



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

**Policy # May not apply to
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Date Approved:**

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SUBJECT: STAFF ASSOCIATION BYLAWS

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 retreat for new officers and board members, following elections
- Plan and conduct monthly meetings
- Conduct Annual opening meeting (usually held in September)
- 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

B. President Elect

- Serve as a member of the Staff Association Executive Board
- Plan and coordinate the Staff opening Social (usually in September) and the staff closing social (usually in May)
- Act in the place of the President in his/her absence
- Serve as chair for Outstanding and Distinguished Service awards
- Serve as a delegate to UHESA
- Other duties as assigned by the President

C. Past President

- Serve as a member of the Staff Association Executive Board
- Coordinate Staff Professional Development Fund (SPDF) requests, funding and follow-up
- Coordinate the awarding of Staff Association Scholarships
- Act in the place of the President in the absence of the President and President-Elect
- Serve as an alternate delegate to UHESA
- 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 Association meetings (i.e. agenda, minutes)
- 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
- One Board Member will serve as webmaster
- Serve on committees as assigned
- 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 is exempt from holding office.

ARTICLE IV – COMMITTEES



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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: Any member of the Executive Board may be an ex-officio member of each committee.

ARTICLE V – 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 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.

ARTICLE VI – PARLIAMENTARY AUTHORITY

Parliamentary procedure shall be used to conduct meetings. Where there is a question about the procedure, Robert's Rules of Order shall be the Authority.

ARTICLE VII – 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.