



Staff Council Bylaws
Updated June 2018

Table of Contents

Article I: Name of Organization	4
Article II: Mission Statement	4
Article III: Membership	5-7
Section 1: Eligibility	
Section 2: Selection of Members	
Section 3: Division/Group Review	
Section 4: Terms of Office for Staff Council Members	
Section 5: Staff Council Membership – Duties and Time Allowances	
Section 6: Alternates	
Section 7: Censure or Removal from Staff Council	
Article IV: Officers	8-11
Section 1: Terms of Office for Executive Members (Officers)	
Section 2: Duties	
Section 3: Terms of Office	
Section 4: Executive Board Responsibilities	
Section 5: Executive Board Vacancies	
Article V: Meetings	12-14
Section 1: Schedule of Meetings	
Section 2: Quorum	
Section 3: Special Meetings	
Section 4: Forum	
Section 5: Code of Conduct	
Section 6: Voting	
Section 7: Agenda	
Section 8: Minutes	
Section 9: Order of Business	

Section 11: Parliamentary Authority

Article VI: Budget and Finance ----- 15

Section 1: Source of Funds

Section 2: Account Management

Section 3: Account Review

Article VII: Committees ----- 16-17

Section 1: Membership

Section 2: Removal and Reappointment

Section 3: Committee Meetings

Section 4: Duties

Section 5: Standing Committees

Section 6: Special Project/Ad Hoc Committee

Section 7: Recurring Ad Hoc Committees

Section 8: Staff Council Representation on University Committees

Article VIII: Amendments to the Bylaws ----- 18

Section 1: Proposals to Amend

Section 2: Approval

Section 3: Publication

Article I: Name of Organization

The name of the organization shall be the Sul Ross State University Staff Council hereinafter referred to as Staff Council.

Article II: Mission Statement

The mission of the Staff Council shall be to:

1. Promote an atmosphere of unity and cooperation among Staff across departments of the University;
2. Promote recognition of the Staff as an integral part of the institution in keeping with the mission of the University;
3. Provide a forum for Staff members to discuss openly any matter associated with the University;
4. Provide the Staff with a positive and collaborative voice in University matters affecting Staff; and
5. Serve as an advisory body to the University President regarding interests and concerns for the Staff.

Article III: Membership

Section 1: Eligibility

Membership is limited to all benefits-eligible, staff employees who have been employed at Sul Ross State University for at least 90 days, at the time of selection. The President, Vice Presidents, Associate Vice Presidents, and Deans shall not be eligible for membership in the Staff Council.

Section 2: Selection of Members

- A. Beginning in May of each year, the Chair of Staff Council will request that the Vice Presidents solicit qualified, staff nominations from the Deans, Directors, and Department Heads to fill vacancies occurring within their Division. The Division nominee(s) will be forwarded from the Vice Presidents to the Chair of Staff.
- B. By June of each year, the Executive Board will meet to recommend a list of nominees to fill each anticipated vacancy, including voting members and their alternates.
- C. The Executive Board's final selection will be presented to the Staff Council members at the July meeting. If there are no dissenting votes on the Executive Board's final selection, the Chair will notify the new appointees.
- D. Replacements for vacancies occurring in unexpired terms of members shall be filled with the appointed alternate. A member appointed to complete more than half of an unexpired full term shall be considered to have served a full term.
- E. The number of the Staff Council members in each group shall be based on the most current information from the Office of Human Resources. The Staff Allocation Chart (seen on page 6 of the Bylaws) shall determine the number of Staff Council members for each group. The allocation of members will be reviewed every year, one month prior to the call for nominations.

Section 3: Division/Group Review

In May of each year, the Office of Human Resources will supply the Staff Council with a listing of benefits-eligible, non-faculty employees by groups/Divisions. The Staff Council's Executive Board shall then determine the appropriate number of representatives and alternates for each group. Should a group's number of representatives decline as a result of this process, the next voting member's position with a term to expire within that group will not be filled.

