

Bylaws to the Constitution of the Staff Senate of Texas A&M International University

I. Membership

All full-time persons holding benefits-eligible staff positions at Texas A&M International University, who are not represented by Faculty Senate, Dean's Council or the University Executive Council, are members of Staff Senate. They are empowered to conduct all affairs of the Staff Senate except for those specified otherwise in the Constitution and its Bylaws.

Each member of the Staff Senate is entitled to propose resolutions to the Staff Senate, and to vote on the business of the Staff Senate. Each member has one vote, even if qualified to be a member in more than one capacity.

II. Staff Senate Officers

a. Eligibility

- i. The officers of the Staff Senate are elected from the members who are active employees. Nominees must be:
 - Employed for at least 12 months at time of nomination
 - In good standing
 - Full-time benefits-eligible employees
- ii. A person may not simultaneously hold more than one office position, nor may a person run for more than one office at a time during an election.

b. Officer Positions

Staff Senate officer positions are as listed below:

- President
- President-Elect
- Vice President (Fundraising)
- Vice President (Marketing and Communications)
- Secretary
- Treasurer
- Parliamentarian
- Past President (ex-officio, non-voting)
- HR Representative (non-voting)

c. Nominations/Elections Procedures

- i. The University Office of Human Resources will provide a listing of all eligible members to the Parliamentarian, both for voting and nomination purposes.
- ii. Each eligible staff member may nominate one eligible staff member for each position that is up for election. Nominations shall be in writing, via email, or electronic nomination form.
- iii. After the closing date for nominations, the Parliamentarian shall tabulate the number of nominations received by each potential candidate.
- iv. The Parliamentarian shall notify the successful nominees that their names will be placed on the election ballot unless they withdraw by a specified date. If insufficient nominations for a particular position occur, this matter will be referred

to the Staff Senate Officers for a recommendation on additional nominations.

- v. Before the July meeting of each year, the Parliamentarian produces a ballot of nominations for each elected position to be filled. Voting by ballot by the membership of the Staff Senate for the election of officers takes place before the August meeting of each year.
- vi. The Parliamentarian* secures procedures for conducting all elections within the Staff Senate and is charged with enforcing all elections procedures. It is also charged with verifying the results of all elections within the Staff Senate. *If Parliamentarian runs for one of the elected positions, the President and President-Elect will conduct the elections of the Staff Senate and are charged with verifying the results of all elections.
- vii. Elections to fill the terms of the above mentioned positions are decided by the majority of votes received from the membership of the Staff Senate.
- viii. Should an election ballot put before the Staff Senate or the Staff Senate Officers result in a tie vote, the Staff Senate President decides the election.
- ix. Within one week of the close of an election, the Parliamentarian shall notify the newly elected representatives, the Parliamentarian shall inform the University community of the results of the election. If Parliamentarian runs for one of the elected positions, the President and President-Elect will notify newly elected representatives and inform the University community of the results.

d. Terms & Limits

- i. Each of the regular terms of office for the elected officers of the Staff Senate is one- year in length and commences at the beginning of the fiscal year (September 1st) and runs through the end of the fiscal year (August 31st).
- ii. Non-voting Staff Senate Officers are appointed for a period of one year.

e. Duties

Staff Senate Officers are entitled to propose resolutions to the Staff Senate, and to vote on the business of the Staff Senate.

- i. President – Presides over all meetings of the Staff Senate and will have primary responsibility for preparing the agenda for each meeting. As an elected representative, the President may vote on any and all issues. Ensures that all Staff Senate activities are conducted in an orderly and professional manner and that all actions conform to the Staff Senate Constitution and Bylaws. Distributes the agenda to all members through email calendar. Acts as the official representative of the Staff Senate.
- ii. President-Elect – Presides in the absence of the President. Assumes the duties of the President for the unexpired term in the event the President is unable to complete the term of office. Responsible for disseminating information about Staff Senate to all new employees through a welcome letter or email. Coordinate with Human Resources representative to get a listing of new employees. Solicits agenda items and speakers for the meeting
- iii. Vice-President (Fundraising) – Plans and executes fundraising events as per the Staff Senate annual fundraising calendar and other selected activities. Acts as the contact person between donors and Staff Senate Board.
- iv. Vice-President (Marketing and Communications) – Ensures that Staff Senate information is disseminated to all members via all available channels including but not limited to Staff Senate website, , social media and the like. Coordinates the

creation of all marketing material including digital media as necessary to communicate Staff Senate information to the membership. Posts monthly announcements in Uconnect for meetings and any other activities.

- v. Secretary – Takes and maintains minutes of Staff Senate and Staff Senate Officer meetings. Prepares meeting agenda. Publishes approved minutes and agenda to the Staff Senate website. Maintains accurate records, including attendance and historical information of the Staff Senate (minutes, attendance, memos, letters, resolutions, correspondence, etc.). Serves as a resource person to incoming secretary.
- vi. Treasurer – Primarily responsible for the Staff Senate’s fiscal affairs. Prepares a monthly financial statement and reports to the Staff Senate at each of the regular meetings. Assists the President in preparing the budget for Staff Senate activities. Disburses monies from Staff Senate funds for Staff Senate expenses, as approved by Staff Senate President. Monitors disbursements of scholarship funds and follows up with Financial Aid to make sure all scholarships are awarded. Monitors fundraising efforts and keeps accurate records of all activities.
- vii. Parliamentarian –Ensures that the Senate abides by Robert’s Rules of Order when conducting its meetings and will serve as a resource person to the Senate Officers and the membership regarding the usage of the stated rules of order. Responsible for maintaining the update of the Staff Senate website in the absence of the Vice-President (Marketing and Communications) and Secretary.
- viii. Past President - Serves as a non-voting officer and advisor of the Staff Senate and provides continuity in the administration of the Staff Senate using previous office experience to give a historical perspective, if needed.
- ix. HR Representative - The Director of Human Resources or designee shall serve as a non-voting ex-officio member of the Staff Senate.

