



**Alpine Staff Council**  
**Bylaws**  
**Updated October 2022**

# Table of Contents

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**Article I: Name of Organization** ----- 4

**Article II: Mission Statement** ----- 4

**Article III: Membership** ----- 5-7

    Section 1: Eligibility

    Section 2: Selection of Members

    Section 3: Division/Group Review

    Section 4: Terms of Office for Staff Council Members

    Section 5: Staff Council Membership – Duties and Time Allowances

    Section 6: Censure or Removal from Staff Council

**Article IV: Officers** ----- 8-11

    Section 1: Terms of Office for Executive Members (Officers)

    Section 2: Duties

    Section 3: Terms of Office

    Section 4: Staff Council Officers Responsibilities

    Section 5: Staff Council Officers Vacancies

**Article V: Meetings** ----- 12-14

    Section 1: Schedule of Meetings

    Section 2: Quorum

    Section 3: Special Meetings

    Section 4: Open Forum

    Section 5: Code of Conduct

    Section 6: Voting

    Section 7: Agenda

    Section 8: Minutes

    Section 9: Order of Business

Section 11: Parliamentary Authority

**Article VI: Budget and Finance ----- 15**

Section 1: Source of Funds

Section 2: Account Management

Section 3: Account Review

**Article VII: Committees ----- 16-17**

Section 1: Membership

Section 2: Removal and Reappointment

Section 3: Committee Meetings

Section 4: Duties

Section 5: Standing Committees

Section 6: Special Project/Ad Hoc Committees

Section 7: Staff Council Representation on University Committees

**Article VIII: Amendments to the Bylaws ----- 18**

Section 1: Proposals to Amend

Section 2: Approval

Section 3: Publication

## **Article I: Name of Organization**

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The name of the organization shall be the Sul Ross State University Alpine Staff Council, hereinafter referred to as Staff Council.

## **Article II: Mission Statement**

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The mission of the Staff Council shall be to:

1. Promote an atmosphere of unity and cooperation among Staff across departments of the University;
2. Promote recognition of the Staff as an integral part of the institution in keeping with the mission of the University;
3. Provide a forum for Staff members to discuss openly any matter associated with the University;
4. Provide the Staff with a positive and collaborative voice in University matters affecting Staff; and
5. Serve as an advisory body to the University President regarding interests and concerns of the Staff.

## Article III: Membership

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### Section 1: Eligibility

Membership is limited to all benefits-eligible staff employees who have been employed at Sul Ross State University for at least 90 days at the time of selection. Note: all staff are free to attend regardless of membership status. The University President, Vice Presidents, Associate Vice Presidents, and Deans shall not be eligible for membership in the Staff Council.

### Section 2: Selection of Members

- A. Beginning in July of each year, the Secretary of Staff Council will obtain a list of benefits-eligible staff members (organized by divisions) from the Human Resources department.
- B. By the end of July, the Staff Council's Parliamentarian will have used the list of staff members to form the following year's election ballot. The entire staff body will then vote for representatives from each division or department according to the Staff Allocation Chart. This election will take place at every August meeting.
- C. As an example, see the following page for the 2022-2023 Staff Allocation Chart. (The Parliamentarian should update the Staff Allocation Chart in the Bylaws each year.)
- D. Once new members have been voted on and identified, the Staff Council Chair and Vice Chair will share the responsibility of contacting each representative to determine if they would be able to serve in the upcoming term of the Staff Council.
- E. Replacements for vacancies occurring in unexpired terms of members shall be filled in accordance with a small election process similar to the larger Staff Council elections. A member appointed to complete more than half of an unexpired full term shall be considered to have served a full term.
- F. The number of the Staff Council members in each group shall be based on the most current information from the Office of Human Resources. The Staff Allocation Chart (seen on page 6 of the Bylaws) shall determine the number of Staff Council members for each group. The allocation of members will be reviewed every year, one month prior to the call for nominations.
- G. Staff Council elected Officers do not count towards the Staff Allocation Chart in regards to a set number from each division or department.

