



**TEXAS WOMAN'S  
UNIVERSITY™**

# **Staff Council Constitution & Bylaws**

## **MISSION**

The Staff Council provides a collective voice for university staff as a channel of communication within the University to foster a spirit of unified community and to advance the mission of the University.

## **PREAMBLE**

Texas Woman's University, a multi-center institution, is a community of people engaged in support of higher education. In order that all components of the University may work together creatively and freely in the pursuit of common goals, this Constitution of the Staff Council of Texas Woman's University is set forth.

## **CONSTITUTION**

### **Article I – Name**

The name of this organization shall be the Staff Council of Texas Woman's University.

### **Article II – Objective**

The Staff Council is organized to foster a spirit of unified community among staff members of Texas Woman's University and to provide opportunities for democratic representation. The Staff Council shall exist to contribute to the welfare of the University and its staff employees. The objectives of Staff Council are:

- To inform the University administration on items that are of interest and/or relevant to staff members;
- To advocate for staff in seeking workplace improvements;
- To provide staff opportunities for leadership and professional development;
- To increase the sense of identity, recognition, and worth of each staff member in his/her relations to the University.

### **Article III – Authority**

The Staff Council is an advisory body to the Chancellor of the University. The Chancellor and other members of University administration may refer matters to the Staff Council. In addition, the Staff Council may consider other issues and provide recommendations to the administration on matters of interest to the staff in accordance with Article II. The Staff Council does not serve as a complaint hearing or review agency in any grievance procedure or matter. The Staff Council does not assume the role of arbitrator in any such matter, nor does it serve as a bargaining entity.

### **Article IV – Membership**

Membership on the Staff Council shall be extended to staff members who are:

- At least 50% Full Time Equivalent at Texas Woman’s University;
- Have 6 month of employment in a staff position;
- Currently hold a position below the level of Executive Director, Registrar, and Controller;
- Are not represented by Faculty Senate.

### **Article V – Constituency**

Staff Council represents all full and part time staff members who currently hold a position below the level of Executive Director, Registrar, and Controller and are not represented by Faculty Senate.

### **Article VI – Officers**

The officers of the Staff Council shall be: President, President Elect, Past President, Vice President, Secretary, Treasurer, Parliamentarian, Dallas Liaison, and Houston Liaison. These officers shall constitute the Executive Committee.

### **Article VII – Standing Committees**

The Staff Council shall establish within the Staff Council the following standing committees:

- Executive Committee
- Professional Development
- Service Committee
- Communications
- Rewards and Recognition
- Membership and Elections

### **Article VIII – Meetings**

Regular meeting times shall be established by the Staff Council.

# BYLAWS

## Article 1 – Membership

### Section 1. Eligibility

Membership on the Staff Council shall be extended to staff members who are:

- At least 50% Full Time Equivalent at Texas Woman’s University;
- Have 6 months of employment in a staff position;
- Currently hold a position below the level of Executive Director, Registrar, and Controller;
- Are not represented by Faculty Senate.

### Section 2. Responsibilities of Council Representatives

Council members are:

- To communicate information on Council activities to their constituents;
- Attend meetings regularly;
- Present concerns of constituents to the Staff Council; and if invited;
- Council members should be available to participate if problems or situations occur which need special study; and
- Council representatives should bring identified issues to the attention of the Executive Committee.

### Section 3. Representation

The following Equal Employment Opportunity Commission (EEOC) code shall determine Staff Council representation for the University. The same population numbers, but without reference to EEOC code, shall be used to determine representatives from the Dallas and Houston centers as separate entities. Populations shall be based on the most current listing available from Human Resources for the month preceding the nomination call with a representation of one (1) Staff Council member per 30 staff members.

<b>EEOC Code</b>	<b>EEOC Title</b>
5	Directors and above
7	Other Professionals
8	Technical/Paraprofessional
9	Clerical/Secretarial
10	Skilled Crafts
11	Service/Maintenance
Dallas	At Large
Houston	At Large

There is a minimum of one representative per EEOC code. Dallas and Houston campuses will have a minimum

of two representatives each. No council member will be removed from a position on Staff Council as a result of reapportionment.

#### **Section 4. Selection**

The staff members of Texas Woman's University shall nominate and elect representatives (see Article 5) who shall make up the Staff Council.

