



Texas Southern University Staff Council By-laws

CONTENTS:

Article I. Name

Article II. Mission Statement

Article III. Membership

Article IV. Officers

Article V. Elections

Article VI. Meetings

Article VII. Budget and Finance

Article VIII. Committees

Article IX. Amendments to the By-laws

Article I. NAME

Section 1. Name of Organization

The name of this organization shall be the Texas Southern University Staff Council, hereinafter referred to as Staff Council. The people represented are eligible Staff as defined in Article III, Section 1. Eligibility, hereinafter referred to as Staff.

Article II. MISSION STATEMENT

Section 1. Mission Statement for Staff Council

The Texas Southern University Staff Council (TSUSC) exists as a positive collective voice to foster a spirit of unity by encouraging the exchange of ideas among Staff, faculty and students in keeping with the mission of Texas Southern University. TSUSC shall serve as an advisory body which conveys information and makes recommendations to the President regarding interests and concerns of the University Staff.

The Staff Council promotes recognition of staff contributions to the mission of Texas Southern University, and recommends individuals to serve on committees where policies and procedures affecting staff will be discussed. The Staff Council will keep all staff informed and in turn keep the President advised of needs and interests of the Staff on University issues and activities. The Staff Council will always seek to promote a positive and collaborative work environment that is committed to assessing, prioritizing, and communicating Staff needs.

Article III. MEMBERSHIP

Section 1. Eligibility

All benefits-eligible, non-faculty University employees, who have been employed for at least one (1) year--with the exception of the President, and the Vice Presidents--shall be eligible for membership and/or representation by this Staff Council.

Section 2. Staff Council Representation

1. The Staff of each EEO Classification at Texas Southern University shall be allowed to nominate members within their EEO classification to run for election, and all eligible Staff shall vote to elect all representatives who shall make up the Staff Council.
2. The following scale shall determine Staff Council representation for each EEO Classification in the University. The population shall be based on the most current listing available from Human Resources for the month preceding the nomination call. The EEO Classifications and populations therein included will be reviewed every three (3) years on the first of the month preceding the call for nominations of Staff Council representatives.
3. Classifications for Representation are based on the following EEO Occupational Categories:

EEO Occupational Categories	Number of Employees	% of Total	Number of Designated Council Members	Number of Alternates	At-Large Members
Executive/Administrator/Managerial	103	14%	1	1	
Secretarial/Clerical	200	26%	3	2	
Skilled Crafts/Service Maintenance	112	15%	2	1	
Professional Non-Faculty	268	35%	4	2	
Technical/Paraprofessional	73	10%	1	1	
Total	756	100%	11	7	2

Section 3. EEO Classification Reviewed

On March 1 of each third year beginning in 2009 (i.e., 2012, 2015, 2018), a listing from the official University Human Resources database will be printed and analyzed to determine the number of representatives each classification is to receive for the next three-year period. All ineligible employees, as defined in Article IV, Section 1, will be removed from the list prior to making the determination. It is the responsibility of the Election Committee to complete this process prior to annual elections. Should a classification's number of representatives decline as a

result of this process, the next position to expire will not be refilled. However, no position with time remaining on the term will be immediately removed. Each classification will continue to have at least one representative regardless of the number of eligible employees within the classification.

Section 4. Terms begin September 1

1. Representatives shall serve a two (2) year term to begin the first day of September and to end on the last day of August.
2. In the first year of Staff Council representation (2009), at least one (1) representative from each classification will only be allowed to serve a one (1) year term. Thus, in subsequent years, terms shall be staggered with elections conducted annually. No member may serve more than two (2) consecutive terms, but may be re-elected after a one (1) year interval.
3. An elected representative whose job classification changes during his/her term of office will serve the constituency that elected this representative until the next election.

Section 5. Representatives' Duties and Time Allowances

1. Representatives shall attend all meetings of the Staff Council.
2. Representatives shall serve on committees as members, may be elected as chair of committees, and may be elected as an officer of the Staff Council.
3. Representatives shall be available to their constituents, indicating how they can be contacted. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Staff Council. In turn, representatives must keep their constituents informed of the work of the Staff Council and matters that the administration communicates to the Staff Council.
4. Representatives shall be allowed a reasonable amount of time to devote to Staff Council meetings and Staff Council work as part of their normal working duties. However, excessive time taken or needed for Staff Council work and/or assignments must be cleared with the representative's supervisor.