## Article III: Membership (*continued*)

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2022-2023 Staff Allocation Chart

Division/Department	Number of Staff	Divided by 20	Number of Representatives (Members)
Academic Affairs	53	2.65	3
Academic Colleges	21	1.05	2
Athletics	17	0.85	1
Finance and Operations	16	0.80	1
OIT	10	0.50	1
Physical Plant	39	1.95	2
University Relations	7	0.35	1
Enrollment Management	13	0.65	1
Student Affairs	19	0.95	1
<b>Totals</b>	195		13

*Last updated July 26, 2022*

### Section 4: Terms of Office for Staff Council Members

- A. Terms for new Staff Council members will begin September 1.
- B. Members shall serve one- or two-year staggered terms. Terms begin the first day of September and end on the last day of August.
- C. Divisions or Departments with two or more representatives will be staggered with one- and two-year terms, to provide rotation for the Staff Council as a whole. Members from divisions with only one representative will always serve two-year terms.
- D. A Staff Council member whose group changes during their term of membership will continue to serve the constituency to which they were appointed for the remainder of the term.
- E. All new appointments will be confirmed and registered with the Secretary to ensure efficient record keeping.

## **Article III: Membership (*continued*)**

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### **Section 5: Staff Council Membership – Duties and Time Allowances**

- A. Members are expected to attend each monthly meeting of the Staff Council.
- B. Staff Council members shall serve on committees or be elected as chair of committees and may be elected as an Officer of the Staff Council.
- C. Members shall be available to their constituents, indicating how they may be contacted. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Staff Council.
- D. In turn, members must keep their constituents informed of the work of the Staff Council and matters that the University Administration communicates to the Staff Council.
  - The Staff Council will not hear grievances. University employees wishing to file grievances must follow the established University procedures as outlined in the *Administrative Policy Manual* and The Texas State University System *Rules and Regulations*.
- E. Staff Council members shall be allowed a reasonable amount of time, not to exceed more than 10% of their time per month (16 hours per month for full-time employees), to devote to Staff Council meetings and work as part of their normal working duties.
- F. The Staff Council member shall keep their supervisor informed of time needed for Staff Council work and ensure this time does not conflict with normal job duties.

### **Section 6: Censure or Removal from Staff Council**

- A. Any active Staff Council member whose unexcused absences cause a group to be underrepresented during the year may be removed and notified in writing.
- B. A member of Staff Council may be removed from membership for a documented cause by a two-thirds vote of the full Staff Council members' roster. A special meeting may have to be called for this. The removed member will not be eligible to hold a position with the Staff Council for three (3) years after their removal from the Staff Council.

## Article IV: Officers

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### Section 1: Terms of Office for Staff Council Officers Members (Officers)

Officers shall consist of the Chair, Vice Chair, Secretary, Branding and Outreach Officer, and Parliamentarian.

- A. All officers shall be elected from the membership of the Staff Council at the August meeting. Newly elected and re-elected members shall be eligible to vote for officers. Outgoing members may also vote.
- B. If the outgoing Chair is not re-elected to Staff Council, they may still serve on Staff Council during the subsequent year as immediate past Chair on an ex-officio basis for that year only, with voting rights.
  - Officers will be voted on by the Staff Council after all new and reoccurring membership positions have been filled.
- C. Elected officers from the previous year shall serve until new officers are elected. They will act in an advisory capacity to the newly elected person for at least two months.
- D. Terms for Staff Council Officers will begin on September 1.

### Section 2: Duties

- A. The Chair shall preside at all meetings of Staff Council and perform all duties pertaining to that office, including representing the staff through updates to the President of the University. The Chair shall:
  1. Appoint committees as needed;
  2. Serve as an ex-officio member of all committees;
  3. Sign all communications sent out in the name of Staff Council;
  4. Appoint members to fulfill special functions as deemed necessary;
  5. Act as official spokesperson for Staff Council;
  6. Ensure the projects undertaken by the Staff Council are developed, organized, and implemented in an orderly and timely manner;
  7. Involve the Staff Council Officers in all decisions;
  8. Appoint Standing Committee chairs and members;
  9. Appoint members to serve on University committees;
  10. Hold Standing Committee chairs responsible;
  11. House minutes, annual reports, and correspondence of Staff Council;
  12. Transmit recommendations of Staff Council to the appropriate administrator(s) and keep Staff Council informed of the disposition of each recommendation that is made;
  13. Conduct all correspondence on behalf of the Staff Council.
- B. The Chair-Elect/Vice Chair shall, in the absence of the Chair, perform the duties of the Chair. The Chair-Elect/Vice Chair shall:



## Article IV: Officers (*continued*)

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1. Assume the position and duties of the Chair at the end of the Chair's term or at such time as the Chair's position becomes vacated;
2. In order to provide a smooth transition and continuity of duties, become thoroughly knowledgeable of all decisions made by the Chair;
3. Assist new members;
4. Be authorized to sign all documents for the Staff Council in the absence of the Chair;
5. Assume other duties and assist the Chair as directed by the Staff Council;
6. Be responsible for all financial functions (making deposits, processing purchase requisitions and vouchers, verifying each month's accounting summary/detail reports from the University Controller's Office, and following all applicable University policies and regulations governing University related accounts) of the Staff Council;
7. Provide a Treasurer's Report at each meeting of the Staff Council;
8. Provide periodic financial reports to the University President.

