



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 5.30
Date Approved: 09/21/90
Date Amended: 05/03/02
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**SUBJECT: CONSTITUTION AND BYLAWS OF THE SOUTHERN UTAH
UNIVERSITY STAFF ASSOCIATION**

I. **PURPOSE:** The non-teaching employees of Southern Utah University, in order to effectively foster a program of mutual helpfulness to ourselves and to Southern Utah University, do hereby unite ourselves and establish this CONSTITUTION of the Southern Utah University Staff Association.

II. **POLICY:**

ARTICLE I

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

ARTICLE II

SECTION 1: It shall be the purpose of this Association to further the interests of Southern Utah University and to assist in defining and achieving it's goals.

SECTION 2: It shall be the purpose of this Association to promote high professional standards through encouragement and by working to create an awareness by the administration of the need for staff participation in a variety of professional experiences.

SECTION 3: It shall be the purpose of this Association to serve as a means of representing the Association with the administration, governing boards, legislature, etc. This representation is not meant to exclude any other form of representation that the employee may choose, particularly the right to present his/her own position.

SECTION 4: It shall be the purpose of this Association to create a spirit of fellowship among the staff, faculty, administration, and students.

SECTION 5: It shall be the purpose of this Association to foster cooperation with all other employee organizations.

ARTICLE III

SECTION 1: Any employee under contract to the University and whose major responsibility is in an area other than teaching or the supervision of instruction shall be considered as eligible for membership in the Association.

SECTION 2: An eligible staff member may become a member upon making



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application and paying dues.

SECTION 3: Annual dues shall be established by a majority of the membership at any official meeting which has been announced in writing to the participating membership at least ten days in advance of the meeting.

ARTICLE IV

Officers, Duties and Election

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

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

SECTION 2: The governing board of the Association will be the Association Executive Committee which will be composed of all elected officers of the Association. The Executive Committee will make all decisions for the Association except those that constitutionally will be made by the full membership.

SECTION 3: The President shall be elected for the first term, thereafter the Vice President shall automatically succeed to the presidency. Terms of office for the President, Vice President, Secretary, and Treasurer shall be for a period of one (1) year beginning July 1, and ending June 30. The immediate past President shall be an ex-officio member of the Committee. The four board members shall be elected for two year terms; two directors shall be elected on alternate years for a two-year term. Elections of officers shall be by secret ballot mailed to all members of the organization during the third week of May. All ballots shall be counted on the last Friday of May. The above named officers will constitute the Staff Association Executive Committee.

SECTION 4: The President shall preside at meetings and perform the general duties of the executive officer.



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SECTION 5: The Vice President shall perform the executive duties and shall act in the place of the President in his absence.

SECTION 6: The Secretary will keep minutes of all meetings and keep an up-to-date roll of the membership.

SECTION 7: The Treasurer will keep accurate financial accounts and make an annual financial report to the membership. All requests for payment of funds shall be signed by the Treasurer and countersigned by the President.

SECTION 8: Any officer may be removed from office by a two-thirds vote of the total membership.

SECTION 9: It shall be the duty of a director to serve on the Staff Association Executive Committee and then represent the staff employees in all activities of the Association.

SECTION 10: The Nominating Committee will be composed of the last three Presidents of the organization, if available. If not available, the Executive Committee shall appoint Committee members as needed. The chair will be the immediate past President. 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 15.

SECTION 11: Two or more nominations will be made for positions vacant. The membership will vote from the total list by the third Friday in May.

SECTION 12: The unexpired office of any vacancy occurring during the year may be filled until the end of that year by appointment of the Executive Committee. At the end of the year, regular election procedures will be followed to fill any unexpired terms of office. The terms of office of any appointed officer shall terminate at the end of the fiscal year.

ARTICLE V

Standing Committees

SECTION 1: The President of the Association with the advice and approval of the Staff Association Executive Committee, shall appoint the following standing committees: Professional Improvement, Salaries and Institutional Governance, and Social Affairs.



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SECTION 2: Task committees may be appointed by the President of the Association as the need arises.

SECTION 3: At the request of the administrative officers of the University, the President of the Association and Staff Association Executive Committee may appoint a member or members to committees of the University to work with the administration in regard to any problems that may arise.

SECTION 4: The President of the Association shall be an ex-officio member of each standing committee and those special committees as he/she so chooses.

ARTICLE VI

Meetings

SECTION 1: Official meetings may be called by the President of the Association and/or the Staff Association Executive Committee upon ten days written notice to the membership. Meetings shall be held at least quarterly.

SECTION 2: Major business items of the Association shall be conducted by a majority vote of the members present at any official meeting of the organization.

ARTICLE VII

This constitution and any amendments hereto shall take effect after approval by two-thirds of the Association members voting at any official meeting which has been announced in writing to the participating membership at least ten days in advance of the meeting. The current elected officers shall remain in their offices until the current term has expired.