

BYLAWS OF Texas A&M University-Corpus Christi Staff Council

Revised 10-26-2023

ARTICLE I NAME AND AUTHORITY

The name of this organization shall be the Texas A&M University-Corpus Christi Staff Council, hereafter referred to in this document as the Council. The Council shall function in accordance with this Bylaws as approved by the President of Texas A&M University-Corpus Christi. The Council is empowered to organize itself and establish its bylaws.

The Council shall be advisory to university administration and shall channel recommendations to the University President or their appointed liaison, hereafter referred to as the Staff Council Advisor.

ARTICLE II STATEMENT OF PURPOSE

Staff Council is an elected group of all regular benefits-eligible university employees not represented by the Faculty Senate or on the President's cabinet that serves to support activities and initiatives that improve the quality of the work environment, morale, and effectiveness of the university's valuable staff. The Council shall fulfill the following purposes:

1. Serve as a voice for the collective body it represents on matters that affect the welfare of the University and the Membership,
2. Foster and enhance communication between the Membership it represents and others in the campus community,
3. Serve as a resource through which representatives from the Membership shall be nominated to serve on university committees and confirmed by the members of the Staff Council,
4. Be a forum for discussion of issues and concerns involving University rules and procedures,
5. Serve as an advisory body to the University administration in matters relating to those represented by the Council, as defined in Article III, including the implementation of new policies, procedures, programs, and reviews of existing policies,
6. Promote recognition of membership contributions to the mission of the University as well as excellence in service,
7. Actively participate in developing and promoting processes and activities that maximize positive progress and
8. Serve as a developmental tool, building loyalty and commitment through orientation of new employees, creating motivational projects to instill a sense of community in the Texas A&M University-Corpus Christi community, and team building with others in the University.

ARTICLE III STAFF COUNCIL MEMBERSHIP

Section 1: General Membership

The Council is hereby established to allow for representation and participation of all regular, benefits-eligible employees not represented by the Faculty Senate or serving on the President's Cabinet, hereafter called the Membership, after completing one year of regular benefits-eligible employment at Texas A&M University-Corpus Christi prior to the commencement of the term of office.

ARTICLE IV ELECTIONS

Section 2: Eligibility

To be eligible to serve on the Council, prospective representatives must have completed one year of regular, benefits-eligible employment at Texas A&M University-Corpus Christi prior to the commencement of their elected term of office.

Before the election, an official university personnel database will be analyzed by Human Resources to determine the number of eligible representatives for each division. Should the number of representatives be reduced due to this process, the next position to expire or resign will not be replaced; no positions with time remaining on their terms will be immediately removed. Each division will have a minimum of one representative.

Section 3: Terms of Office

A.

Representatives shall serve a two-year term to begin and end in May.

B.

Terms shall be staggered as such that one-half of the members' terms expire in odd years and one-half expire in even years, with elections conducted annually. Council representatives can serve a maximum of two (2) consecutive terms. Following a year off the Council, a former council member is again eligible to serve on the Council.

C.

An elected representative whose position changes during his/her term of office will vacate the Staff Council position representing the division that elected them. The unexpired term will be fulfilled according to Article IV, Section 6 of the bylaws.

Section 4: Staff Council Make-Up

Each division shall receive one representative for every 30 eligible employees, as defined in Article IV, Section 1. The calculation method shall be number of eligible employees within the division/operating unit grouping divided by 30. Results of less than .5, when carried to two decimal places, will be rounded down to the next lowest whole number, and results of .5 or greater, when carried to two decimal places, will be rounded up to the next highest whole number (Example: A result of 2.49 will authorize two representatives. A result of 2.50 will authorize three representatives). No division/operating unit under Article IV, Section 7, will have less than one (1) Staff Council representative.

Section 5: Nominations

The nomination process for expiring and vacant positions will open in Spring and remain open for two weeks. All TAMUCC staff shall have the right to nominate an eligible member in their division to run for election. Self-nominations are welcome. The Nominations and Election Committee shall have the authority to nominate candidates for divisions with no running candidates.

Section 6: Annual Election

The annual election for expiring and vacant positions for Staff Council representatives will be conducted each spring and completed by May 1. The election process will be carried out by the Nominations and Election Committee and approved by the Staff Council Executive Committee.