#### **Section 5. Terms of Office**

Newly elected members shall serve a three (3) year term. The term of office shall begin with the regularly scheduled August meeting and continue through August 31 of the third year. A term year shall begin with the regularly scheduled August meeting and continue through August 31 of the following year. If the President Elect or President is in the last year of their Staff Council term, this councilor's term is extended in order to fulfill the duties of President and/or Past President.

#### **Section 6. Removal and Reinstatement**

Staff Council members may be removed from office if they have three (3) or more absences from the regularly scheduled Council meetings within a single term year. Written notice of the member's removal shall be provided to the members removed, and a report will be given by the Membership and Elections committee chair at the next regularly scheduled meeting. Staff Council members that miss meetings will be expected to send written notice to the Executive Committee.

Staff Council members may appeal to the full Council for reinstatement within two weeks of the date of the written notice of removal.

#### **Section 7. Vacancies**

A Staff Council position is declared vacant if any of the following conditions are met:

- The member is no longer eligible as defined in Article 1 Section 1;
- The member has resigned from Staff Council;
- The member has been removed from Staff Council; or
- The member's term of office has expired.

If a Staff Council member moves to a different EEOC code, he or she will be considered a member-at-large representing their former EEOC code until the next election, and the position within the original EEOC code will be deemed vacant.

## **Article 2 – Meetings**

### **Section 1. Scheduled Meetings**

The Staff Council shall meet on a regular basis at a time established at the first meeting of the year.

## **Section 2. Special Meetings**

Special meetings may be called at any time by the Staff Council President or at the written request of three (3) Staff Council members. Such written requests shall be sent to the Executive Board.

## **Section 3. Quorum**

One half plus one of Staff Council members shall constitute a quorum.

# **Article 3 – Officers**

## **Section 1. Eligibility**

Each officer must be a Staff Council Representative at the beginning of the term of office. Each officer must have been a Staff Council Representative for a minimum of six (6) months before they are eligible to become an officer.

## **Section 2. Officer Elections**

Nominations and elections of Staff Council officers shall be conducted at the regularly scheduled meeting in July. Officers shall assume duty at the regularly scheduled August meeting. Each current officer must meet with the newly elected officer counterpart before the August meeting.

## **Section 3. President**

The term of office of the President is one (1) year as President and one (1) year as Past President.

The President shall:

- Preside at all meetings of the Executive Committee and of the Staff Council;
- Determine, prepare and distribute the agenda for Executive Committee and Staff Council meetings;
- Appoint ad hoc committees of the Staff Council; and
- Be an ex-officio member of all committees; and
- Oversee members' removal from office (per Article 1 Section 6) in conjunction with the Parliamentarian.

## **Section 4. President Elect**

The term of office of the President Elect is one (1) year as President Elect, one (1) year as President, and one (1) year as Past President.

The President Elect shall:

- Perform the duties of President in the President's absence ;

- Become President of the Staff Council in the event a vacancy occurs in the office of the President and shall fill out the unexpired term of office;
- Shall act on behalf of the President upon his/her request;
- Serve as Chair of the Professional Development Committee ;
- Assume the duties of President at the expiration of the President’s elected term of office; and
- In the event that the President resigns within the first six (6) months the President Elect shall become President and a new President Elect shall be elected.

## **Section 5. Vice President**

The term of office of the Vice President is one (1) year.

The Vice President shall:

- Perform the duties of President in the absence of the President and President Elect;
- Serve as Chair of the Service Committee.

## **Section 6. Past President**

The term of office of the Past President is one (1) year.

The Past President shall:

- Serve on the the Executive Committee as an ex-officio member; and
- Serve in an advisory role to the President and Vice President.

## **Section 7. Secretary**

The term of office of the Secretary is one (1) year.

The Secretary shall:

- Maintain accurate records of all meetings of the Executive Committee and provide minutes to the Executive Committee members prior to the next meeting of the Executive Committee;
- Maintain accurate records of all meetings of the Staff Council and provide minutes to the Staff Council members prior to the next meeting of the Staff Council;
- Be responsible for gathering materials for transfer to the Staff Council Historical Archives maintained in the Woman’s Collection of the Library; and
- Serve as Chair of the Communications Committee.

## **Section 8. Treasurer**

The term of office of the Treasurer is one (1) year.

