

TEXAS  **STATE**
STAFF COUNCIL®

Bylaws

Adopted: Fall 1992

Amended: February 9, 2012; October 23, 2015; September 11, 2018; October 2018; June 12, 2020; July 1, 2021; February 22, 2024; October 31, 2024; January 15, 2025

Revised: November 2018; December 2023

I. NAME

The name of the organization will be TEXAS STATE UNIVERSITY STAFF COUNCIL.

II. MISSION AND GOALS

A. Mission Statement

The mission of the Texas State University Staff Council, hereafter referred to as “Staff Council” or “Council,” shall be to promote and enhance the status of university staff, ensure the effective contribution of staff expertise toward university goals, and act as the liaison between the university president and staff. The Council shall represent the collective body of the staff and shall report directly to the university president.

B. Goals

1. Staff Council will provide effective, timely, and inclusive communications to staff and staff organizations.
2. Staff Council will actively support programs that improve staff recognition and retention.
3. Staff Council will be the voice for staff and enhance collaboration with administrators.
4. Staff Council will contribute to and make recommendations regarding university planning and policy decisions that impact staff.

III. RESPONSIBILITIES AND OBJECTIVES

A. The Staff Council shall develop, maintain and implement standard operating procedures.

B. The Staff Council shall develop and maintain communication between itself and:

1. staff employees,
2. Faculty Senate,
3. Student Government,
4. the university administration, and
5. the university president.

C. The Staff Council shall appoint committees as necessary to accomplish its work.

D. The Staff Council may, when appropriate, nominate Council members to serve on other councils and committees.

E. The Staff Council shall prepare and submit proposals and position papers to the university president on staff concerns as determined by a majority of the Staff Council.

F. The Staff Council shall prepare and submit reports as requested by the university president.

G. The Staff Council shall prepare and submit an annual summary of all activities and reports to the university president and the university staff by August 31 of each year.

- H. The Staff Council shall disseminate regular Staff Council meeting minutes to the President's Cabinet and all university staff.
- I. The Staff Council shall insure that its membership reflects appropriate and diverse EEO categories.
- J. The Staff Council shall monitor, review, and make recommendations on administrative actions that affect staff employees.
- K. The Staff Council shall monitor, review and make recommendations on the University Policy and Procedure Statements (UPPS's) that are in review by the university. The Staff Council UPPS Committee shall serve as the official reviewer of all UPPS's. Recommendations will be presented to the Staff Council chair, which will act as final reviewer and submit the recommendations.

IV. MEMBERSHIP

- A. Eligibility
 - 1. Membership is limited to individuals employed at Texas State University as regular full-time staff employees. It is recommended that staff members have at least 6 months of employment prior to serving on Staff Council.
 - 2. Except for associate and assistant directors, the president, vice presidents, associate and assistant vice presidents, deans, department chairs, directors, and others who are members of the Officials and Administrators EEO job category are not eligible to serve on Staff Council.
- B. Staff Council Composition
 - 1. Staff Council shall consist of up to 39 elected positions based on proportional representation in the following EEO job categories:
 - a. associate or assistant director (officials and administrators);
 - b. professional;
 - c. secretarial/clerical;
 - d. service;
 - e. skilled worker; and
 - f. technical/paraprofessional.
 - 2. Proportional representation
 - a. Proportional representation in each EEO job category shall be determined by the elections committee based on staff employment data retrieved in the spring semester.
 - b. Two position, regardless of EEO job category shall be earmarked for employees based at the Round Rock campus.
 - c. When determining proportional representation, each EEO job category shall have a minimum of one position.
 - d. If a member's job classification changes during their term of office, they will serve the constituency who elected them until their term expires.
 - e. When minimum positions go unfilled, proportional representation can be excused through use of at-large Staff Council members as defined in Article VI.
- C. Terms of Office
 - 1. Representatives shall serve three-year terms. Terms of office shall begin on September 1.
 - 2. No member shall serve more than two consecutive terms, or six consecutive years. After a one-year absence, a member may be re-elected or fill a vacancy as an alternate.
 - 3. The three-year term for an alternate filling a vacancy shall begin on

- a. September 1 prior to their appointment, if appointed before March 1, or
 - b. September 1 following their appointment, if appointed on or after March 1.
4. Years of service as an at-large appointment do not count towards the 6 consecutive year limit.

