Texas Wesleyan University
Staff Council Constitution and By-Laws

Article I
Name and Purpose

Section 1.

The name of the organization shall be the Texas Wesleyan University Staff Council.

Section 2.

The purpose of the Staff Council is to represent the interests of staff employees to the University Administration and to advance the exchange of information within the Staff of the University by providing a forum for the expression and exchange of ideas and concerns of the staff at Texas Wesleyan University.

The Council will not establish policy, but will be allowed input regarding staff policy decisions to Executive Staff.

Article II
Membership

Section 1.

The Staff Council shall be comprised of 22 voting members representing the administrative divisions of the University. Each division will be represented by the following allocation due to employee percentages:

- Enrollment and Student Services: 3
- Provost and Academics: 9
- President’s Staff: 3
- Finance and Administration: 3
- Marketing and Communications: 2
- Alumni and Advancement: 2

Section 2.

The Staff Council shall elect an Executive Committee each year, which is comprised of the following positions: Two (2) Co-Chairs and Secretary.

The Executive committee of the Staff Council will nominate full-time permanent employees with at least two-years of service to serve on the Staff Council. Nominations will then be voted on by the full Staff Council. Each member will serve a three-year term and the Council will rotate 1/3rd of the members of each division each year, unless
otherwise specified. It shall be the responsibility of the Executive Committee to ensure that the membership of the Staff Council is a true representation of the University Staff.

* The Staff Council elected in 2013 will serve 2 full years before annual rotation process begins. Initial rotation will be arranged within each division’s representatives.

Section 3.

The Executive Committee shall be responsible for implementing the staggered terms. Regular term of office commences with the first regularly scheduled meeting after June 1st and terminates upon election of new officers.

Section 4.

Members rotating off the Staff Council shall be eligible for re-appointment after one year has passed. Members appointed to fill an unexpired term of one year or less will be eligible for a three-year appointment at the end of that term.

Section 5.

When a member of the Staff Council resigns from the Council, terminates employment with the University, or transfers to another department or division, the Staff Council will nominate a replacement. Nominations will be voted on by the Staff Council and must meet a 2/3 vote of approval.

Section 6.

If any member misses three (3) consecutive or a total of four (4) regularly scheduled meetings within the fiscal year that member will automatically lose his/her position on the Staff Council. Absences for University Related work purposes or illness will not be counted. Staff members must contact the Co-Chairs and inform them of their expected absence.

A member of the Executive Cabinet will inform the staff member through campus email or mail that their representation has been forfeited. If a member wishes to appeal, the member shall file a written request for reappointment with a member of the Executive Cabinet. The Executive Cabinet will bring the appeal to the floor of the Staff Council and a 2/3 vote is required to reinstate the member. If the member is reinstated, they shall not miss two (2) additional meetings within a calendar year from the date of the reinstatement. If a member misses two (2) additional meetings, their membership is forfeited with no further appeal.
Texas Wesleyan University
Staff Council

**Article III**
**Organization**

**Section 1.**

The Staff Council may meet monthly during the year, but will meet no less than quarterly. The Chair may call a special meeting of the Council when necessary. A special meeting may also be called upon the request of a majority of the Staff Council. A majority of members constitutes a quorum. Periodically, other members of the University community may be invited to attend a regular Staff Council Meeting.

**Section 2.**

The Staff Council may establish such committees as appropriate and determine the procedures for appointing chairpersons and committee members.

**Article IV**
**Responsibilities of Council Members**

**Section 1.**

Council members are to communicate information on Council activities to members of their respective divisions; attend meetings regularly; present concerns to the Council; and if invited, Council members should be available to participate if special problems or situations occur which need special study.

**Section 2.**

The Secretary shall keep and maintain minutes for all meetings.

**Article V**
**Meetings**

**Section 1.**

In order to bring a topic to the floor, a member must submit a request to the Secretary to be added to the agenda. A non-member may put a request and/or suggestion for a topic to be included on the agenda through any individual representative on the staff council who will then forward the topic to the Secretary.

All topics submitted will be evaluated by the Executive Cabinet. The Executive Cabinet may or may not add the topic to the Staff Council Agenda. If the Executive Cabinet decides not to add a topic to the agenda they will inform the staff member who submitted it their reasoning. If the staff member does not agree with the Executive Cabinet’s decision the staff member may motion to add the item to the agenda. A 2/3rds vote by the Staff Council is needed to add the item to the agenda.
Section 2.

The order of business shall include, but need not be limited to, the following items: call to order, roll call, minutes approval, unfinished business, new business, and adjournment.

Section 3.

Proposals must be passed by 2/3\textsuperscript{rd}s vote by the Staff Council. If a proposal passes 2/3\textsuperscript{rd}s vote, the Executive Cabinet will notify the Chief of Staff of the Council’s recommendation and forward on any documentation. The Executive Cabinet will relay any communication to the full Staff Council.

Section 4.

Staff Council minutes shall be distributed to all staff of the University through the university email system to staff members only.

Adoption and Amendment to By-Laws

These By-Laws will be placed before Executive Staff for approval, and will be amended upon majority vote of the Staff Council.

Note: There will be no additional compensation for serving on the staff council. Participation is voluntary.

Amended July 9\textsuperscript{th}, 2013