

**TEXAS**  **STATE**  
STAFF COUNCIL<sup>®</sup>

Proposed amendments to the Texas State University Staff Council bylaws (June 11, 2024). **The amendment pertains to Article V, Section A and Items 2, 2a, 2c, and 3d. Updating the verbiage to reflect the change of the treasurer being appointed rather than nominated and elected from the general Staff Council membership and the month that Staff Council officer elections occur. This proposal will ensure the Staff Council treasurer has the necessary access and trainings to complete their job duties.**

A. Officers

Officers, **with the exception of the treasurer**, shall be elected from the Staff Council membership and consist of the chair, vice chair, secretary, parliamentarian, member-at-large for logistics, and member-at-large for events.

1. Terms

- a. Officers shall serve two-year terms beginning at the September meeting and ending after the September Executive Committee meeting, held pursuant to Section C.1.d. of this Article. Positions up for election may include any of the following positions: Chair, Vice-Chair, Treasurer, Secretary, Parliamentarian, Member-at-Large for Logistics, and Member-at-Large for Events are elected at the September meeting as vacancies dictate.

2. Elections **and Appointments**

- a. Officer regular elections shall be conducted at each year's **August** Staff Council Meeting. Elections to fill vacancies shall be determined pursuant to procedures developed under Article VI, Section E.
- b. Elected officers shall represent at least one (1) of the EEO job categories listed in Article IV, Section B.
- c. **The treasurer will be appointed by the Executive Board, from the elected Staff Council membership, to ensure the appointee has current access to SAP, understands how to balance and manage budgets, and is familiar with the various types of accounts that Staff Council maintains.**

3. Duties

- a. The council chair shall preside at meetings of Staff Council, carry out other duties as specified in the Staff Council Bylaws and the Staff Council Operating Procedures, and communicate Staff Council concerns to the university president through the Vice President & Chief of Staff.
- b. The vice chair shall assume the responsibility of the chair when the chair is absent or otherwise unable to perform their duties and assist the chair as required.
- c. The secretary shall maintain accurate records of attendance, prepare the agendas as established by the executive council, keep and disseminate minutes of all business conducted by the Staff Council, coordinate and prepare required reports and correspondence for the Staff Council, and announce meeting times.

- d. The treasurer shall keep track of the financial transactions of all Staff Council accounts **via SAP. Transactions include, but are not limited to, PCR's, PO's, IDT's, and Budget Adjustments.** The treasurer shall maintain a dual signature role for all Staff Council transactions with the chair and/or vice chair.
- e. At-large members will serve and provide general consultation and support to the executive council. At-large members will also serve as liaison to all internal Staff Council committees.
- f. The parliamentarian serves on the executive council and provides guidance on the appropriate conduct of meetings according to the Staff Council bylaws and refers Council business to appropriate committees on behalf of the executive committee.
- g. The immediate past chair may attend council and executive council meetings and shall provide advice, consultation, and support to executive council leadership and membership.

Submitted for Approval:

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Brandi Martinez, Chair  
Date:

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Kelly Damphousse, President  
Date:

Approved: