



SUBJECT: STAFF ASSOCIATION CONSTITUTION AND BYLAWS

- I. PREAMBLE: Staff employees of Southern Utah University do unite ourselves and hereby establish this Constitution and its Bylaws.
- II. POLICY:

ARTICLE I - NAME

The name of this organization shall be "The Southern Utah University Staff Association," hereafter referred to as the Association.

ARTICLE II - OBJECTIVES

SECTION 1: To further the interests of Southern Utah University and to assist in defining and achieving its goals.

SECTION 2: To promote high professional standards by working to create an awareness of the need for staff participation in a variety of professional experiences.

SECTION 3: To represent the membership to the administration, governing boards, legislature, etc. This representation does not exclude any other form of representation that an employee may choose, particularly the right to present his/her own position.

SECTION 4: To create a spirit of fellowship among the staff, faculty, administration, and students.

ARTICLE III - MEMBERSHIP

SECTION 1: Any benefit eligible employee of the University who is not a faculty member shall be considered a member of the Association.

SECTION 2: Annual dues may be established by a majority vote of the membership at any official meeting. If membership dues are instituted, they will be on a voluntary basis.

ARTICLE IV – OFFICERS AND DUTIES

SECTION 1: Officers of the Association shall be as follows:

- a. President
- b. President-Elect



SUBJECT: STAFF ASSOCIATION CONSTITUTION AND BYLAWS

- c. Immediate Past-President
- d. Secretary
- e. Treasurer
- f. Four (4) Board Members

The Governing Board of the Association will be the elected officers. The Governing Board will make all decisions for the Association except those that constitutionally require a vote by the full membership. It shall be the duty of the board members to serve on the Governing Board and represent the staff employees. Any officer may be removed from office by a two-thirds vote of the total membership. The President's office staff is exempt from holding office.

SECTION 2: The duties of each member of the Governing Board are as follows:

- a. The President shall preside at meetings and perform the general executive duties in directing the Governing Board, including representing the Association at University meetings.
- b. The President-Elect shall perform the executive duties and shall act in the place of the President in his/her absence.
- c. The Immediate Past-President shall provide continuity and preside in the absence of the President and President-Elect.
- d. The Secretary will keep minutes of all meetings, post said minutes to the Association website, and provide general maintenance to the Association website.
- e. The Treasurer will keep accurate financial accounts and make an annual financial report to the membership and a monthly financial report to the Governing Board. All requests for payment of funds shall be signed by the Treasurer and countersigned by the President.
- f. The Board Members shall serve on the Governing Board and represent the staff employees as required.

ARTICLE V – ELECTION AND NOMINATIONS

SECTION 1: The President shall be elected for the first term; thereafter the President-Elect shall automatically succeed to the presidency. Terms of office



SUBJECT: STAFF ASSOCIATION CONSTITUTION AND BYLAWS

for the President, President-Elect, Past-President, Secretary, and Treasurer shall be for a period of one (1) year beginning July 1, and ending June 30. The four board members shall be elected for two year terms; two board members shall be elected on alternate years for a two-year term. Ballots for election shall be by secret ballot sent to all members of the organization during the third week of May. All ballots shall be tabulated on the last Friday of May.

SECTION 2: The Nominating Committee will be composed of the President, President-Elect, and the immediate Past-President. If not available, the Governing Board shall appoint Committee members as needed. The Committee will send out nomination forms to the Association on or before April 15th; nomination forms must be returned to the Committee by May 1st. Additional names may be placed on the ballot by submitting a petition signed by ten (10) members and presented to the President of the Association no later than May 10th. The nominating committee will contact nominees regarding their acceptance or refusal of nomination.

SECTION 3: Two or more nominations will be made for vacant positions. The membership will vote from the total list by the third Friday in May. The unexpired office of any vacancy occurring during the year may be filled until the end of that fiscal year by appointment of the Governing Board. At the end of the year, regular election procedures will be followed to fill any unexpired terms of office.

ARTICLE VI - COMMITTEES

SECTION 1: The President of the Association, with the advice and approval of the Governing Board, shall appoint members for all standing committees.

SECTION 2: Ad hoc committees may be created by the President of the Association as the need arises. The Association President and Governing Board may appoint a member or members to University committees at the request of the administrative officers of the University.

SECTION 3: The President of the Association may be an ex-officio member of each committee.

ARTICLE VII - MEETINGS

SECTION 1: Membership meetings shall be held at least semi-annually in the spring and fall. Other official meetings may be called by the President of the



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Association and/or the Governing Board upon ten days notice to the membership.

SECTION 2: Business items of the Association shall be conducted by a majority vote of the members present at any official meeting of the organization. Business items not otherwise approved by the Governing Board shall be approved by a majority vote by members present at any membership meeting.

ARTICLE VIII - AMENDMENTS

This constitution and any amendments hereto shall take effect after approval by two-thirds vote of the Association members voting at any official meeting.