D. Member Resignation and Removal.

1. Resignation
 - a. A member shall notify the chair and vice chair via email of their intention to resign from Staff Council and include the effective date of their resignation.
 - b. The chair shall notify all Staff Council members of the resignation within one business day of its receipt.
2. Removal
 - a. Any member of Staff Council may request the removal of a member due to
 - i. lack of attendance;
 - ii. lack of engagement in Staff Council activities, including committee work;
 - iii. unprofessional behavior; or
 - iv. other behavior alleged to be detrimental to Staff Council.
 - b. The request shall be submitted to the chair via email and shall include a detailed description of the reason(s) the member should be removed.
 - c. The chair shall speak with the submitting member and investigate as necessary to confirm the alleged behavior(s). If the alleged behavior(s) is not confirmed, the chair shall notify the submitting member of their findings and dismiss the request.
 - d. If the alleged behavior(s) is confirmed, the chair shall discuss the findings with the member subject to removal and offer them the opportunity to resign.
 - e. If the member subject to removal chooses not to resign, the chair shall, without identifying the submitting member, notify all Staff Council members of the removal request within one business day and place the removal on the next Staff Council meeting agenda as an emergency item.
 - f. After discussion, a vote shall be taken on the member's removal. If two-thirds of the members present and voting vote to remove the member, they shall immediately vacate their position.

E. Filling Staff Council Membership Vacancies

1. Vacant Staff Council positions shall be filled by alternates – staff who were nominated but not elected at the most recent general or special election – in descending order of the highest number of votes received. Pursuant to Article VI, alternates shall be identified when election results are publicized.
2. Members filling vacant positions shall serve terms pursuant to Section C.3. of this Article.
3. Any vacancies or elections that result in a tie will be decided by current Staff Council members via secret ballot. If results of the secret ballot result in an additional tie, a decision will be made by the Staff Council chair.
4. If a vacancy cannot be filled by an alternate,
 - a. if the vacancy occurred prior to March 1, the chair shall call a special election as soon as practical to fill the position; or
 - b. if the vacancy occurred on or after March 1, the position shall remain vacant until filled at the next general election.

V. ORGANIZATION

A. Officers

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

2. Elections and Nominations

- 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. Any elected Staff Council member interested in being nominated for the vice treasurer/treasurer position must submit their interest to the Executive Board by the July general council meeting. The Executive Board will ensure the nominee 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, and if confirmed to have the appropriate credentials and knowledge, the nominee will be included on the election ballot.

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. The vice treasurer will serve as a junior treasurer, complete all trainings necessary with the treasurer, and will complete all treasurer specified duties when necessary.
- 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 historian will act as the public relation officer within the university community. They are responsible for preparing and maintaining a historical record of Staff

Council, including its purpose and objective. Maintaining a pictorial record of Staff Council members and maintaining a pictorial and written record of important Staff Council functions and events. The historical record will be kept on the official Staff Council website and archives.

