

Staff Association Bylaws

ARTICLE I - PURPOSE

Bylaws are the guidelines by which the Boards and committees of the Staff Association operate. Bylaws must comply with Policy 13.18 Staff Association Constitution.

ARTICLE II - OFFICERS AND DUTIES

A. President

- Represent SUU and Staff Association as required
 - i. Serve on President's Council
 - ii. Serve as a delegate to UHESA (Utah Higher Education Staff Association)
 - iii. Attend SUU Board of Trustee meetings
- Serve as the chair of the Staff Association Executive Board
- Plan and conduct monthly meetings
- Conduct general meetings
- Serve on one standing committee

B. President-Elect

- Serve as a member of the Staff Association Executive Board
- Act in the place of the President in their absence
- Serve as a delegate to UHESA
- Serve on two standing committees
- Plan and conduct an annual training for new officers and board members following elections (at the end of the President-Elect year before beginning a year as President)
- Other duties as assigned by the President

C. Immediate Past-President (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

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
- Maintain shared documents and files
- Serve on one standing committee
- Assist all standing committees as needed

- Other duties as assigned by the President
- E. Treasurer
 - Serve as a member of the Staff Association Executive Board
 - Prepare budget information for the general meetings
 - Present budget information at monthly meetings and for committees as needed
 - Process all budgetary documents as required; all requests for payment of funds shall be signed by two members of the Executive Board
 - Coordinate bereavement plants as requested for members of the Staff Association
 - Serve as a standing member on the Staff Professional Development Funds (SPDF) committee. Process campus transfers for approved uses of Staff Professional Development Funds
 - Other duties as assigned by the President
- F. Representative Board Members
 - Attend monthly board meetings and other Staff Association meetings/activities
 - Two board members will serve on each standing committee, as needed. One senior board member will act as the committee chair. One junior board member will act as the vice-chair
 - Communicate with staff members within the division they represent
 - Provide feedback to the Governing Board and Executive Board on various campus topics and initiatives based on conversations with other staff members
 - Other duties as assigned by the President
- G. Legislative Liaison [Ex-officio]
- H. Faculty Representative [Ex-officio]

ARTICLE III - OFFICER TERMS OF SERVICE

Each year shall begin on July 1 and end on June 30, follow the fiscal year cycle of the University.

- A. The President-Elect shall serve a one-year term and then assume the duties of the President the following year.
- B. The President shall serve a one-year term and then assume the duties of Immediate Past President the following year.
- C. The Immediate Past-President shall serve a one-year term.
- D. The Secretary shall serve a two-year term.
- E. The Treasurer shall serve a two-year term.
- F. Board members shall serve a two-year term. Board members in their second year of service will be referred to as a senior board member; those in their first year of service will be referred to as a junior board member. Board members shall be elected on alternate years as evenly as possible.

ARTICLE IV - BOARD MEMBER REPRESENTATION

- A. Board members shall be representatives from each campus division and elected by Staff

Association members from within that division. Divisions are defined by the Vice President or President and include Staff Association members who report through that area.

- B. Each division shall have at least two (2) representative board members, with an additional board member elected per 100 members in that division. Membership by division shall be evaluated and adjusted at least every 3 years.

ARTICLE V - GOVERNING BOARDS

- A. The Executive Board shall be comprised of the President, President-Elect, Past-President, Secretary, and Treasurer. The Executive Board will meet at least quarterly.
- B. The Governing Board shall be comprised of all elected officers. The Governing Board will meet at least monthly. Agendas will be provided prior to the meeting.
- C. The University President's Executive Cabinet and the President's direct reports are disallowed from holding office.

ARTICLE VI - ELECTIONS AND NOMINATIONS

- A. The Nominating Committee will be composed of the Executive Board. The Committee will send out nomination forms to the Association on or before the second Wednesday of April; nomination forms must be returned to the Committee no later than the fourth Wednesday of April. Additional names may be placed on the ballot by submitting a petition signed by 10 members and presented to the President of the Association no later than the second Wednesday in May. The nominating committee will contact nominees regarding their acceptance or refusal of nomination.
- B. Two (2) or more nominations will be made for vacant positions. The unexpired office of any vacancy occurring during the term of service shall be filled according to the parameters set in the replacement and removal of officers article of these bylaws.
- C. Ballots for election shall be by secret ballot sent to all members of the Association no later than the second Wednesday of May. All ballots shall be tabulated by the last Friday of May.
- D. In the event of a tie, all other candidates will be removed from the ballot and a run-off of any candidates tied for a position will be held.
 - a. If the election remains a tie after the runoff election, the Staff Association Board will hold an election with the President serving as the tie breaking vote.

