

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

Revised 10-09-2025

## **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 new employee orientation, 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**

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 1. Eligibility**

To serve on the Council, staff must be regular, benefits-eligible employees who have completed at least one year of employment prior to the commencement of their elected term.

### **Section 2. Divisional Representation**

Each division, as defined by the University at the time of elections, shall be entitled to one representative for every thirty (30) eligible employees. Counts will be rounded down for values of 0.49 or below, and rounded up for values of 0.50 or greater, when calculated to two decimal places. Each division shall have at least one representative.

### **Section 3. Terms of Office**

- A. Representatives shall serve a two-year term beginning and ending in May.
- B. Terms shall be staggered so that approximately half expire in odd years and half in even years. No representative may serve more than two consecutive terms. After a one-year break in service, a former representative may seek re-election.
- C. A representative who transfers to another division during their term shall vacate the seat. Representatives who transfer within the same division may continue to serve but must notify the Nominations and Elections Committee.

### **Section 4. Nomination Process**

- A. The nomination period shall open each Spring for two weeks. Staff may nominate themselves or others within their division. If no nominations are received after the first week, the Nominations and Elections Committee shall notify the division's leadership to encourage nominations.
- B. The Nominations and Elections Committee shall notify each nominee by e-mail. Nominees must accept or decline their nomination by replying to the notice. Those who accept must also provide written approval from their immediate supervisor confirming their ability to serve on the Council.

## **Section 5. Election Process**

- A. The election period shall begin one week after the close of nominations and remain open for two weeks.
- B. All eligible staff may vote within their division.
- C. Voting shall be conducted by confidential ballot. Winners shall be determined by plurality. Ties shall be resolved by run-off election.
- D. Election results shall be certified by the Executive Board and announced by the Chair of the Nominations and Elections Committee no later than three workdays after elections have been completed.
- E. Election results and related records shall be maintained in accordance with the State of Texas Records Retention policy.
- F. Terms of office shall commence at the adjournment of the May meeting.

## **Section 6. Vacancies**

- A. Vacancies in unexpired terms of less than six (6) months shall remain unfilled until the next election cycle.
- B. Vacancies in unexpired terms of more than six (6) months shall be filled, if possible, by the unelected nominee from the most recent election who received the highest number of votes. If no such nominee exists, the Nominations and Election Committee shall reopen nominations and conduct a Special Election. A Special Election is an election conducted during the current term year for the specific purpose of filling a vacancy in an unexpired term with more than six months remaining in the term.
- C. A representative elected to fill a vacancy shall serve the remainder of the unexpired term. This partial term shall not count toward the two-term limit.

# **ARTICLE V**

## **RESPONSIBILITIES OF STAFF COUNCIL REPRESENTATIVES**

### **Section 1: Duties**

Staff Council representatives are expected to attend all meetings and participate in the staff council's business. 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 of the 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 of the portion served shall not be counted towards the two-term limit. A vacancy will also occur if the elected Staff Council member changes to another division other than what they were elected to.

### **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:
  1. Serve in the final year of office as an advisor to the current President.
  2. The position shall not be filled when vacant until the next election cycle.
  3. Has no voting privilege.
- B. President:
  1. Report directly to the Staff Council Advisor to include:

- a. Act as Staff Council's main liaison to the Staff Council Advisor and the University President.
  - b. Refer resolutions through the Staff Council Advisor to the University President at the Staff Council's behest.
  - c. Brief Staff Council Advisor on Staff Council's concerns.
  - d. Solicit the Staff Council Advisor's advice and support for the Staff Council.
- 2. Preside over Staff Council's general sessions and Executive Board Committee meetings.
- 3. Serve as liaison/or appoint staff to major university-wide committees.
- 4. Appoint Chairs to Staff Council committees.
- 5. Appoint representatives to serve on search committees for the hiring of executive officers to the University.
- 6. 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:

- 1. Work closely with the Staff Council President to assist in leading the Staff Council.
- 2. Chair the Nominations and Elections Committee.
- 3. Preside over Staff Council general sessions
  - a. In the absence of the President
  - b. At the President's request
- 4. Represent the Staff Council on the Faculty Senate.