Section 6. "Alternates" defined as: the individual who receives the next highest vote count in an EEO Classification

1. If a member of the Staff Council resigns or is unable to serve for any reason, the unexpired term will be filled from among those nominated but not elected at the last election in the order of the highest number of votes received. Said "alternate" will serve the remainder of the term and be designated as a "member."
2. "Alternates" may be elected to two (2) additional terms.

Section 7. Provision of Removal from Office

1. Any member/representative whose absence causes a represented category to be underrepresented for (3) three regular and/ or special called meetings of the Staff Council during the year shall automatically be removed. A new representative will be elected within 30 days and will take office immediately.
2. A representative's term of office may be terminated and a new representative elected at any time by a majority vote of all eligible category members. A vote to terminate a

current representative and elect a new representative may be initiated by a written petition signed by at least fifty (50%) of the eligible Staff in a represented category.

Article IV. OFFICERS

Section 1. Officers

Officers of Staff Council shall be elected by Staff Council. Officers will make up the Executive Board of the Staff Council. The Officers of the Staff Council shall be the Chair, Co-Chair, Secretary, and Treasurer.

Section 2. Duties of the Officers

1. The Chair shall: (1) preside at all meetings with full authority to discuss matters before the Staff Council; (2) serve as chief spokesperson for the Staff Council; (3) ensure that projects undertaken by Staff Council are developed, organized, and implemented in an orderly and timely manner; (4) be an ex-officio member of all standing committees; (5) sign or counter-sign, in accordance with applicable Staff Council action, all contracts, minutes, agreements, and other documents, except in those instances wherein a designee has been authorized; (6) cast the deciding vote in the event of a tie; and (7) fulfill other responsibilities and duties as required.
2. The Co-Chair shall: (1) preside at Staff Council meetings in the absence of the Chair; (2) assist the Chair with duties as needed; (3) become Acting-Chair, with signing authority during extended, but not permanent, absence(s) (i.e. vacation, illness, etc.) of the Chair; (4) serve as Executive Board liaison to all Staff Council committees; and (5) assume other duties as directed by Staff Council.
3. The Secretary shall: (1) give notice of all meetings; (2) ensure that accurate minutes of meetings are taken, approved, archived and distributed to Staff Council members in advance of the next meeting; (3) manage the general correspondence of the Staff Council except for such correspondence assigned to others; (4) ensure that official Staff Council records, including historical archives, minutes, actions, election proceedings and membership rosters, etc. are maintained and made available when required by authorized persons; (5) conduct Staff Council meetings during the absence of the Chair and Co-Chair.
4. The Treasurer shall: (1) be responsible for all financial aspects of Staff Council functions, including making any deposits to Staff Council accounts, processing purchase requisitions and purchase orders according to University policy and regulations; (2) maintain an accurate account of all receipts and expenditures; (3) verify accounting summary/detail reports from University Administrative Accounting records for Staff Council accounts; (4) reconcile such account records at least monthly; (5) report on these activities at each Staff Council meeting; and (6) submit an annual written report to the Executive Board.

Section 3. Terms of Office

1. The term of office for all officer positions will be one (1) year.
2. No member may hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

3. Any member may be re-elected to an office which he/she held for two (2) consecutive terms after being vacant from that position for one (1) full term.

Section 4. Executive Board Vacancies

1. Any Officer vacancy occurring in the Executive Board shall be filled only from the remaining Staff Council members.
2. The process will be by nomination and vote of the remaining members of Staff Council.
3. A member of Staff Council elected to fill a vacancy shall serve for the remaining term of the vacancy.

Article V. ELECTIONS

Section 1. Election Term

1. Each Staff Council member position will be elected by open ballot with a two-year term.
2. Once elected, each Staff Council member will represent all eligible Staff and shall be available to their constituents as outlined in Article III, Section 5, number 3.
3. The terms will be linked to even and odd years so that half of the Staff Council will be re-elected each year.
4. Election of Staff Council members shall be held every May to become effective September 1 of the current fiscal year.
5. In the initial year of the Staff Council, organizing members who were designated for an initial one-year term will be eligible to be re-elected for a new two-year term. The Chair of the Staff Council will determine in an equitable fashion, which members will be designated for a 1-year term.