A.

Eligibility to Run for Election - All TAMU-CC staff who have completed one year of regular benefits-eligible employment shall have the right to run in the annual election as of January of the current year.

B.

Voting Privileges – All TAMU-CC regular benefits-eligible staff, as outlined in general membership (see Article III, Section 1), shall have the right to vote for representatives in their division.

C.

Voting Procedure – Voting shall occur by confidential ballot. Nominations and Election Committee shall be responsible for providing the results to the Executive Board Committee.

D.

Election Results - Winners will be determined by the plurality of votes acquired in their division based on the number of vacant seats.

E.

Certification of Results – The Executive Board Committee shall certify the results of elections.

F.

Announcement of Results

1. The Chair of the Nominations and Election Committee shall announce the results and conduct runoff elections where no candidate has won a plurality. The Nominations and Election Committee Chair shall notify each winner no later than May 15 and ensure that the election results are posted on the Staff Council website.
2. The Staff Council President will notify the winners' supervisors and the Staff Council advisor immediately following the election.

G.

Election Results Retention – Results of the election and all related documents shall be kept on file in accordance with the State of Texas Records Retention policy.

H.

Transfer of Representation - The closing of business at the May general meeting shall mark the

1. End of outbound representative term
2. Beginning of terms for:
 - a. Newly elected representatives
 - b. Incumbent representatives who have been re-elected
3. Any change of dates affecting election cycles will extend all Staff Council members' terms to correspond with the new cycle.

I.

Filling Term of Removed Representative - The unexpired term of a removed representative shall be filled from among those nominated but not elected at the last election in the order of the highest number of votes received. The new representative will serve the remainder of the term. The remainder portion served shall not be counted towards the two-term limit. If no other individual were nominated in a division, a call for nominations would be posted, and a special election would be held via balloting.

Section 7: Membership Division Descriptions

1. President's office and other divisions
 - President's office
 - PAIRS
 - Art Museum
 - HRI

2. Institutional Excellence
 - Risk Ethics and Compliance
 - EDCS
 - Title IX Compliance
 - Athletic/NCAA Compliance
 - FCIO/Export Control
 - University Administration Compliance Management
 - University Assessment & Accreditation
 - UPD
 - Human Resources
3. Academic Affairs
 - All Academic Colleges and Schools
 - Academic Testing
 - Academic Advising
 - Bell Library
 - CASA (Pass, FITW, SSS, TRIO)
 - Center for Faculty Excellence
 - International Education
 - Provost
 - Registrar
4. Finance and Administration
 - Accounting
 - Budget
 - Contracts
 - Environmental Health and Safety
 - Information Technology
5. Student Engagement and Success
 - Recreational Sports
 - Counseling Center
 - Health Services
 - Student Conduct & Community Standards
 - Disabilities Service
 - Student Activities
 - University Center
 - University Housing
 - Athletics
6. Research and Innovation
 - a. Community Engagement
 - b. Unmanned Aircraft System
 - c. Conrad Blucher Institute
7. Institutional Advancement
 - a. Alumni
 - b. Career Services
 - c. Development
 - d. External Relations
 - e. Marcomm

- f. PAC
- 8. Enrollment Management
 - a. Admissions/Recruitment
 - b. Financial Aid
 - c. Scholarships
 - d. Veteran Affairs

ARTICLE V

RESPONSIBILITIES OF STAFF COUNCIL REPRESENTATIVES

Section 1: Duties

Staff Council representatives are expected to attend all meetings and participate in the business of the Staff Council. Representatives shall serve on committees of the Staff Council and may be appointed by the Staff Council President as chair and/or co-chair of those committees. They shall be willing to hear concerns, receive information and suggestions, and communicate these effectively to the Staff Council. Representatives must keep their constituents informed of the work of the Staff Council and matters that the administration communicates to the Staff Council.

Section 2: Attendance

Members may not miss more than three Staff Council meetings during the year. The proper use of a proxy will constitute attendance. It is the representative's sole responsibility to ensure that any absences and related proxies are communicated to the Secretary.