D. Secretary:

- 1. Record minutes of general Staff Council and Executive Board Committee meetings.
- 2. Submit written minutes to the Staff Council President no later than five (5) business days prior to the next scheduled meeting.
- 3. Chair the Communications Committee.
- 4. Coordinate and prepare an annual report on activities for submission to Staff Council Advisor and University President.
- 5. Supervise the distribution of the agenda.
- 6. Record and maintain attendance records for Staff Council, as well as Executive Board Committee meetings.
- 7. Supervised the maintenance of a central archive of all:
  - a. Minutes
  - b. Electronic recordings of meetings
  - c. Vital communications

E. Treasurer:

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

**F. Parliamentarian:**

As the advisor in parliamentary procedures, the Parliamentarian shall:

1. Observe the following rules in this exact order of precedence:
  - a. The Staff Council Bylaws
  - b. Staff Council precedent (if such precedent was intended to last)
  - c. Common sense
2. 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:
  - a. 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.
  - b. Maintain an accurate and current copy of the Staff Council Bylaws
  - c. In the event the Bylaws require review, the Parliamentarian shall convene the ad-hoc Bylaws Revision Committee.

**G. Historian:**

1. Document events and activities of the Staff Council outside of meetings.
2. Photograph Staff Council events and activities for the Staff Council website or make such arrangements.
3. Oversee the Staff Council records retention.
4. Preserve Staff Council History.
5. 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 immediately if no time is specified.

## **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 a Vice President as designated by the University President and CEO, 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. The Executive Committee will review the Rules 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. An electronic vote may be taken in cases of a lack of quorum or emergency voting needs. 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 Office of Budget at TAMU-CC allocates the Staff Council budget at the beginning of each fiscal year. The use of budget allocations is discussed at Staff Council meetings and approved by the Staff Council President.

### **Section 2: Signature Authority**

The following officers shall have signature authority:

- A. Staff Council President-Primary (Also listed as Department Head)
- B. President-Elect/Vice President-Secondary
- C. Advisor-Secondary
- D. 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 the Staff Council President shall approve expenditures of \$999.99 and

under. 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. Regardless of the amount, all expenditures must be approved by a minimum of two persons holding signature authority.

All requests for expenditures must follow the approved procedure:

- A. 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.
- B. A Fund Request Form, with an attached quote/bid, must be submitted to the Staff Council Treasurer. The treasurer will route the form for approval and obtain the necessary signatures.
- C. 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.
- D. 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 governed by the provisions of this Article.

### **Section 1. Eligibility to Propose Amendments**

Any member of the Staff Council, with the written endorsement of two other representatives, may propose an amendment to the Bylaws. Each proposal must include:

- A. Identification of the specific Article, Section, and Part to be amended
- B. A detailed description of the proposed change
- C. The rationale for the proposed change

### **Section 2. Submission of Proposals**

Proposed amendments must be submitted in writing to the Parliamentarian. Within five (5) working days, the Parliamentarian shall convene an ad-hoc Bylaws Revision Committee to review the proposal.

### **Section 3. Classification of Proposals**

- A. ***Editorial Amendments.*** Proposals limited to correcting grammar, spelling, or formatting, without altering the substantive intent of the text, may be implemented following review by the Executive Board. Such changes shall be documented in the Parliamentarian's report at the next regular Staff Council meeting.
- B. ***Substantive Amendments.*** Proposals that alter the meaning or intent of the Bylaws must be forwarded to the Secretary, who shall distribute them to all Council representatives by e-mail within two (2) working days. Council representatives shall

have up to five (5) working days to review and cast their vote via a secure electronic ballot.

#### **Section 4. Special Circumstances**

In cases where immediate amendment is required to allow the Council to act on time-sensitive business, the President, after consultation with the Vice President and the Parliamentarian, may introduce the amendment directly to the full Council for expedited review (2 business days) and vote. Such amendments shall be adopted only upon approval by the threshold specified in Section 5.

#### **Section 5. Adoption of Amendments**

An amendment shall be adopted upon receiving a two-thirds (2/3) affirmative vote of all seated Council representatives.

#### **Section 6. Effective Date**

Adopted amendments take effect immediately upon adoption and shall apply prospectively, unless otherwise specified in the amendment text.