Article III: Membership

University Divisions/Staff Groups

Group/Division	Number of Staff	Divided by 30	Number of Representatives (Members)	Number of Alternatives
Academic Affairs	75	2.5	3	1
Enrollment Services	32	1.06	1	1
Development & Creative Services	6	0.2	1	1
Finance/Operations	31	1.03	1	1
OIT	14	0.46	1	1
Physical Plant	52	1.7	2	1
President's	5	0.16	1	1
Student Services	7	0.23	1	1

Section 4: Terms of Office for Staff Council Members

- A. Terms for new Staff Council members alternates, and officers will begin September 1.
- B. Members shall serve staggered two-year terms. Terms begin the first day of September and end on the last day of August.
- C. Members may serve more than two consecutive terms if the Staff Council votes in favor of that decision. Note: This is not to be confused with the term limits provided for officers (see Article IV for more information).
- D. A Staff Council member whose group changes during his/her term of membership will continue to serve the constituency to which they were appointed for the remainder of the term.
- E. All new appointments will be confirmed and registered with the Secretary to ensure efficient record keeping.

Section 5: Staff Council Membership – Duties and Time Allowances

- A. Members shall attend monthly meetings of the Staff Council.
- B. Staff Council members shall serve on committees or be elected as chair of committees and may be elected as an officer of the Staff Council.
- C. Members shall be available to their constituents, indicating how they may be contacted. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Staff Council.

Article III: Membership

- D. In turn, members must keep their constituents informed of the work of the Staff Council and matters that the University Administration communicates to the Staff Council.
 - The Staff Council will not hear grievances. University employees wishing to file grievances must follow the established University procedures as outlined in the *Administrative Policy Manual* and The Texas State University System *Rules and Regulations*.
- E. Staff Council members shall be allowed a reasonable amount of time, not to exceed more than 10% of their time per month (16 hours a month for full-time employees), to devote to Staff Council meetings and work as part of their normal working duties.
- F. The Staff Council member shall keep their supervisor informed of time needed for Staff Council work and ensure this time does not conflict with normal job duties.

Section 6: Alternates

- A. Shall attend meetings and are empowered to vote in the absence of the primary Staff Council member.
- B. If a member of the Staff Council resigns or is unable to serve for any reason, the unexpired term shall be filled by the alternate in the corresponding group. Said alternate shall serve the remainder of the term and be designated as a member of the Staff Council.
- C. If a new member is needed before the nomination process begins, the Staff Council Chair will contact the corresponding Vice President for nominations. The Staff Council's Executive Board may reevaluate past nominations in these cases.

Section 7: Censure or Removal from Staff Council

- A. Any active Staff Council member whose unexcused absences cause a group to be underrepresented during the year may be removed and notified in writing. An alternate, as defined in Section 6, shall serve the remainder of the removed member's term.
- B. A member of Staff Council may be removed from membership for a documented cause by a two-thirds vote of the full Staff Council members' roster. A special meeting may have to be called for this. The removed member will not be eligible to hold a position with the Staff Council for three (3) years after their removal from the Staff Council.

Article IV: Officers

Section 1: Terms of Office for Executive Members (Officers)

Officers shall consist of the Chair, Vice Chair, Secretary, Branding and Outreach Officer, and Parliamentarian.

- A. All officers shall be elected from the membership of the Staff Council at the July meeting. Newly elected and re-elected members shall be eligible to vote for officers. Outgoing members may also vote.
- B. If the outgoing Chair is not re-elected to Staff Council, he/she may still serve on Staff Council during the subsequent year as immediate past Chair on an ex-officio basis for that year only, with voting rights.
 - Officers will be voted on by the Staff Council after all new and reoccurring membership positions have been filled.
- C. Elected officers from the previous year shall serve until new officers are elected. They will act in an advisory capacity to the newly elected person for at least one month.
- D. Terms for Staff Council officers will begin on September 1.

Section 2: Duties

- A. The Chair shall preside at all meetings of Staff Council and perform all duties pertaining to that office including representing the staff in the monthly update with the President of the University. The Chair shall:
 1. Appoint committees as needed;
 2. Serve as an ex-officio member of all committees;
 3. Sign all communications sent out in the name of Staff Council;
 4. Appoint members to fulfill special functions as deemed necessary;
 5. Act as official spokesperson for Staff Council;
 6. Ensure the projects undertaken by the Staff Council are developed, organized, and implemented in an orderly and timely manner;
 7. Involve the Executive Board in all decisions;
 8. Appoint Standing Committee chairs and members;
 9. Appoint members to serve on University committees;
 10. Hold Standing Committee chairs responsible;
 11. House minutes, annual reports, and correspondence of Staff Council;
 12. Transmit recommendations of Staff Council to the appropriate administrator(s) and keep Staff Council informed of the disposition of each recommendation that is made;
 13. Conduct all correspondence on behalf of the Staff Council.
- B. The Chair-Elect/Vice-Chair shall, in the absence of the Chair, perform the duties of the Chair. The Chair-Elect/Vice Chair shall:

Article IV: Officers

1. Assume the position and duties of the Chair at the end of the Chair's term or at such time as the Chair's position become vacated;
2. In order to provide a smooth transition and continuity of duties, become thoroughly knowledgeable of all decisions made by the Chair;
3. Assist new members;
4. Be authorized to sign all documents for the Staff Council in the absence of the Chair;
5. Assume other duties and assist the Chair as directed by the Staff Council;
6. Be responsible for all financial functions (making deposits, processing purchase requisitions, and vouchers, verifying each month's accounting summary/detail reports from the University Controller's Office, and following all applicable University policies and regulations governing University related accounts) of the Staff Council;
7. Provide a Treasurer's Report at each meeting of the Staff Council;
8. Provide a monthly financial report to the University President.

C. The Secretary shall:

1. Keep an accurate record of all proceedings of Staff Council;
2. Provide permanent copies of the agendas and official minutes for all meetings (print and electronic) to the University Archives and to the Branding and Outreach Officer to post onto the website;
3. Serve as the historian of Staff Council;
4. Following any corrections and/or additions and approval, electronically distribute copies of the minutes to the University campus in a timely manner;
5. Maintain the up-to-date listing of all Staff Council members or staff members at large serving on committees and councils within the Staff Council and across the University;
6. Maintains records of all roll call votes conducted at the monthly meetings;
7. Assist the Branding and Outreach Officer in compiling the documents needed for the newsletter "Staff Line" as the official record keeper of the Staff Council.

D. The Branding and Outreach Officer shall:

1. Maintain the Staff Council website and make changes as approved by the Chair;
2. Update the Staff Council's social media accounts on a weekly basis;
3. Organize and maintain the Staff Council's newsletter "Staff Line" with the help of the Secretary.

Article IV: Officers

E. The Parliamentarian shall:

1. Offer the Executive Board guidance on the appropriate conduct of meetings according to the Staff Council's Bylaws and Robert's Rules of Order;
2. Maintain the updates of the Staff Council's Bylaws for the group;
3. Keep up with the Faculty Assembly Bylaws and Constitution for the Staff Council's and Executive Board's general knowledge.

The immediate past Chair may attend Executive Board meetings and shall provide advice, consultation, and support to Executive Board leadership.

Section 3: Terms of Office

- A. The term of office for all officer positions shall be one year.
- B. No member may hold more than one officer position at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
- C. Any member may be re-elected to an office which he/she held for two consecutive terms after being vacant from that position for one year.
- D. More than half a year as an officeholder constitutes a full year in office, less than half a year as an office holder does not.

Section 4: Executive Board Responsibilities

The Chair, Chair-Elect/Vice-Chair, Secretary, Branding, and Outreach Officer, and Parliamentarian shall form the Executive Board, presided over by the Staff Council Chair. The Executive Board is responsible for:

- A. Setting meeting agendas;
- B. Making decisions on behalf of the Staff Council between general Staff Council meetings;
- C. Establishing the direction for Staff Council activities;
- D. Reviewing the Bylaws on an annual basis;
- E. Addressing staff concerns (but not grievances) with appropriate University Administration;
- F. Reviewing standing committee reports prior to meetings.

The Executive Board will be empowered to allocate funds for the purchase of necessary items for the Staff Council operations and committee projects if previously discussed at the general meeting.

Section 5: Executive Board Vacancies

- A. Any Executive Board officer vacancy shall be filled only from the remaining Staff Council members.

- B. The process shall be by nomination and vote of the remaining members of the Staff Council.
- C. A member of the Staff Council elected to fill a vacancy shall serve for the remainder of the term.

Article V: Meetings

Section 1: Schedule of Meetings

- A. Staff Council will hold at least ten (10) monthly meetings each calendar year.
- B. Meetings of the Staff Council shall be open in accordance with statutes of the State of Texas.
- C. At the first regular meeting in September, the Staff Council shall establish regular meeting times and post dates to the Staff Council website. All meetings, whether regular or special, should be held during normal working hours Monday through Friday. The Executive Board reserves the right to adjust the meeting times and locations throughout the year so long as the Staff Council and staff members are notified at a minimum of seven (7) days prior to the meeting.
- D. If the Chair and Executive Board have no new agenda items or proposals, they reserve the right not to hold a meeting but they must give three (3) working days notification to staff members across the University.