Section 3: Resignation

Any representative wishing to resign from the Staff Council shall submit his/her resignation in writing to the Staff Council President. If the unexpired term of the resigning representative is less than six months, the vacancy will not be filled. If a representative of the Staff Council resigns or is unable to serve for any reason, the unexpired term over six months will be filled from among those nominated within the same EEO category but not elected at the last election, in the order of the highest number of votes received. The new representative will serve the remainder of the term. The remainder portion served shall not be counted towards the two-term limit.

Section 4: Removal

Any member missing four Staff Council meetings during the year shall be removed. The unexpired term of a removed representative will be filled from among those nominated but not elected at the last election in the order of the highest number of votes received. The new representative shall serve the remainder of the term. The remainder portion served shall not be counted towards the two-term limit.

ARTICLE VI

OFFICERS AND ADVISORS

Section 1: Officers

The officers of the Staff Council shall consist of a President, Immediate Past President (Ex-Officio), President-Elect/Vice President, Secretary, Treasurer, Parliamentarian, and Historian. All officers, except the Immediate Past President who has completed two (2) consecutive terms, will retain full voting privileges. President, President-Elect/Vice President, and Immediate Past President are three-year consecutive commitments.

Section 2: Duties - Elected officers serve the entire Staff Council, and therefore shall:

- A. Fulfill directives adopted by the Staff Council.

- B. Ensure adherence to Staff Council Bylaws.
- C. Perform all responsibilities subject to the oversight of the Staff Council.
- D. Prepare proposals and position papers on membership concerns, as determined by the majority of the Staff Council, and submit them to the University President or their designee.
- E. Prepare annual and future Staff Council activity reports and submit them to the VP for Finance & Administration and the University President.
- F. Select representatives from the general membership to serve on a university-wide panel, search committees, advisory boards, and such.

Section 3: Titles and Purviews

- A. Immediate Past President:
 - Serve in the final year of office as an advisor to the current President.
 - The position shall not be filled when vacant until the next election cycle.
 - Have no voting privilege.
- B. President:
 - Report directly to the Staff Council Advisor to include:
 - 1) Act as Staff Council's main liaison to the Staff Council Advisor and the University President.
 - 2) Refer resolutions through the Staff Council Advisor to the University President at the Staff Council's behest.
 - 3) Brief Staff Council Advisor on Staff Council's concerns.
 - 4) Solicit the Staff Council Advisor's advice and support for the Staff Council.
 - Preside over Staff Council's general sessions and Executive Board Committee meetings.
 - Serve as liaison/or appoint staff to major university-wide committees.
 - Appoint Chairs to Staff Council committees.
 - Appoint representatives to serve on search committees for the hiring of executive officers to the University.
 - Carry out other duties as specified in the Bylaws.
- C. President-Elect/Vice President
 As deputy to the Staff Council President, the President-Elect/Vice President shall:
 - Work closely with the Staff Council President to assist in leading the Staff Council.
 - Shall Chair the Nominations and Elections Committee.
 - Preside over Staff Council general sessions
 - 1) In the absence of the President
 - 2) At the President's request, and
 - 3) Represent the Staff Council on the Faculty Senate.
- D. Secretary:
 - Record minutes of general Staff Council and Executive Board Committee meetings.
 - Submit written minutes to the Staff Council President no later than five (5) business days prior to the next scheduled meeting.
 - Chair Communications Committee.
 - Coordinate and prepare an annual report on activities for submission to Staff Council Advisor and University President.
 - Supervise the distribution of the agenda.
 - Record and maintain attendance records for Staff Council, as well as Executive Board Committee meetings.
 - Supervised the maintenance of a central archive of all:
 - 1) Minutes

- 2) Electronic recordings of meetings
- 3) Vital communications

E. Treasurer:

- Maintain Staff Council's accounts.
- Administer the budget and accounts as authorized by the Staff Council.
- Ensure staff properly receive and submit receipts for funds.
- Reconcile Staff Council's accounts and report to the Staff Council at executive board and monthly Staff Council meetings.
- Prepare an annual report for financial transactions.

F. Parliamentarian:

As the advisor in parliamentary procedures, the Parliamentarian shall:

- Observe the following rules in this exact order of precedence:
 - 1) The Staff Council Bylaws
 - 2) Staff Council precedent (if such precedent was intended to last)
 - 3) Common sense
- Be versed in *Robert's Rules of Order* and ensure that they are adhered to during all meetings of the Staff Council Executive Board and Standing Committees and:
 - 1) Assist the Staff Council President with any questions pertaining to the rules of order during meetings and provide explanations or advice but not rulings, which are always made by the presiding officer
 - 2) Maintain an accurate and current copy of the Staff Council Bylaws
 - 3) In the event the Bylaws require review, the Parliamentarian shall convene the ad-hoc Bylaws Revision Committee.