Section 2. Nominations and Election Committee

The Chair of the Staff Council shall select a Chairperson of the Nominations and Election Committee. During the year of service, the Chairperson of the Nominations and Election Committee shall not be a candidate for re-election to Staff Council. The Nominations and Election Committee may make necessary modifications to operating procedures for the nomination and election of representatives, subject to approval by the Staff Council.

Section 3. Vacancies

Staff Council positions that become vacant between annual elections shall be filled by alternates as defined in Article III. Membership.

Section 4. Nominations

Nominations of candidates for Staff Council may be made by any of TSU's eligible Staff within EEO Classification. The nominee is notified by the Nominations and Election Committee and must agree to have his/her name in nomination. The Nominations and Election Committee is responsible for verifying eligibility of nominees and for assuring that a minimum number of candidates are nominated for each category. The minimum number will be as stated in Article III. Membership. If the minimum number is not reached through the nomination process, the

Nominations and Election Committee will solicit the respective classification(s) to meet the minimum number.

Section 5. Procedures for Elections

1. Nominations: Nomination forms will be solicited by EEO Classifications and the nominees will be verified by the Nominations and Election Committee. The Nominations and Election Committee will establish a schedule so that nomination forms will be available to all eligible Staff.

The Nominations and Election Committee shall verify in writing, eligibility, willingness of nominees to run and to serve, and shall inform the nominees of meeting times, attendance requirements, the time commitment required, and the fact that this is a voluntary position with no additional compensation.

2. Ballots: The Nominations and Election Committee shall prepare and distribute ballots in the same manner as the nomination forms. The maximum number of nominees per area to appear on the ballot shall not be limited.

The Nominations and Election Committee will establish a schedule so that the ballots are available to all eligible Staff. The Nominations and Election Committee has authority to designate the manner in which nominations and ballots are distributed.

3. Voting: The Nominations and Election Committee shall determine from year to year, the manner and form of voting which maximizes voting rights for all members of the TSU staff.
4. Counting Ballots: The Nominations and Election Committee shall count the ballots and present preliminary results to Staff Council for certification. At least three committee members shall count the ballots.

In the event of a tie vote, the Nominations and Election Committee will prepare a run-off ballot, repeat the election process and present the results to the Staff Council.

5. Announcement of Election Results: The Chairperson of the Nominations and Election Committee will notify new Staff Council members and alternates and invite them to attend the next meeting as guests.

Election results will be given to the Secretary for publication. Seats still open after the normal election process has concluded will be filled by alternates from the specific EEO Classification.

6. Election Records: All ballots will be sealed and held for sixty (60) days after the announcement of results. If no allegations of election disputes or error are brought forward, the ballots will be destroyed. Lists of the vote tabulation shall be secured and maintained by Staff Council Secretary for three years, from the date of the election.
7. Election Disputes: The Chair of the Staff Council shall accept and investigate all election disputes and determine what, if any, irregularities occurred during the election process. The Chair shall take whatever remedial action necessary to settle the dispute.

Section 6. Election of Executive Board Members

At the September meeting after annual elections, Staff Council shall elect, from among its members, as necessary, a Chair, Co-Chair, Secretary, and a Treasurer to comprise the Executive Board.

1. All nominees must acknowledge, in writing, their willingness to serve as an Executive Board member.
2. Election of Executive Board members shall become effective immediately.
3. Election winners will be decided by determining the candidates receiving the highest number of votes of Staff Council members, using written ballots and counted by the current Chair.
4. Ties will be decided by run-off elections. In the event of more than two (2) runoff elections, the Past Chair will cast the deciding vote.

Article VI. MEETINGS

Section 1. Types of Meetings

There will be *four* types of meetings:

1. ***Staff Council General Meetings:*** This meeting shall be inclusive of all Staff Council Members and will be open to all Texas Southern University staff persons.
2. ***Staff Council Committee Meetings:*** Committee meetings shall be open to committee members only, and shall be called by the Committee Chair.
3. ***Executive Board Meetings:*** The Executive Board shall hold closed sessions and shall be called by the Staff Council Chair.
4. ***Special Meetings/Emergency Meetings:*** Special meetings may be called by the Staff Council Chair, or at the request of a quorum of the Staff Council members. The President may instruct the Staff Council Chair to call emergency meetings at any time without prior notice. Only the business specified in the call of the special meetings shall be conducted at such meetings.