ARTICLE VII - REPLACEMENT AND REMOVAL OF OFFICERS

- A. Officers who are unable to serve to the completion of their elected term will submit their resignation to the Executive Board. Any officer may be removed from office by a two-thirds vote of the Governing Board after receiving a petition for removal signed by at least 30 staff members not currently serving on the Staff Association.

- B. Whenever an officer position, other than that of President, is vacant due to resignation or removal and less than half of their term is remaining, the Governing Board may opt to appoint a replacement officer during a monthly board meeting. The appointed nominee must receive a unanimous confirmation vote from the Governing Board.
- C. Whenever an officer position, other than that of President, is vacant due to resignation or removal and more than half of their term is remaining, a special nomination and election will be held. The successful replacement candidate will serve until the end of the vacated officer's term and is eligible for election in the next full election cycle.
- D. Whenever the office position of President is vacant due to resignation or removal:
 - The President-Elect will have first right of refusal to complete the term of
 - President. If they desire to fill the open President position they will have two
 - Options:
 - Serve as President for the balance of that term, then move into the role of Past-President the following year. If this option is chosen, a nomination and election for a new President-Elect will be held immediately.
 - Complete the remaining part of the year as President, then serve the following full year as President. If they choose this option, the duties of President-Elect will be shared by the President and Past-President until the normal election period. At that time, a new President-Elect will be elected and a prior Association president will be appointed by the Executive Board as Past-President based on the vacancy from the prior year President.
 - If the President-Elect does not wish to fill the open position, the Past-President will have second right of refusal to complete the term of President (then serve the following year as Past-President). While completing the role in the open position, the duties of Past-President will be shared by the President and President-Elect.
 - If neither President Elect nor Past-President wish to serve as President, a special nomination and election will be held.

ARTICLE VIII - STANDING COMMITTEES

- A. The Staff Association has the following standing committees: Scholarship, Recognition, Staff Professional Development Fund, Staff Compensation, Policy Review, and Events & Wellness.
- B. Standing committees are generally chaired by a senior board member and have a junior board member as vice chair. Committee assignments are to be determined by the Executive Board. A member of the Executive Board is assigned as a voting member of the committee. Additional members of the committee should come from the Staff Association and when possible represent all VP divisions.
- C. Standing committees operate based on the standing committee guidelines as listed in the Appendices of this document and on the Staff Association website.

ARTICLE IX - COMMITTEES

- A. The President of the Staff Association, with the advice and approval of the Executive Board, may create ad-hoc committees to meet the needs of the Staff Association.
- B. 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 X - MEETINGS

- A. 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, which will require a simple majority vote of staff members in attendance. Other official meetings may be called by the President of the Association and/or the Governing Board upon ten (10) days' notice to the membership.
- B. Quorum for all Governing Board meetings will be 50% of elected officers.
- C. 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.
- D. Committee meetings shall be called by the committee chair.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Meetings of the Staff Association may be conducted according to The Modern Rules of Order at the discretion of the President.

ARTICLE XII - AMENDMENTS

Changes to the Bylaws must be approved by two-thirds vote of a quorum of the Staff Association Governing Board. Proposed changes must also be presented to the general membership at least one week prior to a vote by the Governing Board. All changes to the Bylaws will be posted to the Staff Association webpage within 30 days of change

Appendix – Executive Board

- 1. Members
 - a. The Association Executive Board will consist of five members:
 - i. President as chair
 - ii. President-Elect
 - iii. Past-President
 - iv. Secretary
 - v. Treasurer
- 2. Process

- a. Manage Staff Association elections and communicate with nominees, the Governing Board, and general membership about the process of nominations and elections
- b. Assign board members to standing committees for their term of service
- c. Authorize payment of funds for the staff association
- d. Meet at least quarterly to discuss campus topics related to staff and the Association
- e. Collaborate and coordinate efforts with the office of University President to stay informed, involved, and relevant in campus discussions
- f. Regularly collaborate and communicate with campus administrators

Appendix B – Scholarship Committee

[<https://www.suu.edu/staffassociation/scholarship.html>]

- 1. 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 vice chair
 - iii. Executive Board Member
 - iv. Three to five additional staff members from the general membership
- 2. Duties
 - a. Administer Staff Association Scholarship
 - b. Assist with annual giving campaign as needed
- 3. Scholarship Process
 - a. Advertise and share information with staff about donation opportunities at the first general meeting and throughout the year. Invite scholarship recipients to speak at the first general meeting.
 - b. Review forms and links relative to the scholarship application on the Staff Association website.
 - c. Coordinate the schedule for receiving applications, reviewing applicants, and awarding scholarships with the Financial Aid Office and campus processes
- 4. Criteria for Selecting Scholarship Recipients may include:
 - a. Minimum cumulative GPA of 3.0
 - b. Less than 110 credits (a sophomore, junior, or senior status for the year of the scholarship award)
 - c. Other financial assistance; preference may be given to students with lesser existing assistance, including scholarships, grants, and waivers
 - d. Letter of recommendation
 - e. Cover letter which includes:
 - i. A short introduction of the applicant
 - ii. Why the applicant is deserving of the scholarship
 - iii. One concept the applicant recently learned at SUU with a lasting impression

