

CONSTITUTION

ARTICLE I. Name and Purpose

Section 1.

The name of this organization shall be the University of Mary Hardin-Baylor Staff Council.

Section 2.

The purpose of this organization is to advance the exchange of information within the staff of the university by providing a forum for expression and exchange of ideas and concerns of the staff of the University of Mary Hardin-Baylor.

ARTICLE II. Membership

Section 1.

Beginning in January, 1997, the Staff Council shall be composed of 13 members. Each member will serve a three-year term with a minimum of four members rotating off the committee each year, unless otherwise specified. It shall be the responsibility of the Executive Committee to ensure that the membership of the Staff Council is representative of the university staff. The Executive Committee shall request from the divisional vice presidents and the office of the president, nominations for four members, one member from each staff employment category within the university divisions; the remaining nine members shall be elected by Staff Assembly.

Section 2.

Regular term of elected officers commences January 1, and terminates December 31.

Section 3.

Appointments made by the president of the university and the divisional vice presidents from within their respective divisions shall be provided to the Staff Council prior to the last scheduled meeting of the calendar year. Members rotating off the council shall be eligible for re-election or reappointment after two years have passed.

Section 4.

The Staff Council shall, at least once every three years, review the representation among the various parts of the university community and recommend changes in the composition of the Staff Council to the extent necessary.

Section 5.

The Secretary of the Staff Council shall inform the electing or appointing body if any member of the Staff Council is unduly absent from Staff Council meetings. In instances where absences cannot be avoided, Staff Council members may, with the approval of the Chair, send a non-voting alternate in the absent member's place.

Section 6.

Whenever a member of the Staff Council resigns from the council or terminates employment with the university, the position will be filled as previously dictated for that member. If a member transfers from one position of employment to another, within the same division, the member shall retain his/her position on the Staff Council. If a member transfers from one position of employment to a position in another division, the Secretary of the Staff Council shall inform the Chair. The Chair of the Staff Council shall then notify the Staff Council who will determine if the member should be retained or replaced. If the member is to be replaced, the position will be filled in the same manner as previously dictated for that member.

Section 7.

An employee is eligible for appoint/election to the staff council after the employee has completed one year of full-time employment.

ARTICLE III. Organization

Section 1.

The Staff Council shall meet at least four times during the year. These meetings may be tentatively scheduled for the upcoming year upon election of the new officers. The Chair may call a special meeting of the Staff Council whenever the Chair deems it necessary. A special meeting of the Staff Council may also be called upon the receipt of a petition of the Chair signed by at least four members of the Staff Council. A majority of the voting members of the Staff Council shall constitute a quorum. Unless objected to by a majority of the members of the Staff Council, the Chair may from time to time, with advance notice to the Staff Council, invite other members of the university community or the general public to designated meetings.

The Staff Assembly, consisting of all University of Mary Hardin-Baylor staff employees, will meet at least twice a calendar year.

Section 2.

At the last meeting, and thereafter annually at the last regularly scheduled meeting in the calendar year, the Staff Council shall elect from its members a Vice Chair, a Secretary, a Treasurer, and such other officers as shall be provided for in the bylaws. Newly elected members should attend this meeting and may participate in discussion of regular council business, but may not vote on such business. They may vote on positions of office or be elected to such positions. Council members rotating off the council at the end of the calendar year will not be eligible to vote on elected positions. The council shall have the power to determine the election procedure for these offices, to fill vacancies, and to resolve questions of eligibility. In the event of a permanent vacancy in any other offices, an election shall be held to fill the vacancy at the next Staff Council meeting following the announcement of the vacancy.

Section 3.

The Staff Council may establish such Staff Council committees as it deems appropriate and may determine the procedures for appointing chairpersons and committee members.

ARTICLE IV. Jurisdiction, Duties and Powers

Section 1.

The Staff Council may study, consider, and exchange ideas concerning any matter affecting the university staff.

Section 2.

The Staff Council shall seek, devise, and propose to either the President's Council or the administration, as appropriate, new programs, modifications of current programs, or solutions to problems.

Section 3.