G. Historian:

- Document events and activities of the Staff Council outside of meetings.
- Photograph Staff Council events and activities for the Staff Council website or make such arrangements.
- Oversee the Staff Council records retention.
- Preserve Staff Council History.
- Coordinate and prepare an annual report on activities for submission to the Staff Council Advisor and University President.

Section 4: Election of Officers

Nominations for officers shall be submitted in writing or electronically to the President no later than the week prior to the first meeting of the term. Staff Council Officers shall be elected by secret ballot at the first meeting of the new term. A simple majority of the Staff Council present is required for the election of each officer's position. Officers shall be elected in the following order: President-Elect/Vice President (one position), Parliamentarian, Secretary, Treasurer, and Historian.

Section 5: Terms of Office

Officers shall be elected by the voting members annually for a one-year term. No officer may hold the same office for more than two (2) consecutive terms but may be eligible to serve after a one-year interval. President-Elect/Vice President shall serve a three (3) year term from the time elected and shall represent the Staff Council on Faculty Senate as an ex-officio member. Officers will continue serving the term for which they were elected if they change positions within the university. All officers, except the Immediate Past President who has completed two consecutive terms, shall retain full voting privileges.

Section 6: Resignation

Any officer may resign at any time by giving written notice to the Staff Council President or, in case of a Staff Council President's resignation, by giving written notice to the Staff Council Advisor. Such resignation shall

take effect at the time specified in the notice, or if no time is specified, then immediately.

Section 7: Removal

Any officer may be removed from office, with cause, by two-thirds votes of the voting members at any regular or special meetings of Staff Council representatives expressly for that purpose.

Section 8: Vacancies

Vacancies of Officers for unexpired terms shall be filled by election of the Staff Council at their next regular meeting according to Robert's Rules of Order. A vacancy in the office of the President shall be filled by the Vice President. A vacancy in the office of the Immediate Past President shall remain vacant until the next election cycle when the current President becomes the Immediate Past President.

Section 9: Advisor

Advisor to the Staff Council shall be the Vice President for Finance and Administration, as outlined in their position description. The advisory role shall be to direct, advise, counsel, and act as a liaison between the Staff Council, the University President, and the President's Cabinet. The Advisor shall have no voting privilege.

Section 10: Ex-Officio Members

In addition to the Immediate Past President, there shall be representatives from both the Faculty Senate and Human Resources. These ex-officio members shall have no voting privileges.

ARTICLE VII

COMMITTEES

Section 1: Standing Committees

There shall be at least five (5) standing committees, including the Executive Board Committee, Nominations and Election Committee, Benefits and Employee Development Committee, University Relations Committee, and Communications Committee. Each committee, including a chair and/or a co-chair, shall have and exercise authority in the governance of the Staff Council. Each committee shall be responsible for submitting an annual report to the Executive Board no later than at the end of each year's term.

Section 2: Duties

A.

Executive Board Committee: The Executive Board shall consist of Council Officers and the Chairs of each of the Standing Committees. The Executive Board is responsible for setting meeting agendas, with input from the Council representatives and the Membership, making decisions on behalf of the Council between General Council meetings, and reporting such actions to the Council at the next scheduled meeting. The Executive Board Committee shall facilitate decision-making between board meetings or in urgent and crisis circumstances, prepare the agenda for each Staff Council meeting, and prepare the annual budget and annual report. Staff Council's representatives and/or membership-at-large appointments to campus-wide committees. The Immediate Past President does not have voting privileges on the Executive Board.

B.

Nominations and Election Committee: The Nominations and Election Committee shall conduct an annual, campus-wide election for the Staff Council and all other elections and referendums concerning the membership.

C.

Benefits and Employee Development Committee: The Benefits and Employee Development may make recommendations to appropriate university officials on employee classification, salaries, and benefits packages, training and development opportunities, in-service training, performance evaluations, and university hiring, and advancement as related to membership.

