
SUBJECT: STAFF ASSOCIATION BYLAWS

Approved by Association Board: May 11, 2017

STAFF ASSOCIATION BYLAWS

ARTICLE I – PURPOSE

By-laws are the guidelines by which the Governing Boards of the Staff Association operate. By-laws must comply with the constitution of the Staff Association.

ARTICLE II – DUTIES OF OFFICERS

A. President

- Represent SUU Staff Association to campus as required
 - Serve on President’s Council
 - Serve on the Benefits committee
- Serve as the head of the Staff Association Executive Board
- Plan and conduct the annual training for new officers and board members following elections
- Plan and conduct monthly meetings
- Conduct general meetings (usually held in September and May)
- Coordinate and order staff service awards
- Attend SUU Board of Trustee meetings and give a brief report about activities
- Serve as a delegate to UHESA
- Serves on one standing committee

B. President-Elect

- Serve as a member of the Staff Association Executive Board
- Plan and coordinate general meetings (usually in September & May)
- Act in the place of the President in his/her absence
- Serve as a delegate to UHESA
- Serves on one standing committee
- Other duties as assigned by the President

C. Past-President

- Serve as a member of the Staff Association Executive Board
- Act in the place of the President in the absence of the President and President-Elect
- Serve as an alternate delegate to UHESA
- Serves on one standing committee
- Other duties as assigned by the President

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D. Secretary

- Serve as a member of the Staff Association Executive Board
- Assist President with monthly meetings and all other Staff Association meetings (i.e. agenda, minutes)
- Serve as webmaster
- Assist with standing committees as needed
- Other duties as assigned by the President

E. Treasurer

- Present budget at monthly meetings and at the annual opening and closing meetings of the Staff Association
- Process all budgetary documents as required (all requests for payment of funds shall be signed by two of the following: President, President-Elect, or Past-President)
- Coordinate bereavement plants as requested for members of the Staff Association
- Other duties as assigned by the President

F. Board Members

- Attend monthly board meetings
- Three senior board members will serve as a chair of a standing committee
- Three junior board members will serve as a chair-elect of a standing committee
- Other duties as assigned by the President

ARTICLE III – GOVERNING BOARDS

SECTION 1: The Executive Board shall be comprised of the President, President-Elect, Past-President and Secretary. The Executive Board coordinates operational items of the Association. Operational items include but are not limited to: coordinating socials, staff association scholarships, communication to staff, etc. The Executive Board will meet at least quarterly.

SECTION 2: The Governing Board shall be comprised of all elected officers. The Governing Board will meet at least monthly. Agendas will be provided at least 3 days prior to the meeting.

SECTION 3: Any officer may be removed from office by a two-thirds vote of the total membership. The University President's Executive Cabinet and the President's staff are exempt from holding office.

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ARTICLE IV – STANDING COMMITTEES

SECTION 1: The Staff Association has four standing committees: Scholarship, Recognition, Staff Professional Development Fund, and Staff Salary & Equity.

SECTION 2: Standing committees are generally chaired by a senior board member and co-chaired by a junior board member (to be determined by the Executive Board). A member of the Executive Board is assigned as a voting member of the board. Additional members of the committee should come from the Staff Association.

SECTION 3: Standing committees operate based on the standing committee guidelines as listed in Appendices A-D of this document.

ARTICLE V – COMMITTEES

SECTION 1: The President of the Staff Association, with the advice and approval of the Executive Board, may create additional committees to meet the needs of the Staff Association.

SECTION 2: The President of the Staff Association and Executive Board may appoint a member or members to University committees at the request of the administrative officers of the university.

ARTICLE VI – MEETINGS

SECTION 1: General meetings of all Staff Association members shall be called by the President and shall be held at least semi-annually. Information of general interest to all employees may be discussed at general meetings, as well as items needing approval or ratification.

SECTION 2: Quorum for all Governing Board meetings will be 50% of elected officers.

SECTION 3: Meetings of the Governing Board shall be called by the President and shall be held monthly. Transaction of Staff Association business by the Governing Board shall require the presence of a quorum and a simple majority vote by the quorum.

SECTION 4: Committee meetings shall be called by the committee chairperson.

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ARTICLE VII – PARLIAMENTARY AUTHORITY

Meetings of the Staff Association shall be conducted according to *The Modern Rules of Order*.

ARTICLE VIII – AMENDMENTS

Changes to the Bylaws must be approved by two-thirds vote of a quorum of the Staff Association Governing Board. All changes to the Bylaws will be posted to the Staff Association webpage within 30 days of change.

History of Amendments
Approved June 16, 2015
Amended June 2, 2016
Amended January 11, 2017
Amended May 11, 2017

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Appendix A – Scholarship Committee [suu.edu/ad/staff/scholarship.html]

I. **Committee**

- a. Committee will consist of six to eight members:
 - i. Senior Board Member as chair (non-voting except in case of ties)
 - ii. Junior Board Member as chair elect
 - iii. Executive Board Member
 - iv. Three to five additional staff members from the general membership

II. **Process**

- a. Advertise and share information about donation opportunities at the first general meeting. Invite scholarship recipients to speak.
- b. Review forms and links relative to the scholarship application on the Staff Association website.
- c. By the end of December the committee should have determined how they plan to promote and encourage applications.
- d. Committee meets in February to review applications.
- e. Award letters should be sent in March to scholarship recipients. Scholarship recipients must return an acceptance and thank you letter.
- f. Upon receipt of thank you letter authorization form is completed and sent to Financial Aid along with the thank you letter.