### C. The Secretary shall:

1. Keep an accurate record of all proceedings of Staff Council;
2. Provide permanent copies of the agendas and official minutes for all meetings (print and electronic) to the University Archives and to the Branding and Outreach Officer to post onto the website;
3. Serve as the historian of Staff Council;
4. Following any corrections and/or additions and approval, electronically distribute copies of the minutes to the University campus in a timely manner;
5. Maintain the up-to-date listing of all Staff Council members or staff members at large serving on committees and councils within the Staff Council and across the University;
6. Maintain records of all roll call votes conducted at the monthly meetings;
7. Assist the Branding and Outreach Officer in compiling the documents needed for the newsletter "Staff Line" as the official record keeper of the Staff Council.

### D. The Branding and Outreach Officer shall:

1. Maintain the Staff Council website and make changes as approved by the Chair;
2. Update the Staff Council's social media accounts as needed;
3. Organize and maintain the Staff Council's newsletter "Staff Line" with the help of the Secretary.

## **Article IV: Officers (*continued*)**

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E. The Parliamentarian shall:

1. Offer the Staff Council Officers guidance on the appropriate conduct of meetings according to the Staff Council's Bylaws and Robert's Rules of Order;
2. Maintain the updates of the Staff Council Bylaws for the group;
3. Keep up with the Faculty Assembly Bylaws and Constitution for the Staff Council's and Staff Council Officers' general knowledge;
4. Prepare all election ballots and processes for the Staff Council.

The immediate past Chair may attend Staff Council Officers meetings and shall provide advice, consultation, and support to Staff Council Officers leadership.

### **Section 3: Staff Council Officers Terms of Office**

- A. The term of office for all Officer positions shall be one year.
- B. No member may hold more than one Officer position at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.
- C. Any member may be re-elected to an office which he/she held for two consecutive terms after being vacant from that position for one year.
- D. More than half a year as an officeholder constitutes a full year in office; less than half a year as an office holder does not.

### **Section 4: Staff Council Officers Responsibilities**

The Chair, Chair-Elect/Vice Chair, Secretary, Branding and Outreach Officer, and Parliamentarian shall form the Staff Council Officers, presided over by the Staff Council Chair. The Staff Council Officers are responsible for:

- A. Setting meeting agendas;
- B. Making decisions on behalf of the Staff Council between general Staff Council meetings;
- C. Establishing the direction for Staff Council activities;
- D. Reviewing the Bylaws on an annual basis;
- E. Addressing staff concerns (but not grievances) with appropriate University Administration;
- F. Reviewing standing committee reports prior to meetings.

## **Article IV: Officers (*continued*)**

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### **Section 5: Staff Council Officers Vacancies**

- A. Any Staff Council Officers officer vacancy shall be filled only from the remaining Staff Council members.
- B. The process shall be by nomination and vote of the remaining members of the Staff Council.
- C. A member of the Staff Council elected to fill a vacancy shall serve for the remainder of the term.

## Article V: Meetings

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### Section 1: Schedule of Meetings

- A. Staff Council will hold at least ten (10) monthly meetings each calendar year.
- B. Meetings of the Staff Council shall be open in accordance with statutes of the State of Texas.
- C. At the first regular meeting in September, the Staff Council shall establish regular meeting times and post dates to the Staff Council website. All meetings, whether regular or special, should be held during normal working hours Monday through Friday. The Staff Council Officers reserves the right to adjust the meeting times and locations throughout the year so long as the Staff Council and staff members are notified at a minimum of seven (7) days prior to the meeting.

If the Chair and Staff Council Officers have no new agenda items or proposals, they reserve the right not to hold a meeting but they must give three (3) working days notification to staff members across the University.

### Section 2: Quorum

- A. A quorum shall consist of one-half (1/2) of the Staff Council membership or committee membership. Neither the Staff Council nor its committees shall conduct business without a quorum except to adjourn the meeting.
- B. In the absence of a quorum:
  - 1. The Chair may only make announcements of an informative nature;
  - 2. The Staff Council Officers may convene a special meeting to consider time-sensitive issues that require immediate action.

### Section 3: Special Meetings

Special meetings may be called by the University President, the Staff Council Officers, or at the request of a quorum of the Staff Council membership. One working day notice must be given of any special meeting. Without prior notice, the University President may call an emergency meeting at any time. Depending upon circumstances, notice may be given at Staff Council meetings, on the official Staff Council website and/or by email. Only business specified in the call of the special meeting may be conducted, unless new topics are voted on by two-thirds (2/3) of the Staff Council Officers.

### Section 4: Open Forum

During the first regular meeting of the fiscal year, the Staff Council Officers members shall give time for an open forum to allow Staff to address issues they would like Staff Council to review. All meetings thereafter will be open forum as well, but the first meeting of the fiscal year will focus particularly on the ideas and concerns of the staff at large.

## **Article V: Meetings (*continued*)**

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### **Section 5: Code of Conduct**

A general code of conduct for all attendees is expected to be followed at all times. All attendees are expected to be punctual and should limit side conversations to a minimum. If an attendee must take a phone call, they are expected to do so outside of the meeting area. Cell phone use should be limited to business or emergency use only.

### **Section 6: Voting**

- A. Only Staff Council members may vote.
- B. Unless a roll call vote or vote by secret ballot is requested by a majority of the voting members, voting on motions and issues brought before the Staff Council shall be by voice or show of hands. The Secretary will record all roll call votes in the meeting minutes.
- C. Each Staff Council member is entitled to one vote.
- D. Members are not allowed to use proxy votes. However, the Officers may open votes up via email if quorum is not met during meetings.
- E. A simple majority vote of the Staff Council representatives present and voting shall decide a question. In the event of a tiebreaker, the Chair's vote will be the deciding factor.

### **Section 7: Agenda**

- A. Each Staff Council Meeting shall have an agenda that includes the time and place of the meeting, the order of business, and copies of any substantive proposals.
- B. The Staff Council Officers shall set the agenda; however, items may be added to the agenda at the meeting if approved by a majority or by the Staff Council Chair.
- C. The Staff Council Officers shall solicit agenda items and set a deadline of five (5) working days prior to the next meeting of the Staff Council for receiving agenda items. The agenda shall be posted two (2) working days prior to a regular meeting, distributed by email to the campus community.
- D. The Staff Council Officers shall:
  - 1. Receive proposals for Staff Council action or other presentations to the Staff Council from any Staff Council committee or individual member, from the general Sul Ross staff community, or from the University President or his/her designee;
  - 2. Include on the agenda all items presented from various sources;
  - 3. Set the agenda so that business may be addressed in a meeting of reasonable duration;
  - 4. If necessary, advise the Staff Council of the need for a special meeting;
  - 5. Respond to the submitted proposals within a reasonable amount of time, considering the circumstance of the proposal.

## **Article V: Meetings (*continued*)**

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### **Section 8: Minutes**

Minutes shall be made available to the Staff Council at the next meeting after which the notes were taken. After any corrections and/or additions and approval at the next regular meeting, the Secretary shall send a copy of the minutes to the Branding and Outreach Officer to post on the Staff Council's official website within ten (10) working days. A permanent copy of the minutes shall be kept in the University Archives.

### **Section 9: Order of Business**

The order of business for meetings shall be set forth in the agenda. Unless modified by the Chair, the order of business shall be:

1. Call to order and establishment of a quorum;
2. Approval of the previous meeting's minutes;
3. Executive Reports;
4. Committee Reports;
5. Old Business;
6. New Business;
7. Miscellaneous (comments, announcements, roundtable items, tributes, etc.);
8. Adjournment.

### **Section 10: Parliamentary Authority**

The rules contained in the most recent edition of *Robert's Rules of Order* shall govern the Staff Council and its committees in all cases to which they are applicable except when they are not consistent with these guidelines, The Texas State University System *Rules and Regulations*, or with any special rules of order the Staff Council may adopt. This authority will be presided over by the Parliamentarian.

## **Article VI: Budget and Finance**

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### **Section 1: Source of Funds**

The University shall establish and fund an operating budget to meet reasonable operating expenses of the Staff Council. The Vice Chair will supply the University President with a financial report of the Staff Council account.