D.

University Relations Committee: The University Relations Committee shall develop and implement programs to build staff morale and improve relationships between staff and administration.

E.

Communication Committee: The Communications Committee shall develop, update, and monitor the Staff Council communications and communication guidelines and prepare and distribute information to promote the Staff Council visibility via all available media, including but not limited to social media, website, newsletter, and others.

Section 3: Other Committees and Task Forces:

Additional special interest committees deemed necessary by the Staff Council may be appointed. Appointment to special interest committees is open to any eligible staff member of the University as defined in Article III, Section 1.

Section 4: Committee Chairs:

The Staff Council President shall appoint Committee Chairs, who are subject to approval by the Council. Committee Chairs must be elected Council members. Committee chairs shall be responsible for achieving the committee's mission and preparing and presenting committee reports to the Council.

Section 5: Committee Membership:

All Staff Council representatives shall serve on at least one (1) committee. Staff Council committee membership is not restricted to Staff Council representatives. Committee members can be recruited from the general membership. Individuals of the general membership can submit their names for consideration on a committee.

Section 6: Term of Office:

Each committee member shall serve at least one year until the next retreat.

Section 7: Vacancies:

The President of the Staff Council may fill vacancies in the membership of committees.

Section 8: Rules:

Each committee and task force may adopt rules for its meetings consistent with these Bylaws or any rules adopted by the Executive Board Committee. Rules will be reviewed by the Executive Committee before adoption.

Section 9: Standard Operating Procedures (SOPs):

Each committee shall have standard operating procedures updated annually. Standard Operating Procedures may be revised as necessary. Copies of all the Committee's SOPs shall be kept on file at the Staff Council's Office.

ARTICLE VIII

MEETINGS

Section 1: Staff Council Regular Meeting Schedule and Notification:

The Staff Council shall meet in an open session once a month upon such date, time, and place as the Staff Council shall determine or on a schedule determined by the Staff Council Executive Committee. The first meeting of the session shall be the June meeting of each year. The Secretary shall notify all Staff Council representatives of the time and location of all Staff Council meetings. Such notification shall be by written correspondence at least seven days in advance of the meeting and shall include a tentative agenda. All regularly scheduled Council meetings are open to all regular, benefits-eligible staff. A special meeting may be called with 48-hour notice by the Executive Board or by petition of one-third (1/3) of the Council. A regularly scheduled meeting may be canceled by a two-

thirds (2/3) vote of the Council.

Section 2: Agenda:

The agenda shall be prepared by the President with the Executive Board's approval. Agenda items may be submitted in writing by any campus member to the Staff Council Secretary no later than seven business days before the next scheduled meeting. The agenda for all scheduled meetings shall be available no later than two business days before.

Section 3: Order of Business:

The order of business shall include, but not be limited to, the following items, which shall be covered in sequence as far as circumstances permit: call to order, determination of members present, approval of minutes of the previous membership meeting, President's report, Vice Presidents Report, treasurer's report, reports of standing committees, reports of special interest committees, old business, new business, and adjournment.

Section 4: Special Meeting Schedule and Notification:

Special meetings of representatives may be called by the Staff Council Executive Board or one-third (1/3) of the Staff Council representatives. Representatives shall receive at least a 48-hour prior written note of special meetings, and the note shall state the purpose of the meeting.

Section 5: Executive Session (Closed Session):

Staff Council meetings shall be open to all interested parties. A majority vote of the Staff Council membership present, however, may determine that a meeting shall in whole or in part be conducted in executive session (closed session), during which time only voting delegates, as well as others designated by the Staff Council, shall be present. No ultimate action shall be taken in the executive session.

Section 6: Quorum:

A quorum shall consist of most of the total voting members present. The majority shall be fifty percent of Staff Council representatives plus one. Written authorization of proxy shall count toward a quorum if presented by a non-Staff Council representative from the same division as the Staff Council representative. Only one proxy shall be given to a person per meeting. A proxy shall have the power to vote. No vote shall be taken at the Staff Council meeting without a quorum, although it could be decided to go forward with electronic voting.

