

BYLAWS OF
Texas A&M University-Corpus Christi Staff Council
Revised February 23, 20021

ARTICLE I

NAME

This organization shall be known as the Texas A&M University-Corpus Christi Staff Council, hereafter referred to as Staff Council.

ARTICLE II

PURPOSE

Staff Council is an elected group of all regular benefits-eligible university employees not represented by Faculty Senate or on 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.

Section 1: Objectives

- A. Staff Council develops and maintains communication channels for interchange between staff members, faculty, the university administration, and the University President.
- B. Staff Council provides a forum for members to discuss problems and concerns. Staff Council monitors problems and concerns and recommends solutions on behalf of its members.
- C. Staff Council formulates, monitors, and reviews recommendations on developmental programs for university staff.
- D. Staff Council formulates, monitors, and reviews recommendations on activities to promote staff morale.
- E. Staff Council may, where staff interests are concerned, nominate staff members to serve on university committees. Such members will be appointed by the Staff Council President.

ARTICLE III

STAFF COUNCIL MEMBERSHIP

Section 1: General Membership

All regular benefits-eligible university employees not represented by Faculty Senate or on President's Cabinet shall be eligible to serve on the Staff Council after completing one year of regular benefits-eligible employment at TAMU-CC prior to commencement of the term of office.

ARTICLE IV

ELECTIONS

Section 1: Eligibility

In January of each year, prior to the election, an official university personnel database will be analyzed by Human Resources to determine the number of eligible representatives for each category (see Article IV, Section 7). The South Texas Institute for the Arts shall be excluded from this determination (See Article IV, Section 4). Should a classification number of representatives be reduced as a result of this process, the next position to

expire or resign will not be replaced; no position with time remaining on their term will be immediately removed. Each category will have a minimum of one representative.

Section 2: 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. No member may serve more than two consecutive terms but may be re-elected after not having served on Staff Council for one year.

C.

An elected representative whose job classification changes during his/her term of office will serve the constituency who elected this representative for the remainder of the term.

Section 3: Staff Council Make-Up

Each category shall receive one representative for every 30 eligible employees, as defined in Article IV, Section 1, within the classification. The calculation method shall be "the number of eligible employees within the category divided by 30", rounding as necessary.

Section 4: South Texas Institute for the Arts

The South Texas Institute for the Arts shall be represented on the Staff Council by one single representative appointed by the Director of the South Texas Institute for the Arts.

Section 5: Nominations

The nomination process for expiring and vacant positions will open in January and stay open for no less than two weeks. All TAMUCC staff shall have the right to nominate an eligible member in their category to run for election. Self-nominations are acceptable. The Nominations and Election Committee shall have the authority to nominate candidates for categories 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 (see Article III, section 1) 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 category.

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 category 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 election and all related documents shall be kept on file at the Staff Council's Office in accordance with 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, and
2. Beginning of terms for:
 - a. Newly elected representatives
 - b. Incumbent representatives who have been re-elected
3. Onboarding of the newly elected committee chairs.
4. Any change of dates affecting election cycles in section 6 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 was nominated in a category, a call for nominations would be posted and a special election held via balloting.

Section 7: Membership Categories Descriptions

Classifications for representation on the Staff Council are based on the following EEO Occupational Categories:

- Executive/Administrative/Manager – Category 1
- Professional Non-Faculty – Category 3
- Clerical/Secretarial – Category 4
- Technical/Para-Professional/Skilled & Crafts/Service & Maintenance – Categories 5/6/7

Category 1: Executive, Administrative, and Managerial

A primary function or occupational activity category used to classify persons whose assignments require management of the institution or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are employees holding titles such as: top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; financial managers; human resources managers; purchasing managers; postsecondary education administrators such as: presidents, vice presidents (including assistants and associates), deans (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, directors (including assistants and associates),

department heads (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, assistant and associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers; lodging managers; and medical and health services managers.

Category 3: Other Professional (support/service)

A primary function or occupational activity category used to classify persons employed for the primary purpose of performing academic support, student service, and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Included in this category are all employees holding titles such as business operations specialists; buyers and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists; computer systems analysts; database administrators; network and computer systems administrators; network systems and data communication analysts; counselors, social workers, and other community and social service specialists; counselors; social workers; health educators; clergy; directors, religious activities and education; lawyers; librarians, curators, and archivists; museum technicians and conservators; librarians; artists and related workers; designers; athletes, coaches, umpires; dancers and choreographers; music directors and composers; chiropractors; dentists; dietitians and nutritionists; optometrists; pharmacists; physicians and surgeons; podiatrists; registered nurses; therapists; and veterinarians.

Category 4: Clerical and Secretarial

A primary function or occupational activity category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office. Also includes such occupational titles such as switchboard operators, including answering service; telephone operators; bill and account collectors; billing and posting clerks and machine operators; bookkeeping, accounting, and auditing clerks; payroll and timekeeping clerks; procurement clerks; file clerks; clerical library assistants; human resources assistants, except payroll and timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative assistants; computer operators; data entry and information processing workers; desktop publishers; mail clerks and mail machine operators (except postal service); office clerks (general); office machine operators (except computer); and proofreaders and copy markers.