Section 2. Schedule of Meetings

The meetings of the Staff Council shall be open to Texas Southern University Staff employees. The Executive Board may have meetings to discuss certain issues in closed session at the direction of the Chair. This meeting may include the Staff Council members if deemed necessary.

1. Staff Council shall hold general meetings from September through May. There should be no fewer than 4 meetings per academic year.
2. Meeting time during the academic period shall be established by the Executive Board at the first general meeting. Meeting should be held Monday through Friday, during the normal working hours regardless of the type of meeting.
3. Meeting Agenda shall be posted at least five working days prior to the scheduled meeting date and time. Advance notice should be given for each meeting.
4. When there are no new agenda items, proposals, or unfinished business, the Executive Board reserves the right to hold no meeting. However, prior notice shall be given to Council Members.

Section 3. Forum

The first meeting after the election of Executive Board Members shall be an open forum for all the Staff of Texas Southern University. The guest speaker(s) could be the Chair, one of the Executive Board officials, or the President's designee. The purpose of the forum shall be to share common interests and concerns, to pose questions, and to provide the President an opportunity to share information with Staff.

Section 4. Quorum

A quorum shall be formed by a simple majority (50% + 1) for all meetings. The Executive Board, Staff Council or a Committee shall not conduct business without a quorum.

In the absence of a quorum:

1. The Executive Board may convene and vote on time-sensitive issues that require immediate action and report the results to the Staff Council during the next scheduled meeting. This includes emergency meetings which may be called by the President of the University.
2. Any other business transacted shall be null and void.
3. Only announcements of informative nature may be made by the Chair. These announcements shall be sent by email to all Staff Council members.

Section 5. Voting

Elected Staff Council members (only) may vote:

1. A quorum (50% + 1) is required for a Staff Council vote to be taken.
2. Voting on motions and issues brought before the Staff Council shall be by voice or show of hands, unless a roll call vote or vote by secret ballot is requested by a voting member. Roll call votes are recorded in the minutes.
3. Members must be present to vote. No proxy votes will be permitted.

Section 6. Floor Privileges

Proposals, measures, and resolutions shall be introduced on the floor by Staff Council members only. Persons who are not members of the Staff Council may be granted the right to speak, however, voting rights will not be granted on matters before the Staff Council. If a request to speak is made by a non member, the Chair shall ask the Staff Council for objections and upon hearing none shall grant the non-member the privilege to speak. If objections are raised, the privilege will be extended by a majority vote (50% + 1) of Staff Council members. Voting rights shall not be granted to non-members on matters before the Staff Council.

Section 7. Agenda

The Executive Board shall set the agenda for meetings. New items may be added to the agenda at the meeting if approved by majority (50% + 1) of Staff Council members who are present. Staff Council meetings shall have an agenda which includes the time and place of the meetings,

copies of minutes from previous meeting, copies of substantive proposals if any, and the order of business. Agenda should be widely posted in order to be available to all staff persons.

The Executive Board shall:

1. Collect agenda information through the use of request forms. Agenda Request Forms shall include the requirements for information to be submitted with a proposal;
 - a. it shall contain the date, name and contact information of the Staff member submitting/presenting the proposal;
 - b. reason for submitting the proposal, (i.e. issues to solve, goals and objectives, etc.);
 - c. name of proposal or a one line caption describing the proposal;
2. Receive proposals or other presentations for Staff Council action from committees, members, TSU Staff persons, the University President or the President's designee. A detailed proposal must be submitted including supporting documents, if available; (i.e. petitions, letters, articles, surveys and backup documentation or materials if appropriate).
3. Set an agenda that allows for business to be addressed in a reasonable duration of time during the meetings;
4. Refer all substantive proposals needing Staff Council action to appropriate committees for review before placing them on the agenda, unless the Executive Board is prepared to address an issue and present it to the Staff Council;
5. Include on the agenda of a general meeting as soon as practical, all items presented from various sources;
6. Advise the Staff Council of the need for a special meeting; and
7. Respond to submitted proposals within a reasonable amount of time, based on the circumstances of the proposal.