Section 7: Voting:

Each voting member in good standing shall have one vote at any meeting of the Staff Council. Voting on motions and issues brought before the Staff Council shall be by voice or show of hands unless a roll call or vote by secret ballot is requested by a voting member (roll-call votes shall be recorded in the minutes of the meeting). A simple majority vote cast at a meeting at which a quorum is present shall constitute the action of the Staff Council. In cases of a lack of quorum or emergency voting needs, an electronic vote may be taken. This vote will be recorded and included as an addendum to the minutes of the previous meeting.

Section 8: Rules of Order:

Robert's Rules of Order, the most recent revision, shall govern the conduct of Staff Council meetings and all committee meetings except where these rules conflict with the Bylaws of the Staff Council.

ARTICLE IX

BUDGET AND EXPENDITURE

Section 1: Budget:

The Staff Council budget shall be allocated by the Office of Budget at TAMU-CC at the beginning of each fiscal year. The use of budget allocations will be discussed at Staff Council meetings and approved by the Staff Council President.

Section 2: Signature Authority:

The following officers shall have signature authority:

- Staff Council President-Primary (Also listed as Department Head)
- President-Elect/Vice President-Secondary
- Advisor-Secondary
- Treasurer-Secondary only on FAMIS/Purchasing/Acct. Maintenance

Should accounting or university policy change the requirements of the signature designees, those changes will be allowed to fulfill requirements without bylaw changes and above authority amended.

Section 3: Expenditures:

All expenditures of more than \$1,000.00 shall be approved by the Executive Board. All expenditures of \$999.99 and under shall be approved by the Staff Council President. If the Staff Council President is not available for signature/approval, the President-Elect/Vice President, Advisor, and Treasurer will have delegated signature authority to approve the expenditures. All expenditures, regardless of amount, must be approved by a minimum of two persons holding signature authority.

All requests for expenditures must follow the approved procedure:

- The designated Chair of a Staff Council committee must fully and accurately complete a Fund Request Form. In addition, the designated Chair must also attach a price quote/bid to a Fund Request Form.
- A Fund Request Form, with an attached quote/bid, must be submitted to the Staff Council Treasurer, who will route the form for approval and obtain the necessary signatures.
- Once the expenditures are approved, the Staff Council Treasurer will notify the designated Chair of the Staff Council committee making the request, and the Staff Council Treasurer will make the purchase.
- The Staff Council Treasurer is responsible for maintaining all signed and approved Event Purchase Sheets, price quotes/bids, and original receipts of purchase in printed and electronic format. All Fund Request Forms, quotes/bids, and original receipts of purchase shall be kept with the Staff Council records.

ARTICLE X

AMENDMENTS TO THE BYLAWS

All changes to the Staff Council Bylaws shall be passed and approved in accordance with the provisions stated in this section.

Section 1: Any member of the Staff Council, with the endorsement of five other representatives, may propose amendments and revisions to the Bylaws.

Section 2: Proposed amendments and revisions must be presented in writing to the Parliamentarian, who will convene an ad-hoc Bylaws Revision Committee to review the proposal.

Section 3: Amendments and revisions, approved by the Bylaws Revision Committee, must be presented in writing to the Staff Council Secretary, who shall distribute them to representatives at the Staff Council's next regularly scheduled meeting.

Section 4: Proposed amendments and revisions shall not be acted upon until two (2) weeks after distribution to Staff Council representatives.

Section 5: Editorial changes in grammar or spelling necessary for clarification of the text only and that do not alter the intention of the text can be made after a review by the Executive Board Committee without requiring a vote by the Staff Council; however, all editorial changes must be announced to Staff Council at its next regular meeting.

Section 6: A notice for the scheduled meeting at which proposed amendments to the Bylaws are to be considered must be communicated in writing to Staff Council representatives a minimum of five (5) working days before the meeting and must be accompanied by a copy of the proposed amendment. The notice of the meeting must state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the Bylaws. This may occur during the normally scheduled general meeting.

Section 7: Method of Adoption: These Bylaws shall be adopted based on an affirmative vote by two-thirds (2/3) of the entire Staff Council body. This may be done as an online vote.

Section 8: These Bylaws shall be in operation immediately upon adoption.

**ARTICLE XI
REAFFIRMATION OF COMMITMENT TO
EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

The Staff Council aligns its mission with the university's Reaffirmation of Commitment to Equal Opportunity and Affirmative Action, as stated in the most current statement from the university.