The Treasurer shall:

- Receive and disburse all funds of the Staff Council upon approval of Executive Committee;
- Keep an accurate account of all receipts and disbursements;
- Verify and reconcile accounting summary/detail reports;
- Submit an annual report to the Executive Committee; and
- Serve as Chair of the Rewards and Recognition Committee.

## **Section 9. Parliamentarian**

The term of office of the Parliamentarian is one (1) year.

The Parliamentarian shall:

- Serve as resource person for President in interpreting the Constitution and Bylaws of the Staff Council;
- Serve as Chair of the Membership and Elections Committee;
- Maintain the membership roster and an accurate record of each representative's attendance at meetings of the Staff Council; and
- Shall coordinate with the President in the event of a member's possible removal from office.

## **Section 10. Dallas Liaison**

The term of office of the Dallas Liaison is one (1) year.

The Dallas Liaison shall:

- Serve as resource person for the Dallas campus community on all Staff Council matters;
- Represent the Dallas community in the Executive Meetings; and
- May serve as or appoint another Dallas Staff Council member as an ex-officio member to any Staff Council committee;

## **Section 11. Houston Liaison**

The term of office of the Houston Liaison is one (1) year.

The Houston Liaison shall:

- Serve as resource person for the Houston campus community on all Staff Council matters;
- Represent the Houston community in the Executive Meetings; and
- May serve as or appoint another Houston Staff Council member as an ex-officio member to any Staff Council committee;

## **Section 12. Notification**

The President shall submit names of the newly-elected officers to the TWU Marketing department for publication as well as the Chair of the Communications Committee for release in the Staff Council newsletter and/or other regular publications.

## **Section 13. Officer Resignations**

Officer resignations will require an election for the open position except in the case of the President as outlined in Article 3, Section 4.

# **Article 4 – Committees**

## **Section 1. The Executive Committee**

The Executive Committee manages and executes the business of Staff Council. This includes, but is not limited to, familiarizing itself with the policies and procedures of the University pertaining to staff members and ensuring democratic representation in areas of concern to staff members as well as approving the agenda for meetings, advising the President in making appointments to University committees, and monitoring the activities of Staff Council Committees. The Executive Committee is composed of the officers of Staff Council and is chaired by the Staff Council President.

- The Executive Committee shall meet no less than once each calendar month prior to the regularly scheduled Staff Council meeting.
- The Executive Committee shall review and approve the Staff Council budget.
- Council representatives shall bring staff member issues to the attention of the Executive Committee. The Executive Committee may place the item on the agenda for discussion at the next council meeting.

A quorum of the Executive committee is half plus one of its members. Any meeting lacking enough committee members to constitute a quorum will be rescheduled.

## **Section 2. Professional Development Committee**

The Professional Development Committee shall consist of a chair (President Elect of Staff Council), members of Staff Council, and members from various areas of the University as needed. The Committee shall be responsible for implementing staff development programs which shall include Staff Development Day(s); overseeing the Staff Development Grant applications, awards, and presentations; and serving as reviewers for the annual staff awards, as needed.

### **Section 3. Service Committee**

The Service Committee shall consist of a chair (Vice President of Staff Council), members of Staff Council, and members from various areas of the University as needed. This committee shall be responsible for seeking and recommending fundraising and service projects for the Staff Council to consider and support.

### **Section 4. Communications Committee**

The Communications Committee shall consist of a chair (Secretary of Staff Council), members of Staff Council, and members from various areas of the University as needed. The Communications Committee shall be responsible for publicizing the activities of the Staff Council and its members through University publications, email, and other appropriate media. The Committee shall be responsible for facilitating communication between University staff members and other constituent groups.

### **Section 5. Rewards and Recognition Committee**

The Rewards and Recognition Committee shall consist of a chair (Treasurer of Staff Council), members of Staff Council, and members from various areas of the university, as needed. The Rewards and Recognition Committee shall be primarily responsible for overseeing the procedures of the Pioneer Proud Awards and other recognition opportunities.

### **Section 6. Membership and Elections Committee**

The Membership and Elections Committee shall consist of a chair (Parliamentarian of Staff Council) and members of Staff Council. The Membership and Elections Committee shall conduct Staff Council elections and address issues pertaining to Staff Council membership. Members of the Elections Committee shall be composed only of Staff Council members.

