws are inconsistent with the laws of the State of Texas or the adopted *Rules and Regulations* of the Texas State University System.

Section 2. Publication

Proposals for amendments must be made available to the staff at least ten working days before the issue is voted on in the RGC Staff Council meeting.

Section 3. Approval

Amendments proposed pursuant to Section 1 shall require approval of a majority of current RGC Staff Council members and by the SRSU President.

The signatures below authorize these By-laws to establish the Sul Ross State University Rio Grande College Staff Council.

William L. Kibler, President

Date

J. Paul Sorrels, Associate Provost/Dean

Date