The Staff Council shall act as a research group on proposed policies and/or programs referred by either the President's Council or the administration.

Section 4.

The Staff Council shall provide a communication channel to the university administration and/or President's Council for proposals and recommendations.

Section 5.

The Staff Council shall provide a communication channel to the university staff by means of posting minutes and other pertinent information to the staff council website on the campus intranet. The purpose shall be to disseminate information to the university. Minutes shall be published after each staff council meeting and staff assembly.

Section 6.

The Staff Council shall provide a forum for matters of concern brought before it by any staff member.

Section 7.

The Staff Council may perform other tasks and functions assigned by the administration or referred by the President's Council.

ARTICLE V. Adoptions and Ratification

Section 1.

The constitution will come into effect when adopted by two-thirds of the membership of the Staff Council then present and voting at a regularly scheduled meeting of the Staff Council, subject to the final approval of the president of the university.

Section 2.

The constitution may be amended by a two-thirds majority of the membership of the Staff Council present and voting a regular or called meeting of the Staff Council provided that advance notice of the proposed amendment was given at least two weeks prior to the regular or called meeting when the voting is to take place.

As established in Belton, Texas, January 1997.

STAFF COUNCIL

UNIVERSITY OF MARY HARDIN-BAYLOR

BY-LAWS

ARTICLE I. Officers, Election, Duties

Section 1.

The elected officers of the Staff Council shall be the Chair, the Vice Chair, Secretary, and Treasurer. In a normal situation, the Vice Chair will serve as Chair the following year. In situations where this is not feasible, the council will elect a Vice Chair, Secretary, Treasurer, and Chair at the last scheduled meeting of the calendar year. The Chair may appoint a historian, a parliamentarian and/or other such officers as may be deemed necessary upon the approval of a majority of the Staff Council.

Section 2.

The officers shall be elected as follows.

Before the last scheduled Staff Council meeting in the calendar year, the Chair shall appoint a nominating committee comprised of four members of the Staff Council. The Chair shall not be eligible for re-election as Chair and shall serve as Chair of the nominating committee. The nominating committee shall solicit nominations and recommendations from members of the Staff Council, shall determine whether nominees consent to serve if elected, and shall prepare a slate of candidates with at least one nominee for each position. Members of the Staff Council shall be advised by the Chair of such slate of candidates at least one week prior to the last regularly scheduled meeting of the calendar year.

The annual election shall be held at the last regularly scheduled meeting of the calendar year with the order of election being, Vice Chair, Secretary, and Treasurer. Any member of the Staff Council may submit independent nominations, provided such nominations are filed with the Chair at least two weeks before the meeting of the elections. Individuals making the nomination must have determined that the nominee consents to serve if elected. Each member may vote for one candidate only for each office. Candidates receiving a majority vote from those members present and voting shall be elected to the office. If no candidate receives a majority vote, the top two candidates shall be placed in a run-off. When a tie exists for the run-off positions, the tie shall be promptly determined by lot. Newly elected officers shall take office January 1, and serve until December 31.

Section 3.

The duties of the officers shall be as follows.

The Chair shall preside at meetings of the Staff Council and shall be responsible for preparing an agenda for each meeting in conjunction with the Executive Committee and distribution to each member on or before the Friday preceding the meeting. Except as otherwise provided, the Chair shall appoint the chair of any and all Staff Council committees as are from time to time established.

The Vice Chair shall serve as temporary Chair in the event of the Chair's death, resignation, or removal from office until the Staff Council shall elect a new Chair to fill the unexpired term of office. The Chair may delegate to the Vice Chair such duties as the Chair may describe. The Vice Chair shall preside at the meetings of the Staff Council in the absence of the Chair.

The Secretary shall keep minutes and records of all proceedings of the Staff Council and shall receive and keep all reports and correspondence from committees of the Staff Council, university committees, university officials, and others having business with the Staff Council. The Secretary shall regularly prepare minutes of each meeting of the Staff Council and shall distribute such minutes to the members of the Staff Council.

The Treasurer shall keep all financial records pertaining to the staff council and present a financial summary at the beginning of each staff council meeting.

The Historian, if appointed, shall maintain, in a binder, copies of the Staff Council newsletter, approved minutes, and any news articles pertaining to the Staff Council. The Historian shall also keep in the binder a photographic record of Staff Council special events. The Historian shall maintain any other records requested by the Chair and will submit all bound records to the Secretary of the Staff Council.

The Parliamentarian, if appointed, shall advise the Chair on all matters of procedure at the meetings of the Staff Council, according to the latest version of Robert's Rules of Order.

ARTICLE II. Executive Committee

Section 1.

The Executive Committee of the Staff Council shall consist of the Chair, Vice Chair, Secretary, and Treasurer. The Chair of the Staff Council shall serve as Chair of the Executive Committee. The Executive Committee shall assist and advise with the Staff Council Chair and shall exercise those powers delegated to it by the Staff Council. In case of an emergency, it shall have the power to act for the Staff Council or call an emergency meeting of the Staff Council. Except as otherwise provided, it shall be responsible for appointing members to such Staff Council committees as are established.

Section 2.

All actions taken by the Executive Committee shall be reported to the Staff Council at its next meeting and all such actions may be rescinded at that time by a majority vote of the Staff Council.

ARTICLE III. Committees

Section 1.

The Staff Council may establish such standing and ad hoc committees as it deems appropriate. Except as may otherwise be provided, the Executive Committee shall appoint the members and the Chair shall designate the chair of any such committee. Such members and chairs shall serve during the Staff Council Chair's term of office unless the committee is earlier dissolved or the Chair acts to remove a member of a committee chair.

Section 2.

The Nominating Committee shall be a representative body comprised of Staff Council members. The Chair shall select the membership of the Nominating Committee with the assistance and advice of the Executive Committee. The Chair shall also be a member of the Nominating Committee and serve as its chair. The Nominating Committee shall have the duties and exercise the functions as provided in the constitution and bylaws.

ARTICLE IV. Meeting Agenda and Procedures

Section 1.

The Staff Council shall meet according to the schedule and requirements as stated in the constitution of the Staff Council.

Section 2.

No business shall be transacted at a meeting unless a quorum is present and continues to be present at the meeting. A majority of the duly elected and qualified members constitutes a quorum. In the absence of a quorum, the Chair may only make announcements of an informative nature, rule on the existence of a quorum, and recess once for a short period to attempt to secure a quorum.

Section 3.

The Chair shall prepare an agenda for each meeting in conjunction with the Executive Committee and shall distribute it to each member on or before the Friday preceding the meeting. The Chair may allot a time period for agenda items and if so, the duration of discussion for such items at the meeting shall be restricted unless altered by a majority vote of the Staff Council. Any staff member of the university may bring a matter of university concern to the attention of, or through a member of, the Staff Council. The Chair shall make an appropriate announcement of the matter either in writing attached to the agenda or by placing the matter on the agenda. Substantive propositions calling for formal action, such as recommendations or reports on the part of the Staff Council, must be included in the agenda for the meeting if final action is to be taken at the meeting. If an item that was not placed on the agenda prior to the meeting is introduced, it may be placed upon the agenda for final action at the meeting only if a three-fourths majority vote of the members is in favor of adding it to the agenda.

Section 4.

Voting on matters before the Staff Council shall normally be by yea or nay (voice vote or show of hands). A secret ballot will be held if requested by any member either in advance of the meeting or at the time of the vote. Election of officers will always be by secret ballot.

Section 5.

Meetings of the Staff Council shall not be open to the general public unless the Chair directs otherwise and a majority of the Staff Council does not object. Meetings of the Staff Council shall not exceed ninety minutes in duration. The time of meeting may be extended by majority vote of the members present and voting.

ARTICLE V. Adoption and Amendment

Section 1.

These bylaws will come into effect when adopted by a majority of the membership of the Staff Council then present and voting at a regularly scheduled meeting of the Staff Council.

Section 2.

These bylaws may be amended by majority of the membership of the Staff Council present and voting at a regular or called meeting of the Staff Council provided that advance notice of the proposed amendment was given at the prior regularly scheduled meeting of the Staff Council.

Revised by Staff Council 12/13/2007.