- h. 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.
 - i. The immediate past chair will extend the past Staff Council chair responsibilities for one additional year and does not require re-election to Staff Council. This position ensures the continuity in Staff Council's work and immediately follows the chair's term of office. The vacating chair shall become an ex-officio (non-voting) member for one year to serve in an advisory capacity to Staff Council and the executive committee unless the past chair is re-elected as a representative or completing a term as an elected representative.
5. Officer Resignation and Removal
- a. The processes specified in Article IV, Section D for member resignation and removal shall apply to officers, except that if a member seeks removal of the chair, the vice chair shall perform the duties assigned to the chair.
6. Filling Officer Vacancies
- a. If after their first year of the two-year officer term an officer is subject to re-election to Staff Council and is not re-elected or has served the limit of six years on Staff Council, their term as a member and officer shall end as provided in this section. The office shall be filled during elections at the September meeting, and the member elected shall serve the remainder of the vacated term.
 - b. An election to fill the vacated term of an officer cannot be held earlier than 10 business days after the notification or effective date, whichever is the latest.
 - c. If a current officer is elected to fill a vacant position, they must resign their current office and perform the duties of both positions until the resigned office is filled at the next Staff Council meeting.
- B. Meetings
1. The Staff Council shall meet once a month at a time and place designated by the Staff Council. Notices of meetings shall be published in the Staff Council minutes, the [Staff Council website](#), email distribution to all staff by the Vice President & Chief of Staff, as well as by memo to council members.
 2. Special meetings may be called by the university president, the council chair, or at the request of at least one-third of the members provided notification has been sent to all members two working days prior to the meeting.
 3. Voting on motions and issues brought before the Staff Council shall be by voice, show of hands, or email/online methods. All proposed motions will require an initial proposal and a second by current Staff Council members. A vote may be by secret ballot or roll call if requested by a voting member. Voting records, if collected, will be made available except in the case of secret ballot votes. All votes will be decided by a simple majority of a quorum, with the exception of censuring or removing members or amendments to bylaws.

4. A quorum shall consist of a simple majority of the Staff Council membership. Without a quorum, members present may determine actions and submit results for ratification at the next regular meeting.
5. Meetings shall be open to all interested parties per [UPPS 01.04.04 Open Meetings of University Committees to Members of the Press and Public](#).
6. Staff Council representatives are expected to attend regularly scheduled meetings. Any member who exceeds two (2) unexcused absences will default their position and must submit excuses to the chair and secretary within 48 hours of the scheduled meeting. If the position is defaulted, then that member is not permitted to serve on Staff Council for the following year.
7. Staff Council will write its own standard operating procedures to guide the conduct of meetings.
8. Elected Staff Council members shall, as part of their university duties, be allowed to attend council and subcommittee meetings. University employees who are not Staff Council members shall, as part of their university duties, be allowed to attend Staff Council meetings if they are on the agenda to address the Staff Council.
9. Statements made during meetings of the Staff Council shall be privileged communication. Members and guests shall not be subject to retaliation or disciplinary action as a result of the expression of their views at Staff Council meetings.

C. Committees

1. The executive council shall consist of the officers as defined in Article V, Section A.
 - a. The executive council shall assist the chair in setting Staff Council meeting agendas and identifying issues to be addressed by Staff Council. The executive council shall assist in implementing the actions of the Staff Council.
 - b. The executive council shall have the power of Staff Council between meetings of Staff Council.
 - c. The executive council, in its official capacity, shall not take a public stand or voice an opinion on an issue without approval by a majority vote of the Staff Council.
 - d. The executive council shall meet monthly at a time and place designated by the council chair.
2. Standing committees are described in the standard operating procedures. Membership of these committees is open to any member of Staff Council. Each committee chair shall be responsible for providing a record of all activities for the year to be admitted to the Staff Council archives.
3. Appointment by the Staff Council to Special Interest Committees is open to any eligible staff member of the university as defined in Article IV, Section A.

VI. ELECTIONS

- A. Staff Council members and alternates are only filled by scheduled elections. Elections are conducted through online secret ballot. They are carried out by the election committee of Staff Council according to standing operating procedures approved by Staff Council.
- B. There are two types of elections for members:
 1. Regular election for vacant Staff Council positions for the next service year will occur between the late spring and first summer terms.
 2. Special election in the event of a resignation or removal of an elected officer, an election will be held in accordance with Article IV, Section E.