### **Section 2: Account Management**

The Staff Council Vice Chair shall serve as the account holder and financial manager with additional signature authority assigned to the Staff Council Chair. The Staff Council Officers will be empowered to allocate funds for the purchase of necessary items for Staff Council operations and committee projects if voted on by Staff Council members.

### **Section 3: Account Review**

At all times, details of expenditures made on behalf of the Staff Council shall be available for review and audit. The Staff Council Vice Chair shall maintain all transaction records. (See Article IV, Section 2 for complete details.) Staff Council's financial records will adhere to the most recent Records Retention Schedule where applicable.

## Article VII: Committees

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### Section 1: Membership

- A. At the September meeting, each Staff Council member will select a committee on which he/she will serve. The Chair of the Staff Council has the right to appoint absent members to a committee.
- B. With the exception of the Staff Council Officers members, all Staff Council members shall serve on at least one standing committee or established subcommittee.
- C. Each committee shall be comprised of at least two members.
- D. Each committee will elect a chairperson. Each committee chair will be responsible for an activities report at each monthly meeting.
- E. The term of a committee member shall be for one (1) year.
- F. All committees/subcommittees shall have at least one Staff Council Member on the committee.
- G. A Staff Council member may continue on a special project committee after they have resigned or completed their term of membership to see a project through completion.

### Section 2: Removal and Reappointment

- A. Any committee/subcommittee member whose excessive absences prevent a committee from making quorum during the year may be removed and notified in writing.
- B. The committee/subcommittee chairperson shall notify the Staff Council Chair and the Secretary of the vacancy, so that the Staff Council Officers may fill the vacancy.

### Section 3: Committee Meetings

- A. Each committee should meet at least eight (8) times during the academic year. Additional meetings may be called by the committee chairperson, or upon request made by at least two members of the committee to the Staff Council Chair.
- B. Meetings shall be conducted following the guidelines set forth in Article V of the Bylaws.

### Section 4: Duties

The standing committees of the Staff Council shall accept business items assigned to the committee by the Staff Council Officers and address the item(s) in a responsible and timely manner. If the need arises, the committee may form a subcommittee(s) to study specific issues, make recommendations, and refer items as necessary. Standing committees have the authority to request the Staff Council Officers to appoint an ad hoc committee for special business under its jurisdiction. Under no circumstances shall



## **Article VII: Committees (*continued*)**

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information be disseminated from a committee until it has been brought before the Staff Council or is authorized by a majority of the Staff Council Officers or adopted by a majority vote of the Staff Council. The committee chairperson will make a report to the Staff Council at each meeting.

### **Section 5: Standing Committees**

Standing committees, in addition to the Staff Council Officers, are:

- A. Outreach Committee
- B. Bylaws Committee

### **Section 6: Special Project/Ad Hoc Committees**

- A. The special project/ad hoc committees of the Staff Council shall be appointed by the Staff Council Officers as needs arise, or as requested by a standing committee for special business under their jurisdiction, to review and address specific issues. Each special project/ad hoc committee will have at least two (2) members. Committee members shall elect a chairperson who will be charged with presenting the issues and responding with the committee's findings to the Staff Council.
- B. The term of a special project/ad hoc committee shall be determined by the matter under consideration. Following the completion of its task(s), the committee will disband.
- C. Special project/ad hoc committees shall accept the issues assigned to the group by the Staff Council Officers; address the item(s) in a responsible and timely manner; and make progress reports on the group's activities to the Staff Council.

### **Section 7: Staff Council Representation on University Committees**

The Staff Council will seek to have a staff representative on appropriate University committees. The Staff Council Officers shall make such recommendations to the University President. The Secretary will maintain the updated roster of staff representation on committees, working closely with the President's office.

## **Article VIII: Amendments to the Bylaws**

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### **Section 1: Proposals to Amend**

A proposal to amend the Bylaws may be made by either:

- A. A majority vote of the Staff Council;
- B. A petition signed by not less than 20% of the Staff employees represented by the Staff Council; or
- C. The University President and Systems Vice Chancellor and General Counsel following their determination that some portion(s) of the Bylaws are at variance with Texas state law or the adopted *Rules and Regulations* of The Texas State University System.

### **Section 2: Approval**

Amendments proposed pursuant to Section 1 shall require the approval of a majority of current Staff Council members and by the University President.

### **Section 3: Publication**

Amendments must be made available to the Staff via the website or by email, at least ten (10) working days after approval and adoption.