Section 8. Minutes

The minutes of all meetings shall be made available to the Staff Council within (5) five working days. In the absence of the Secretary, the Chair shall appoint someone in the interim for that particular meeting. Minutes shall be approved at the next meeting after modification and amendment, and shall be maintained as permanent record. The minutes of the meetings shall be available upon request. Minutes should include at minimum:

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed and reports presented;
- text of motions presented and description of their disposition;

Section 9. Order of Business

The order of business for meetings shall be as set forth in the agenda. However, this may be altered by the Chair. (1) call to order and establish quorum; (2) approval of the previous meeting's minutes; (3) committee reports; (4) unfinished business; (5) new matters/issues arising; (6) miscellaneous (comments, announcements, tributes, etc); and (7) adjournment.

Section 10. Parliamentary Authority

The rules contained in the most recent edition of Robert's Rules of Order shall govern the TSU Staff Council and its committees in all cases to which they are applicable and in which they are not inconsistent with these guidelines or with any special rules of order the Staff Council may adopt.

Article VII. BUDGET AND FINANCE

Section 1. Source of Funds

The University shall establish and fund an operating budget sufficient to meet reasonable operating expenses of the Staff Council.

Section 2. Account Management

The account chairperson shall be the Vice President for Finance/Chief Financial Officer of the University; the Staff Council Treasurer shall be established as the account head with alternate signature authority assigned to the Staff Council Chair.

Example:

-Flow of funds, are as follows:

1. Treasurer – Shall serve as the initial *requestor*.
(*Treasurer shall complete a manual requisition request for expenditures of funds as the initial approval to electronically enter requisitions into Banner*)
2. Staff Council Chair – Will be the *first level approver* for the expenditure of funds.
3. Vice President for Finance/CFO – Will be the *final approver* for the expenditure of funds.
4. Staff Council Chair – Shall present a monthly expense/revenue report to the President of the University, prepared by the Treasurer of the Staff Council.

Section 3. Account Review

At all times details of revenues and expenditures made on behalf of the Staff Council shall be available for review and audit. The Staff Council Treasurer shall maintain transaction records for not less than three (3) years.

Article VIII. COMMITTEES

Section 1. Membership

With the exception of Executive Board members, all Staff Council representatives shall serve on at least one standing committee or established subcommittee within a standing committee.

1. Each committee shall be comprised of at least five (5) members.
2. Staff Council members may volunteer to serve on standing committees and/or subcommittees.
3. The Executive Board shall determine the standing committee representation, first considering volunteers. Each committee will elect a chairperson.

4. The term of a committee member shall be for the representative's term in the Staff Council.

Section 2. Removal and Reappointment

1. A committee member missing three (3) consecutive committee meetings may be replaced at the discretion of the committee.
2. The committee Chairperson will notify the Staff Council Chair of the vacancy, and the Executive Board will fill the vacancy.

Section 3. Meetings

1. Each committee should meet at least three times during the period September through May. Additional meetings may be called by the Chairperson, or upon request of at least two (2) members of the committee.
2. Meetings shall be conducted following the guidelines set forth in Article VI of the By-laws.

Section 4. Duties

The standing committees of the Staff Council shall accept business items assigned to the committee by the Executive Board, and address the item(s) in a responsible and timely manner, and establish subcommittees to study specific issues, make recommendations and refer items as necessary.

Standing committees have the authority to request of the Executive Board the appointment of an ad hoc committee for special business under their jurisdiction. Under no circumstances shall information be disseminated from a committee which has not been authorized by a majority of the Executive Board or adopted by majority vote of the Staff Council.

The committee Chairperson will make a report to the Staff Council at each meeting; maintain and provide the Staff Council Chair and Staff Council Secretary with a written report of each committee meeting; prepare an annual report concerning the work of the committee to be submitted to the Executive Board by the last meeting of the year.

Section 5. Standing Committees

The standing committees of the Staff Council will be the Public Relations/Communications Committee, Staff Development Committee, Administrative Issues Committee, and Campus Enhancement Committee. All committee activities and recommendations are subject to approval by the Executive Board.