- iv. One of two topics the applicant is passionate about and why
- v. Other information detailing qualifications
- f. Resume

Appendix C – Staff Recognition Committee

A. 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 vice chair
 - iii. Executive Board Member
 - iv. Two former awardees (by invitation from the chair)
 - v. A Staff Emeritus (by invitation from the chair)

B. Process

- a. Chair or designee will promote and encourage nominations for applicable recognitions
- b. All nominees for recognitions should be notified of their nomination by committee chair or designee
- c. Employee of the Month:
 - i. Awardee should be chosen from a list of nominated individuals demonstrating positive attitude and is passionate about their job
 - ii. Selection of awardee must be completed two weeks prior to month of recognition
- d. Commencement Awards:
 - i. Committee should start the process for selection of Outstanding and Distinguished Staff Commencement Awards in coordination with the President's Office and the commencement committee timeline.
- e. Years of Service:
 - i. Milestone years of service awards are created at 5-year increments for time as a staff member at the University
 - ii. Committee should calculate years, plan and order awards, and present recognition to staff members in accordance with the first general meeting, held at the opening of each academic year
 - iii. Milestone awards will be awarded based on the procedures noted on the Staff Association's website.
- f. Caught Red Handed Awards:
 - i. Committee will collect, produce, and distribute all Caught Red Handed Awards on a minimum of a monthly basis, based on nominees for the Employee of the Month submissions.

C. Criteria for Staff Recognition

- a. Staff serving on the Staff Association Governing Board or the Recognition Committee are not eligible for nominated recognition awards
- b. Outstanding Staff (Yearly T-bird Award)

- i. Two staff members will be selected for this award
 - ii. Possesses extraordinary enthusiasm for their 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 of contracted employment at SUU required
 - vii. Recipients of this award are not eligible to receive it again for three years.
- D. Distinguished Staff
 - a. Non-exempt Staff:
 - i. Has taken advantage of available educational or training opportunities (examples may include attendance at campus trainings; application for SPDF funds, etc.)
 - ii. Works well with fellow employees and demonstrates a sincere interest in all areas of the campus
 - iii. Has given service to the university within the scope of their position
 - b. Exempt Staff:
 - i. Has contributed significantly to their profession through scholarly activities, exceptional service to professional associations or training opportunities.
 - ii. Has given service to the university within the scope of their position.
 - iii. Works well with fellow employees and demonstrates a sincere interest in all areas of the campus

Appendix D – Staff Professional Development Fund (SPDF) Committee [<https://www.suu.edu/staffassociation/spdf.html>]

- 1. 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 vice chair
 - iii. Executive Board Member
 - iv. Three to five additional staff members from the general membership
- 2. Process
 - a. Advertise and share information about Staff SPDF opportunities at staff association meetings and events throughout the year.
 - b. Committee will convene as needed 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.
- 3. Criteria for Staff SPDF [<https://www.suu.edu/staffassociation/spdf.html>]
 - 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.

Appendix E – Staff Compensation Committee

- 1. 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 and non-exempt staff members.
- 2. Process
 - a. Committee will meet to establish recommendations and/or review the criteria and process by which fiscal compensation is distributed to staff.
 - 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.

Appendix F – Policy Review Committee

- 1. Committee
 - a. Committee will consist of six to eight members:
 - i. Senior Board Member as chair
 - ii. Junior Board Member as vice chair
 - iii. Executive Board Member
 - iv. Three to five additional staff members from the general membership
- 2. Process
 - a. Review and contribute to policies affecting staff.
 - b. Collaborate with Human Resources and Office of Legal Affairs (or other involved departments or groups) to review policies affecting staff.
 - c. Provide feedback on policy revisions and participate in the review/revision process as appropriate

Appendix G – Events and Wellness Committee

1. Committee
 - a. Committee will consist of six to eight members:
 - b. Senior Board Member as chair
 - c. Junior Board Member as vice chair
 - d. Executive Board Member
 - e. Three to five additional staff members from the general membership
2. Process
 - a. Plan Opening & Closing Socials for the Staff Association in collaboration with the Governing Board and Executive Board
 - b. Welcome new staff members
 - c. Contribute to initiatives promoting wellness on campus and for staff
 - d. Plan and host other events to achieve the objectives of the staff association
 - e. Coordinate Super Start and Finish Strong Stations