f. Attendance

Staff Senate Officers are expected to attend all Staff Senate general and officer meetings.

g. Appointments

- i. Unless otherwise specified in these Bylaws or in the written charge to an Ad Hoc Committee, the Staff Senate President shall attempt to provide representation of all administrative units of the University as appointments are made to any of the committees or councils (Staff Senate or University-wide).
- ii. Unless otherwise specified in these Bylaws or in the written charge to an Ad Hoc Committee, vacancies in unexpired terms occurring in any of the committees may be filled by qualified persons appointed by the President of the Staff Senate.
- iii. By agreement with the University Administration, the Staff Senate Officers appoint representatives to University Councils and Committees. These appointments are made by the Staff Senate President in consultation with the Staff Senate Officers. Except in the case of an Ad Hoc Committee, appointments are for the term of the Committee but no more than one year. Appointees are full members of the Staff Senate and the committee to which they have been appointed and are responsible for maintaining communications between that body and the Staff Senate.

h. Vacancies

- i. Should a vacancy occur in the office of the Staff Senate President, the President-Elect shall complete that term and a new President-Elect shall be selected. If the

office of the President- Elect is vacant at the same time, a President is elected for the remainder of the term.

- ii. Should vacancies occur in the office of the President-Elect, Vice President, Secretary, Treasurer or Parliamentarian before the completion of a term of office, the current Staff Senate Officers will nominate a candidate or candidates for the vacant office and an election is held at the first possible Staff Senate meeting. At that meeting, nominations from the floor are acceptable. Such an election is decided by a majority vote of the secret ballots received from the Staff Senate members present at the meeting. Officers elected by this method serve to the original expiration date of the term that they have been elected to complete.
- iii. If a vacancy occurs in the office of the Past-President before the expiration of the one-year term, the person who most recently served as Past-President, resumes as Past-President. If at any time no person is available to serve as Past-President, an individual will be appointed by the Staff Senate Officers.

i. Resignations

Any Staff Senate Officer or appointee who wishes to resign their position will need to submit their resignation in writing to the Staff Senate President. The procedure to fill the vacancy is listed under 'Vacancies' section within these Bylaws.

j. Removal from Office

- i. Any elected officer(s) of the Staff Senate may be recalled by a vote of the membership of the Staff Senate.
- ii. To call an election for recall of an elected officer(s), a petition must be:
 - signed by 25% of the membership of the Staff Senate
 - stated with particularity the reason(s) the elected officer(s) should be recalled
 - presented to the Staff Senate Officers at either a regularly scheduled meeting or a meeting specifically called for the purpose of receiving such a petition
- iii. The Staff Senate Officers shall review the petition and shall, within ten (10) days of the date of the receipt, set a meeting date for the recall election.
- iv. The Parliamentarian will conduct any recall election, which shall be treated as a special election, and will require, at least, secret ballots with the polls and polling places to be open for not less than eight (8) hours during a normal University work day.
- v. Fifty-one percent (51%) or majority vote rule of affirmative votes of the total membership are needed to recall an officer or officers. In the event of a tie vote, the incumbent officer whose recall is sought shall remain in office and shall be eligible to stand for re-election as provided herein.

III. Meetings of the Staff Senate

- a. Regularly scheduled Staff Senate meetings are held at least once month.
- b. Notice of meetings along with agenda items, minutes and financials shall be provided to the membership at least two (2) University business days prior to the scheduled meeting.
- c. A simple majority of the members present at the meeting shall constitute a quorum to conduct the Senate's business.

- d. Additional meetings of the Staff Senate are called by the Staff Senate President if requested to do so by the President of the University or if requested in writing by at least twenty percent of the voting members of the Staff Senate.
- e. Should the President and President-Elect be unavailable to preside at a meeting of the Staff Senate, the Staff Senate Officers appoint, by resolution, one of the Staff Senate Officers present to serve as President Pro Tempore.
- f. In matters not specified in these Bylaws, meetings of the Staff Senate are conducted according to the current edition of Robert's Rules of Order.
- g. Questions of procedure arising during a meeting of the Staff Senate are decided by the presiding officer after consultation with the Parliamentarian. A ruling of the presiding officer may be overruled by a majority vote of the Staff Senate members present.
- h. Approval of a resolution requires an affirmative vote of more than fifty percent (50%) of the quorum, except for strictly procedural matters which are governed by the current edition of the Robert's Rules of Order.
- i. Should a resolution put before the Staff Senate or the Staff Senate Officers result in a tie vote, the motion fails to pass.
- j. Actions contained in resolutions from the Staff Senate Officers do not take precedence over actions of the Staff Senate members. A meeting of the Staff Senate Officers has the power, however, to initiate a referendum of the membership of the Staff Senate. Officers may discuss Staff Senate business, but may not take action without members present.
- k. All procedures for conducting, recording, and reporting on the actions of meetings of the Staff Senate are the responsibility of the Secretary.

IV. Ad Hoc Committees

- a. Ad Hoc Committees are established by the Staff Senate President.
- b. Upon the completion of the task assigned to an Ad Hoc Committee, a written report is presented to the Staff Senate Officers as needed.
- c. Written reports from Ad Hoc Committees which have not completed their assigned tasks are prepared for the August Staff Senate meeting. The incoming Staff Senate Officers has the discretion to extend the term of an Ad Hoc Committee; however, the charge of the Committee must be established.

V. Effective Date

These Bylaws shall become effective when the Constitution is adopted by the Staff Senate. Revisions to the Bylaws will be made in accordance with Article IV of the Constitution.