Category 5: Technical and Paraprofessional

A primary function or occupational activity category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job-training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Include persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Includes mathematical technicians; life, physical, and social science technicians; agricultural and food science technicians; chemical technicians; geological and petroleum technicians; nuclear technicians; paralegals and legal assistants; miscellaneous legal support workers; health technologists and technicians; dietetic technicians; pharmacy technicians; licensed practical and licensed vocational nurses; medical records and health information technicians; opticians, dispensing; healthcare support occupations; nursing aides, orderlies, and attendants; physical therapist assistants and aides; massage therapists; dental assistants; medical assistants; and pharmacy aides.

Category 6: Skilled Crafts

A primary function or occupational activity category used to classify persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training

programs. Include occupational titles such as welders, cutters, solderers and braziers; bookbinders and bindery workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians; painting workers; photographic process workers and processing machine operators; and etchers and engravers.

Category 7: Service/Maintenance

A primary function or occupational activity category used to classify persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Includes titles such as fire fighters; law enforcement workers; parking enforcement workers; police officers; security guards; lifeguards; ski patrol; cooks and food preparation workers; food and beverage serving workers; fast food and counter workers; waiters and waitresses; other food preparation and serving related workers; building cleaning and pest control workers; grounds maintenance workers; electrical and electronic equipment mechanics; installers and repairers; radio and telecommunications equipment installers and repairers; avionics technicians; electric motor, power tool, and related repairers; vehicle and mobile equipment mechanics, installers, and repairers; control and valve installers and repairers; heating, air conditioning, and refrigeration mechanics and installers; air transportation workers; motor vehicle operators; and parking lot attendants.

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 proxy will constitute attendance. It is the sole responsibility of the representative to ensure that any absences and related proxies, be communicated to the Secretary.

Section 3: Resignation

Any representative wishing to resign from the Staff Council shall submit his/her resignation in writing to 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, Immediate Past President is a three-year consecutive commitment.

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 as a whole.
- D. Prepare proposals and position papers on membership concerns, as determined by the majority of the Staff Council, and submit to University President or his/her designee.
- E. Prepare annual and future Staff Council activity report and submit to the VP for Finance & Administration and University President.
- F. Select representatives from the general membership to serve on a university-wide panel, search committees, advisory boards, and such.

Section 3: Title and Purviews

- A. Immediate Past President:
 - Serve final year in office as an advisor to current President
 - The position shall not be filled when vacant until the next election cycle
 - Have no voting privilege
- B. President:
 - Report directly to Staff Council Advisor to include:
 - 1) Act as Staff Council's main liaison to Staff Council Advisor and University President
 - 2) Refer resolutions through Staff Council Advisor to University President at Staff Council's behest
 - 3) Brief Staff Council Advisor on Staff Council's concerns
 - 4) Solicit 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 Staff Council President, the President-Elect/Vice President (PEVP) shall:
 - Work closely with 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 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 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, if any
 - 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 Constitution
 - 2) The Staff Council Bylaws
 - 3) Staff Council precedent (if such precedent was intended to last)
 - 4) 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 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 adhoc Bylaws and Constitution Committee.

G. Historian:

- Document events and activities of the Staff Council outside of meetings
- Photograph Staff Council events and activities for Staff Council website, or make such arrangements
- Preserve Staff Council History
- Coordinate and prepare an annual report on activities for submission to 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 to 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. 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 meeting 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 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, 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 a minimum of five (5) standing committees, including 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 the 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 Committee shall facilitate decision-making between board meetings or in urgent and crisis circumstances, prepare agenda for each Staff Council meeting, prepare the annual budget, annual report, and recommend Staff Council's representatives and/or membership-at-large appointments to campus-wide committees.

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. The Chair of the Nominations and Election Committee shall not be a candidate for re-election during the year of his or her service as a Chair.

C. Benefits and Employee Development Committee: The Benefits and Employee Development Committee 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: Communications Committee shall develop, update, and monitor the Staff Council communications and communication guidelines, 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:

Committee Chairs shall be appointed by Staff Council President and are subject to approval by the Council. Committee chairs shall be responsible for achieving the mission of the committee.

Section 5: Committee Membership:

All Staff Council representatives shall serve on a minimum of 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 member of a committee shall serve at least for one year until the next retreat.

Section 7: Vacancies:

Vacancies in the membership of committees may be filled by the President of the Staff Council.

Section 8: Rules:

Each committee and task force may adopt rules for its meetings that are consistent with these Bylaws or with any rules adopted by the Executive Board Committee. Rules will be reviewed by the Executive Committee prior to 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 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 Administrative Assistant 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.

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 member of the campus community to Staff Council Administrative Assistant no later than seven (7) business days prior to the next scheduled meeting. The agenda for all scheduled meetings shall be posted on the Staff Council's website no later than two business days prior to the meeting.

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 final action shall be taken in the executive session.

Section 6: Quorum:

A quorum shall consist of the majority 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 occupational category 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 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 are in 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. 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. In the event that 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 attached quote/bid, must be submitted to the Staff Council Administrative Assistant, who will route the form for approval and obtain the necessary signatures.
- Once the expenditures are approved, the Staff Council Administrative Assistant will notify the designated Chair of the Staff Council committee making the request, and the Staff Council Administrative Assistant will make the purchase on their P-Card.
- The Staff Council Administrative Assistant 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 in the Staff Council office.
- Staff Council Treasurer will be responsible for the above procedures in the absence of the Administrative Assistant.

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 and Constitution Committee to review the proposal and establish alignment with the Staff Council constitution.

Section 3: Amendments and revisions, approved by the Bylaws and Constitution 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.