Section 2: Quorum

- A. A quorum shall consist of one-half (1/2) of the Staff Council membership or committee membership. Neither the Staff Council nor its committees shall conduct business without a quorum except to adjourn the meeting.
- B. In the absence of a quorum:
 - 1. The Chair may only make announcements of an informative nature;
 - 2. The Executive Board may convene a special meeting to consider time-sensitive issues that require immediate action.

Section 3: Special Meetings

Special meetings may be called by the University President, the Staff Council Executive Board, or at the request of a quorum of the Staff Council membership. One working day notice must be given of any special meeting. Without prior notice, the University President may call an emergency meeting at any time. Depending upon circumstances, notice may be given at Staff Council meetings, on the official Staff Council website and/or by email. Only business specified in the call of the special meeting may be conducted. Unless new topics are voted on by two-thirds (2/3) of the quorum.

Section 4: Forum

The first regular meeting of the fiscal year, the Executive Board members shall give time for an open forum to allow Staff to address issues they would like Staff Council to review.

Section 5: Code of Conduct

A general code of conduct for all attendees is expected to be followed at all times. All attendees are expected to be punctual and should limit side conversations to a

Article V: Meetings

minimum. If an attendee must take a phone call, they are expected to do so outside of the meeting area. Cell phone use should be limited to business or emergency use only.

Section 6: Voting

- A. Only Staff Council members, or alternates in their absence, may vote.
- B. Unless a roll call vote or vote by secret ballot is requested by a majority of the voting members, voting on motions and issues brought before the Staff Council shall be by voice or show of hands. The Secretary will record all roll call votes in the meeting minutes.
- C. Each Staff Council member is entitled to one vote.
- D. Members are not allowed to use proxy votes.
- E. A simple majority vote of the Staff Council representatives present and voting shall decide a question. The Chair shall be the last to vote in the event that a tiebreaker is needed.

Section 7: Agenda

- A. Meetings of the Staff Council shall have an agenda that includes the time and place of the meetings, the order of business, and copies of any substantive proposals.
- B. The Executive Board shall set the agenda; however, items may be added to the agenda at the meeting if approved by a majority of the Staff Council Chair who presides over the monthly Staff Council meetings.
- C. The Executive Board shall solicit agenda items and set a deadline of five (5) working days prior to the next meeting of the Staff Council for receiving agenda items. The agenda shall be posted two (2) working days prior to a regular meeting distributed by email to the campus community.
- D. The Executive Board shall:
 - 1. Receive proposals for Staff Council action or other presentations to the Staff Council from any Staff Council committee or individual member, from the general staff community at Sul Ross, or from the University President or his/her designee;
 - 2. Include on the agenda of a regular meeting as soon as possible all items presented from various sources;
 - 3. Set the agenda so that business may be addressed in a meeting of reasonable duration;
 - 4. If necessary, advise the Staff Council of the need for a special meeting;
 - 5. Respond to the submitted proposals within a reasonable amount of time, considering the circumstance of the proposal.

Section 8: Minutes

Minutes shall be made available to the Staff Council at the next meeting after which the notes were taken. After any corrections and/or additions and approval at the next

Article V: Meetings

regular meeting, the Secretary shall send a copy of the minutes to the Branding and Outreach Officer to post on the Staff Council's official website within ten (10) working days. A permanent copy of the minutes shall be kept in the University Archives.

Section 9: Order of Business

The order of business for meetings shall be set forth in the agenda. Unless modified by the Chair, the order of business shall be:

1. Call to order and establishment of a quorum;
2. Approval of the previous meeting's minutes;
3. Executive Reports;
4. Committee Reports;
5. Old Business;
6. New Business;
7. Miscellaneous (comments, announcements, roundtable items, tributes, etc.);
8. Adjournment.

Section 10: Parliamentary Authority

The rules contained in the most recent edition of *Robert's Rules of Order* shall govern the Staff Council and its committees in all cases to which they are applicable except when they are not consistent with these guidelines, The Texas State University System *Rules, and Regulations*, or with any special rules of order the Staff Council may adopt. This authority will be presided over by the Parliamentarian.