### **Section 7. Standing Committee Appointments**

Each Staff Council representative shall serve on at least one standing committee, which shall be comprised of at least three (3) Staff Council representatives.

Immediately following the installation of officers, the President shall send all Staff Council representatives a Standing Committee Selection Form inviting them to serve on a TWU Staff Council standing committee. The President may send all TWU staff members a Standing Committee Selection Form if additional committee members are needed.

The Executive Committee shall determine the standing committee representation. Members shall be notified of their committee assignment by the Secretary before the next meeting. Members shall be eligible for reappointment. The President of the Staff Council shall appoint committee members from various areas of the University as needed.

All reports and recommendations of standing committees to the Executive Committee shall be submitted in writing.

A quorum of any standing committee shall be a majority of its members.

All standing committees shall observe rules contained in the current edition of Robert's Rules of Order.

## **Section 8. Special Committees**

Special committees may be appointed by the Staff Council President as the need arises.

# **Article 5 – Election Procedures and Processes**

## **Section 1. Election Governance**

Elections shall be conducted by the Membership and Elections Committee of the Staff Council.

When necessary, the Executive Committee of Staff Council shall serve as the Membership and Election Committee.

The Membership and Elections Committee shall design and distribute nomination forms and ballots (paper and/or electronic), and shall prepare a calendar designating dates for nominations, voting, counting of ballots, and notification of elected members.

## **Section 2. Reapportionment**

Review of the number of Council members needed for each EEOC code and for the Dallas and Houston campuses shall occur annually during the month of April. The total number of representatives shall be calculated per Article 1 Section 3.

No representative will be removed from the Staff Council as a result of reapportionment. If an EEOC code has more representatives than necessary, the additional representatives become members-at-large. The determination of which representatives will become members-at-large and which will continue to represent their EEOC code is the responsibility of the Executive Council.

## **Section 3. Nominations**

Nominations shall be received in May.

Nominations may be made by any TWU affiliated staff member for any eligible staff member. Nominations shall be submitted to the Membership and Elections Committee. The Membership and Election Committee will verify eligibility per Article 1 section 1. Upon verification of eligibility requirements, nominees will be

contacted by the Membership and Elections Committee to confirm their acceptance of the nomination. Candidates who accept nomination will have their names placed on the election ballot (paper and/or electronic).

Nominee(s) for open positions in an EEOC group will be deemed elected without the necessity of a ballot when they are the only nominee(s) for an open position in that EEOC group. Only when there are more nominees than open positions will a ballot be deemed necessary.

#### **Section 4. Elections**

Regular elections to fill all vacant Staff Council positions shall be held in June.

All elections for representatives shall be conducted by secret ballot (paper and/or electronic). The Membership and Elections Committee shall send the election ballots to employees along with information on the number of representatives to be elected.

Final ballots will be retained by the chair of the Membership and Elections Committee until the next election.

#### **Section 5. Tie Votes**

In case of tie votes, run-off elections shall be held.

#### **Section 6. Notification**

The Membership and Elections Committee will notify the Executive Board of the results of the election. The Membership and Elections Committee will notify duly-elected nominees of their election to Staff Council.

Nominees deemed elected without the necessity of a ballot per Article 5 section 3 shall be notified after the election.

The outgoing President shall submit names of the newly-elected representatives to the TWU Marketing department for publication as well as the Chair of the Communications Committee for release in the Staff Council newsletter.

#### **Section 7. Alternates**

Alternates shall be designated following the general election and seating of newly elected representatives. Alternates in each EEO Classification will be appointed according to the greatest number or ranking of votes in the general election (i.e. "first alternate," "second alternate," etc.) Alternates may participate actively in the Staff Council meetings and on committees, but shall not have voting privileges. Alternates from previous years will receive higher ranking over newly elected alternates. Should a standing Staff Council Representative depart, the first alternate having the same EEO Classification as the departing representative shall immediately, or on the date specified in the resignation notice, become a full member for the remainder of his/her term except if a EEO Classification imbalance exists or will be created between voting members. In this case, an alternate of a different classification will be appointed as a voting member, as correction of the classification imbalance has greater priority than replacement of the voting member by an alternate of the same classification. In the event

there is not an alternate of the same EEO Classification, the first alternate of the closest similar EEO Classification who indicated their willingness to be a Member-at-Large representative shall be considered as noted in Article 5, Section 8.