III. **Criteria for Selecting Scholarship Recipients may include:**

- a. GPA: between 3.0 and 3.5
- b. Has not received Staff Association Scholarship in the past
- c. Less than 110 credits
- d. Extracurricular activities (Work is considered extracurricular)
- e. Financial assistance (The higher the points, the less financial assistance the student currently receives.) This includes scholarships, grants, waivers and also considers financial hardships mentioned in scholarship application.
- f. Letter of recommendation
- g. Cover letter (student needs to address why they deserve scholarship, concept they learned at SUU, and passions in cover letter.)
- h. Resume

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Appendix B – Staff Recognition Committee

I. **Committee**

- a. Committee will consist of six members:
 - i. Senior Board Member as chair (non-voting except in case of ties)
 - ii. Junior Board Member as chair elect
 - iii. Executive Board Member
 - iv. One male and one female former awardee (by invitation from the chair)
 - v. A Staff Emeritus (by invitation from the chair)

II. **Process**

- a. Chair or designee will promote and encourage nominations for all recognitions
- b. All nominees for recognitions should be notified of their nomination by committee chair or designee
- c. Select an Employee of the Month from either nomination, committee recognition or Red-Handed Awards and coordinate all associated rewards
 - i. Selection of awardee must be completed two weeks prior to month of recognition
- d. Select Outstanding Staff and Distinguished Staff award recipients by last working day of February.
 - i. Committee should start process for selection of Outstanding and Distinguished Staff Awards in December

III. **Criteria for Staff Recognition**

- a. Staff serving on the Staff Association Board and Recognition Committee are not eligible for recognition awards
- b. **Staff Employee of the Month**
 - i. Employee demonstrating positive attitude and is passionate about their job
- c. **Outstanding Staff**
 - i. One male, one female
 - ii. Possesses extraordinary enthusiasm for his/her job
 - iii. Demonstrates a sincere interest in students, faculty and staff
 - iv. Must have demonstrable current knowledge in their related employment and exhibit a high level of professionalism
 - v. Has given service to the university above and beyond the scope of their position (examples may include service on a committee; involvement with a student club, etc.)
 - vi. A minimum of three years contracted employment at SUU required
 - vii. Recipients of this award are not eligible to receive it again for three years.
- d. **Distinguished Staff**
 - i. Classified Staff:
 - 1. Has taken advantage of available educational or training opportunities (examples may include attendance at campus trainings; application for SPDF funds, etc.)

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2. Works well with fellow employees and demonstrates a sincere interest in all areas of the campus
 3. Has given service to the university within the scope of their position
- ii. Professional Staff:
1. Has contributed significantly to their profession through scholarly activities, exceptional service to professional associations or training opportunities.
 2. Has given service to the university within the scope of their position.
 3. Works well with fellow employees and demonstrates a sincere interest in all areas of the campus

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Appendix C – Staff Professional Development Fund Committee

[suu.edu/ad/staff/pdf/spdf-application.pdf]

I. **Committee**

- a. Committee will consist of six to eight members:
 - i. Senior Board Member as chair (non-voting except in case of ties)
 - ii. Junior Board Member as chair-elect
 - iii. Executive Board Member
 - iv. Three to five additional staff members from the general membership

II. **Process**

- a. Advertise and share information about Staff SPDF opportunities at the first General Meeting.
 - i. Due dates:
 - First Tuesday of June (*for use Jul 1 to Dec 30*)
 - First Tuesday of September (*for use Oct 1 to Jan 31*)
 - First Tuesday of December (*for use Feb 1 to Jun 30*)
 - First Tuesday of March (*for use Jul 1 to Sep 30*)
- b. Committee will convene to review, select and notify recipient(s).
 - i. Notify Treasurer to transfer funds when signed contract received.
 - ii. Maintain Spreadsheet noting receipt of signed contracts and final reports.

III. **Criteria for Staff SPDF** [suu.edu/ad/staff/pdf/spdf-guidelines.pdf]

- a. Award selection prioritized by:
 - i. How the experience will contribute to the ability of the applicant to perform their job
 - ii. The practicality of the proposal in relation to available resources
 - iii. The applicability of the request to the staff member's role at the University
 - iv. The impact/exposure of employee attending the event as a representative of Southern Utah University
 - v. Available funding.

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Appendix D – Staff Salary & Equity Committee

I. **Committee**

- a. Committee will consist of at least six to eight members:
 - i. Past-President
 - ii. President
 - iii. President-Elect
 - iv. Three to five additional staff members from the general membership, making sure to have representation by exempt, non-exempt, male, and female staff members.

II. **Process**

- a. Committee will meet to establish and/or review criteria and process by which: 1) salary is provided, 2) merit-pay distributed, and 3) other fiscal compensations for staff given.
- b. Committee should meet at least annually as determined by current needs or as requested by administrative officers of the university.
- c. Committee will provide suggestions and recommendations to the appropriate committees, officers and board associated with employee salary and compensation.