- C. Eligible staff employees may nominate themselves for Staff Council. Their self-nomination shall attest to their willingness and ability to serve as a Staff Council member or alternate.
- D. If there are fewer eligible, self-nominated candidates than available positions per EEO category, the elections committee shall appoint at-large Staff Council members utilizing the alternate pool from scheduled elections. At-large Staff Council members shall be governed by the following:
 - 1. At-large members will be selected by using the top vote getter that was not elected to council. No two consecutive alternates will be selected from the same EEO category. In the event of a tie, the selected candidate will be determined by the elections committee.
 - 2. At-large members will serve a 1-year term
 - 3. At-large members are able to run in the next election cycle for a permanent position as long as they don't exceed the 6-year limit
 - 4. At-large members will have all rights and privileges of Staff Council Members elected in the scheduled elections.
 - 5. The elections committee must notify Staff Council members prior to the use of appointment.
 - 6. In the event that a traditional Council member must step down/resign, at-large Staff Council members are eligible to fill the vacancy in accordance with Article IV, Section E.

VII. AMENDMENT OF BYLAWS

- A. Proposal of Amendments
 - 1. The bylaws will be reviewed by Staff Council every year.
 - 2. Any member desiring to amend the bylaws shall submit the proposed amendment(s) in writing to the Staff Council chair.
 - 3. The council effectiveness committee shall review the proposed amendment(s) and recommend course of action by Staff Council at its next regular meeting.
 - 4. The secretary shall send a copy of each amendment to the entire membership prior to the next regularly scheduled meeting. Voting will take place at the next month's regularly scheduled meeting. Exceptions may be made to the timeline of the proposed amendment(s) decision with the majority agreement of the Staff Council.
 - 5. Robert's Rules of Order shall form the guidelines for the adoption of any amendments to the by-laws.
- B. Adoption of Amendments
 - 1. Adoption of the proposed amendment(s) shall require a two-thirds vote of the members present and voting at general meeting provided notice has been given previous month; or a two-thirds vote of the Staff Council member membership if the voting is done online.
 - 2. Any amendments to the bylaws recommended by the Council shall be submitted to the university president for approval.

VIII. OPERATING BUDGET

- A. The university shall establish an operating budget sufficient to meet the needs of the Staff Council. The chair or co-chair of the Staff Council will be the account manager. In special circumstances, another member of the executive council may be required to serve as the account manager.
- B. Standing Budget

1. Each year, Staff Council, under the guidance of the Staff Council treasurer, will develop a list of standing budget items that will include yearly anticipated expenses.
2. Staff Council will vote on the standing budget items during the September general meeting.
3. Staff Council shall vote on any other non-standing budget items as necessary during general meetings.

C. Accounts

1. Staff Council ‘Maintenance & Operating’ Designated Method Account
 - a. The funds shall be provided by way of an allocation from the institutional division annually as approved by the President.
 - b. Staff Council shall utilize this account for standard operating expenses not related to fundraising.
2. Staff Council ‘Fundraising’ Revenue-Increasing-Budget Multi-Year Account
 - a. Staff Council will fund this account through fundraising, including but not limited to sales activities.
 - b. Staff Council shall utilize this account for awarding of non-endowed scholarship funds, Staff Council Awards, or fundraising expenses.
3. Staff Council ‘Scholarship’ Gift Account
 - a. Staff Council currently accepts donation funds to this account.
 - b. Staff Council will use this fund for Staff Council Awards only.
 - c. Following development of the Staff Council Excellence Account, this account will be spent down, closed, and the language for the account shall be stricken from the bylaws.
4. Staff Council Excellence Gift Account
 - a. Staff Council shall use this fund to accept donations on behalf of Council.
 - b. Staff Council shall utilize these funds for awarding non-endowed scholarships and Staff Council Awards.
5. Estavillo Richey Endowed Scholarship Account
 - a. Staff Council shall consult with the VPUA on fund availability each fiscal year.
 - b. Staff Council shall elect [a] recipient(s) of the endowed scholarship each year in accordance with the Memorandum of Understanding.

IX. PARLIAMENTARY AUTHORITY

Robert’s Rules of Order may be invoked by the chair as needed. The chair has the discretion to conduct meetings in a less formal manner.