

# **California State University Stanislaus**

## **Staff Council Constitution and Bylaws**

Revised March 28, 2017

# **CONSTITUTION**

## **Staff Council**

### **Article I Name**

The name of the organization shall be the Staff Council of California State University, Stanislaus.

### **Article II Purpose**

- Section 1: The Staff Council is a permanent organization constituted to provide for staff participation and shared governance in the University's affairs, and to permit consultation among administration and the various segments of the University on matters that affect the general welfare of the staff and University and are not within the scope of union representation as defined by California Government Code Section 3562 (r) (i.e., smoking policy).
- Section 2: The Staff Council reports directly to the President or his/her designee.
- Section 3: The Staff Council shall encourage a free exchange of ideas among staff, faculty, students and administration of the University.
- Section 4: The Staff Council shall promote and plan staff recognition activities.
- Section 5: The Staff Council will designate a council representative to attend University conferences and any other related activities when appropriate or requested by the President.
- Section 6: The Staff Council shall review policies, procedures, and practices which affect staff and are not within the scope of union representation as defined by California Government Code Section 3562 (r) (i.e., smoking policy). The Staff Council shall recommend appropriate changes or adoption of new policies and/or procedures to the President.

### **Article III Membership**

The Staff Council shall consist of approximately 15 staff members, including Foundation employees, of the University as defined in the Bylaws, Article I, Section 2.

### **Article IV Executive Committee**

The Executive Committee shall consist of the following officers: A Chair or two Co-Chairs, Secretary, and Treasurer who shall all serve for one year.

**Article V  
Meetings**

Regular and special meetings of the Staff Council shall be held as defined in the Bylaws.

**Article VI  
Amendments**

Amendments to this Constitution shall be made only at regular meetings of the Staff Council by a two-thirds vote of the membership.

# **BYLAWS**

## **Staff Council**

### **Article I Membership**

- Section 1: Eligibility: A staff member with a one-year or more temporary appointment (part time or full time) or permanent appointment. Faculty, members of Management Personnel Plan (MPP), student assistants and hourly intermittent appointments are not eligible for membership.
- Section 2: The Council shall consist of staff members, as defined in Bylaws Article I, Section 1, who are nominated or self-nominated.
- Section 3: Staff elected to Staff Council shall serve one-year terms of office with no limit.
- Section 4: Elected members can run for Executive Committee after completing at least one-year as a council member. Executive members will serve a one-year term.
- Section 5: The Staff Council member will be given four hours per month during working hours and Executive Council members will be given six hours per month during working hours to permit and facilitate performance of their Staff Council duties. A council member must seek the approval of their supervisor if additional hours are needed.
- Section 6: If a Staff Council member is absent without excuse from 3 regular meetings/events in any fiscal year, the member shall be considered for removal at the next regular meeting. If a voting member has prior knowledge that he/she will be absent for more than 3 months, that member shall solicit another employee to cover his/her position on Staff Council. The employee can be appointed by the Staff Council. Staff Council can choose to leave the position vacant until the end of the term year, or elections can take place as defined in Bylaws, Article VI, Section 5.
- Section 7: If a Staff Council representative vacates their position on Staff Council due to job change, that is not defined in Bylaws Article 1, Section 1, the Staff Council members can choose to have an election, appoint another employee, or leave the position vacant until the end of the term.
- Section 8: Staff Council representatives are to attend all Staff Council-sponsored events for the purpose of executing all logistics before, during, and after an event if applicable.

**Article II**  
**Executive Committee**

- Section I: The Executive Committee shall be nominated from the second year (or more) representatives and elected by the membership of the Staff Council no later than August 1st.
- Section 2: Voting for Executive Committee shall be by secret ballot.

**Article III**  
**Duties of Officers**

- Section 1: The Chair or Co-Chairs shall:
- a) Preside at each agenda topic regarding their duties and responsibilities
  - b) Act as official representative of the Staff Council at all functions of the University
  - c) Render an annual report of the activities of the Staff Council
  - d) Install the newly elected officers
  - e) Perform other duties deemed necessary or assigned by the Staff Council
  - f) Designate a parliamentarian as needed
- Section 3: The Secretary shall:
- a) Record, keep and distribute minutes of all regular and special meetings
  - b) Maintain Staff Council files
  - c) Perform other duties assigned by the Chair or Co-Chairs
  - d) Assume the duties of the Chair in the absence of the Chair or Co-Chairs
  - e) Compose and distribute any miscellaneous correspondence
  - f) Maintain Staff Council website and list serve
- Section 4: The Treasurer shall:
- a) Maintain and track the annual budget for the Staff Council
  - b) Report the status of the budget on a monthly basis
  - c) Provide a year end report on all Staff Council funds at the final meeting of the fiscal year
  - d) Work with event leads to ensure the appropriate use of funds
  - e) Responsible for the Staff Council Pro Card.

**Article IV**  
**Meetings**

- Section 1: The regular meetings of the Staff Council shall be held monthly.

Section 2: A special meeting of the Staff Council may be called by the Chair or either of the Co-Chairs.

### **Article V Quorum**

Section 1: A majority of the voting membership at any meeting of the Staff Council shall constitute a quorum.

Section 2: A majority of any committee shall constitute a quorum.

### **Article VI Elections**

Section 1: All eligible staff may be elected in to Staff Council for a one-year term of office beginning in August 1st and ending on July 31st.

Section 2: Nomination forms shall be circulated by April 15<sup>th</sup> and returned by the end of May. The form must contain the signature of the candidate certifying a willingness to serve, the signature of the person nominating the candidate (a candidate may nominate themselves), and the signature of the candidate's immediate supervisor.

Section 3: Voting shall be by secret ballot. All eligible staff shall have one vote. The election shall take place each year in July.

Section 4: Candidates receiving the highest number of votes shall be declared elected. If there is a tie vote, a run-off election shall be held within ten days of the general election. If less than 15 candidate nominations are received, then no ballot election will be necessary. The current Staff Council can then choose to appoint the new members for the following year.

Section 5: A vacancy in an unexpired term of more than 3 months on the Staff Council can be filled by election.

Section 6: Disputes from staff regarding election procedures will be addressed by a special meeting of the Council. The disputing staff member shall address the Council with their concerns as determined by the Bylaws, Article VI. A majority vote shall determine the outcome.

### **Article VII Funding**

Disposition of funds raised shall be voted upon by a quorum of members at a regular Staff Council meeting. Those funds are to be dispersed at the discretion of Staff Council.

**Article VIII  
Formal Action**

Any regular staff member of the University may submit a written referral pertaining to ideas and concerns within the scope of the Staff Council and not within the scope of union representation as defined by California Government Code Section 3562 (r).

Any staff member who wishes a review of a formal action must file a written petition with the Staff Council no later than two weeks prior to the monthly meeting of the Staff Council. The petition must state the reasons for asking for a review. The Staff Council will review all formal actions and respond appropriately.

**Article IX  
Amendments**

Amendments to these Bylaws shall be made only at a regular meeting of the Staff Council and be approved by two-thirds vote of the membership.

**Article X**

Parliamentary Authority shall be Robert's Rules of Order, Revised.