1. ***Public Relations/Communications Committee:*** This committee shall work with the appropriate University offices and/or news services to foster Staff pride and publicize Staff Council activities to the Texas Southern University community.
 - A. The committee will plan and coordinate activities for Staff to meet their Staff Council representatives and learn about Staff Council activities and service opportunities. Additionally, the committee shall assist other committee and

officers with visibility and publicity (i.e. flyers, announcements, newsletters, and other promotional activities).

- B. The committee shall develop and recommend internal and external communication strategies for the Staff Council; be responsible for keeping the Staff Council Website's information current and accurate; and determine methods for communications including types, length, and frequency.
2. **Staff Development Committee:** This committee shall review and recommend ways for Staff to benefit from training programs that address such issues as career and professional development, university course enrollment, continuing education, mentor/protégé programs, diversity training, basic skills development, health awareness, and recreational opportunities.
3. **Administrative Issues Committee:** This committee shall address issues assigned by the University President, Staff Council Executive Board, and/or the Staff Council regarding administrative policy and procedures, Staff evaluations, staff recognition and awards, and any other topic deemed appropriate.
 - A. The committee shall evaluate and make recommendations and periodic reports to the Staff Council and/or Executive Board.
 - B. The committee will prepare written digests of committee recommendations for adoption by the Staff Council.
4. **Campus Enhancement Committee:** This committee shall review specific Staff suggestions and/or concerns and make recommendations for improving and preserving the University environment which may include such areas as health, safety, security, environmental issues and physical enhancements to encourage and cultivate interest in "Keeping TSU Beautiful."

Section 6. Ad Hoc Committees

The ad hoc committees of the Staff Council shall be appointed by the Executive Board as needs arise, or as requested by a standing committee for special business under their jurisdiction, to review and address specific issues.

1. Each ad hoc committee will have at least three (3) members.
2. Ad hoc committees will elect a chairperson who will present the issue and report the committee's findings to the Staff Council.
3. The life of the committee will be determined by the matter under consideration and the committee shall be disbanded when the task has been completed.
4. Ad hoc committees shall accept the issues assigned to the committee by the Executive Board; address the item(s) in a responsible and timely manner; and make progress reports on the committee activities to the Staff Council, as well as a final report and inclusive of recommendations.

Section 7. Recurring Ad Hoc Committees

Recurring ad hoc committees are appointed by the Executive Board. The recurring ad hoc committees of the Staff Council will be the Nominations and Election Committee, Constitution and By-laws Committee, and the Committee on Committees.

1. ***Nominations and Election Committee:*** The Executive Board shall appoint one member from each EEO Classification to the Nominations and Election Committee in January of each year. The committee shall handle all nomination and election procedures as set forth in the By-laws; coordinate and validate all elections to the Staff Council. No Staff Council member who is a candidate for a Staff Council position may be a member of the Nominations and Election Committee.
2. ***Constitution and By-laws Committee:*** Upon request of the Executive Board, this committee shall review the Constitution and By-laws to assess the continued appropriateness to current Staff Council needs. The committee will review, propose and recommend through the Executive Board to the Staff Council any changes or revisions to the Constitution or By-laws. The committee may also consider proposed changes in the Constitution or By-laws introduced by Staff Council members.
3. ***Committee on Committees:*** Upon request of the Executive Board, this committee shall review the structure and scope of existing standing committees and shall make recommendations for the creation of new standing committees or recurring ad hoc committees. This committee shall also submit recommendations concerning membership on Staff Council committees.

Article IX. AMENDMENTS TO THE BY-LAWS

Section 1. Proposals to Amend

A proposal to amend the By-laws shall be made by either:

1. A two-thirds vote of the Staff Council; or
2. A petition signed by not less than one-third (1/3) of the Staff employees referred to in Article III, Section 1, represented by the Staff Council; or
3. The President of the University following his determination that some portion(s) of the By-laws are at variance with Texas state law or the adopted rules and policies of Texas Southern University.

Section 2. Approval

Amendments proposed pursuant to Article IX, Section 1, of these By-laws shall require approval of a majority of current Staff Council members casting ballots and by the President of Texas Southern University.

Section 3. Publication

Proposals for amendments must be made available to the Staff employees referred to in Article III, Section 1, by the appropriate means including publication in existing campus media (i.e. electronic and printed) at least ten (10) working days before they are voted upon.