Article VI: Budget and Finance

Section 1: Source of Funds

The University shall establish and fund an operating budget to meet reasonable operating expenses of the Staff Council. Any budget expenses require two signatures from Executive Board members, the Chair, and the Vice Chair. The Vice-Chair will also supply the University President with a monthly financial report of the Staff Council account.

Section 2: Account Management

The Staff Council Vice Chair shall serve as the account holder and shall serve as the financial manager with alternate signature authority assigned to the Staff Council Chair.

Section 3: Account Review

At all times, details of expenditures made on behalf of the Staff Council shall be available for review and audit. The Staff Council Vice Chair shall maintain all transaction records. (See Article IV, Section 2 for complete details.) Staff Council's financial records will adhere to the most recent Records Retention Schedule where applicable.

Article VII: Committees

Section 1: Membership

- A. At the September 1 meeting, each Staff Council member will select a committee on which he/she will serve. The Chair of the Staff Council has the right to appoint absent members to a committee.
- B. With the exception of the Executive Board members, all Staff Council members shall serve on at least one standing committee or established subcommittee.
- C. Each committee shall be comprised of at least two members.
- D. Each committee will elect a chairperson. Each committee chair will be responsible for an activities report at each monthly meeting.
- E. The term of a committee member shall be for one (1) year.
- F. All committees/subcommittees shall have at least one Staff Council Member on the committee.
- G. A Staff Council member may continue on a special project committee after they have resigned or completed their term of membership to see a project through completion.

Section 2: Removal and Reappointment

- A. Any committee/subcommittee member whose excessive absences prevent a committee from making quorum during the year may be removed and notified in writing.
- B. The committee/subcommittee chairperson shall notify the Staff Council Chair and the Secretary of the vacancy, so that the Executive Board may fill the vacancy.

Section 3: Committee Meetings

- A. Each committee should meet at least eight (8) times during the academic year. Additional meetings may be called by the committee chairperson, or upon request made by at least two members of the committee to the Staff Council Chair.
- B. Meetings shall be conducted following the guidelines set forth in Article V of the Bylaws.

Section 4: Duties

The standing committees of the Staff Council shall accept business items assigned to the committee by the Executive Board and address the item(s) in a responsible and timely manner. If the need arises, the committee may form a subcommittee(s) to study specific issues, make recommendations, and refer items as necessary. Standing committees have the authority to request the Executive Board to appoint an ad hoc committee for special business under its jurisdiction. Under no circumstances shall information be disseminated from a committee until it has been brought before the Staff Council or is authorized by a majority of the Executive Board or adopted by

Article VII: Committees

a majority vote of the Staff Council. The committee chairperson will make a report to the Staff Council at each meeting.

Section 5: Standing Committees

Standing committees, in addition to the Executive Board, are:

- A. Staff Appreciation Committee
- B. Staff Professional Development Committee

Section 6: Special Project/ Ad Hoc Committees

- A. The special project/ad hoc committees of the Staff Council shall be appointed by the Executive Board as needs arise, or as requested by a standing committee for special business under their jurisdiction, to review and address specific issues. Each special project/ad hoc committee will have at least two (2) members. Committee members shall elect a chairperson who will be charged with presenting the issues and responding with the committee's findings to the Staff Council.
- B. The term of a special project/ad hoc committee shall be determined by the matter under consideration. Following the completion of its task(s), the committee will disband.
- C. Special project/ad hoc committees shall accept the issues assigned to the group by the Executive Board; address the item(s) in a responsible and timely manner; and make progress reports on the group's activities to the Staff Council.

Section 7: Recurring Ad Hoc Committees

The Executive Board appoints the recurring ad hoc committees. The Staff Council recurring ad hoc committees include the Survey Committee.

- A. Survey Committee: Upon request of the Executive Board or Staff Council members, preferably every two years, this committee shall create and distribute a survey to the staff on campus. Once the results from the survey are collected, this committee will meet with the Executive Board to relay that information in order for it to be presented to the University Executive Cabinet.

Section 8: Staff Council Representation on University Committees

The Staff Council will seek to have a staff representative on appropriate University committees. The Executive Board shall make such recommendations to the University President. The Secretary will maintain the updated roster of staff representation on committees, working closely with the President's office.

Article VIII: Amendments to the Bylaws

Section 1: Proposals to Amend

A proposal to amend the Bylaws may be made by either:

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

Section 2: Approval

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

Section 3: Publication

Amendments must be made available to the Staff via the website or by email, at least ten (10) working days after approval and adoption.