### **Section 8. Members-at-Large**

In the event that an EEOC code is under-represented by either insufficient nominations or member resignations, members-at-large will be selected by the Membership and Election committee from the pool of the next-highest vote recipients in each EEOC category, provided the nominee received two or more votes.

Following any election, prior to selecting new members-at-large due to under-representation, existing members-at-large may be assigned to represent an under-represented EEOC code for the Staff Council term year, at the discretion of the President and Parliamentarian.

Members-at-large may be reassigned to represent their own EEOC prior to any election in order to fill empty seats within that EEOC code. Members-at-large assigned in this way are no longer members-at-large, and instead will serve as representatives of their own EEOC code until the end of their term.

Upon the resignation of a member of Staff Council, a member-at-large who is not assigned to represent a particular EEOC code may be assigned to represent the resigning member's EEOC code for the remainder of the Staff Council term year at the discretion of the President and Parliamentarian.

### **Section 9. Post-Election Vacancies**

In the event that there are not enough nominations or members-at-large to fill the required number of representatives, elected Council representatives reaching the end of their term of office will be asked to volunteer for one additional year.

### **Section 10. Continuity**

Prior to the annual election, after accounting for reapportionment, if the number of vacant seats to be filled in the election is more than one third the total members of Staff Council, members whose terms of office are scheduled to end will be asked to remain for one additional year. The number of members asked to stay will be the difference between one third of the total members of Staff Council (rounded down) and the number of members whose terms of office are expiring. Precedence will be given to members of EEOC codes losing the highest percentage of members, and to members who were elected most recently. Final determination of the members asked to remain shall be the responsibility of the Executive Board.

### **Section 11. Filling Vacancies**

Staff Council positions that become vacant between regular elections shall be filled by the Executive Board according to the following criteria:

Members-at-large who are not assigned to represent a particular EEOC code per Article 5 Section 2, or

If there are no eligible members-at-large, the nominee from the empty seat's EEOC code who received the most votes (with a minimum of 2 votes) during the previous election, or

If there are no remaining nominees matching the empty seat's EEOC code, the nominee from any other EEOC code receiving the highest number of votes within that code (with a minimum of 2 votes).

If there are no eligible nominees from the previous election, the seat will remain vacant until the next election. Vacancies will be filled by Special Elections according to Article 5 Section 13 as necessary.

## **Section 12. Installation of New Representatives**

Installation of members shall occur at the regularly scheduled August meeting. New representatives shall assume duty immediately after installation.

## **Section 13. Knowledge Transfer**

Current and outgoing representatives are required to attend the August meeting. At this meeting a brief overview of duties will be given to new representatives by outgoing officers and committee chairs.

## **Section 14. Special Elections**

If at any time one fifth or more of the seats are vacant, or any two EEOC codes are unrepresented by regular or at-large members, a special election will be held to fill all vacant seats. The special election will commence immediately and will follow the election procedures outlined in this Article.

# **Article 6 – Amendments**

These Bylaws may be amended at any regular meeting of the Staff Council by a two-thirds (2/3) vote of the members present, the proposed amendments having been submitted in writing at the previous regular meeting.

Staff Council shall present suggested changes to the Bylaws to TWU staff members prior to vote.

Without such notice to TWU staff members, the Bylaws may be amended only by a unanimous vote.

A review of these Bylaws shall be made every five (5) years, or when considered necessary, by a committee appointed and chaired by the Parliamentarian

## **Article 7 – Parliamentary Authority**

The rules contained in the current edition of **Robert's Rules of Order** shall govern the Staff Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Staff Council may adopt.

### **Constitution and Bylaws approved by the Staff Council Steering Committee on October 6, 1998.**

- Amended August 1, 2000
- Amended July 8, 2004
- Amended May 3, 2005
- Amended August 2, 2005
- Amended June 6, 2006
- Amended February 5, 2008
- Amended March 1, 2012
- Amended May 23, 2012
- Amended August 14, 2013
- Amended December 17, 2013
- Amended May 20, 2014
- Amended July 9, 2014
- Amended XXXX, 2014
- Amended December 08, 2015
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- Amended May 11, 2017
- Amended September 14, 2017