

Texas A&M University-Kingsville

Staff Council Bylaws

I. Name

The name of the organization will be TEXAS A&M UNIVERSITY-KINGSVILLE STAFF COUNCIL.

II. Mission

The mission of the Texas A&M University-Kingsville Staff Council, hereafter referred to as “Staff Council” or “Council” shall be to promote and enhance the status of university staff, ensure the effective contribution of staff expertise toward university goals, and act as the liaison between university president and staff. The Council shall represent the collective body and shall report directly to the University president.

III. Purpose

The purpose of the Staff Council is to examine and communicate matters affecting all staff members and their employment, to act as an advocate for all staff members, and to formulate recommendations to the university administration. The Staff Council will consider any other topics relevant to the interest and welfare of the University and make recommendations. The Staff Council also considers those affairs that are delegated to it by the University president.

A. Objectives

1. The Staff Council shall develop and maintain communication channels for interchange between itself and staff members, faculty, student body, the University administrative staff, and the University president.
2. The Staff Council may, where staff interests are concerned, nominate Staff Council members to serve on University committees. Such members will be appointed by the Executive Committee, which is a subcommittee of Staff Council.
3. The Staff Council shall work to increase the sense of identity, recognition, belonging and worth of each staff member in their relations to the University.
4. The Staff Council shall formulate, coordinate and recommend enhancements and priorities on behalf of its constituents.

B. Responsibilities and Duties

1. The Staff Council executive committee officer shall prepare and submit to the University president an annual summary of all activities and reports. In addition, the Staff Council executive committee officer shall prepare and submit to the University president proposal and position papers on staff concerns as determined by a majority of the Staff Council.
2. The Staff Council executive committee officer shall prepare and submit reports as requested by the University president.
3. The Staff Council executive committee officer shall appoint committees as necessary to accomplish its work.
4. The Staff Council shall provide a forum for members to discuss common problems and concerns and to share information.

IV. Membership

A. Eligibility

Membership in Staff Council is limited to individuals employed at Texas A&M University-Kingsville as full-time, benefits-eligible employees who are classified as staff and are not represented by Faculty Senate, Academic Dean's Council, or President's Executive Team. Individuals have at least at least six months of employment at Texas A&M University-Kingsville prior to serving on Staff Council.

B. Staff Council Composition (*see Table 1*)

The Staff Council will consist of voting members elected on the basis of population size for the divisions/areas. The following divisions/areas shall determine Staff Council representation for the University. Divisions/areas are determined based on university administration and off-site location.

Proportional representation in each division/area shall be determined by the Election Committee based on staff employment data retrieved on February 15th each year. If a member's position moves during their term of office, they will serve the constituency to which they were elected in until their term expires.

Each division/area shall receive one representative for each 30 eligible employees within the division/area. For divisions/areas with less than 30 employees, they will be allocated the division direct report. See Table 1 below.

The President of the University (interim/acting) may at their discretion appoint a staff member to serve as the liaison from their office to coordinate meetings and provide additional support to the council as ex-officio, non-voting member. This individual may serve multiple terms as designated by the President of the University.

The Chief Human Resources Officer (interim/acting) shall appoint a staff member from their office to serve as the Human Resources Liaison on Staff Council in the event that a staff member from that office is not currently a member of the Council. This individual would serve a one-year term that can be re-appointed as needed and will be a non-voting member.

The immediate past Staff Council President shall continue to serve as a representative for one year after the expiration of their term as president. If they have unexpired time on their elected term as a representative, they will continue as a full-participating voting member. If their elected term as a representative has expired, they will serve as ex-officio, non-voting representative and a new representative will be elected into their vacated representative position.

In the event of an administrative restructuring of administrative units causing a significant population size change, the Council will review membership distribution in each division prior to the election session of that term.

Table 1

Division/Area	Unit(s) Included	No. of Voting Member(s) Allotted
Academic Affair	Center for Academic Technology Center for Student Success Jernigan Library Office of Academic Affairs Office of Registrar College of Undergraduate Studies College of Graduate Studies	2
Athletics	Athletics	1
Campus Operations	Facilities, Operations & Maintenance	2
Citrus Center	Citrus Center	1
College of Agriculture and Natural Resources	Caesar Kleberg Wildlife Research Institute Dept. of Agriculture, Agribusiness & Environ. Sciences Dept. of Animal Science & Veterinary Technology Dept. of Rangeland and Wildlife Sciences King Ranch Institute for Ranch Management National Natural Toxins Research Center	1
College of Arts and Sciences	Dept. of Art, Communication & Theatre Dept. of Biological & Health Sciences Dept. of Chemistry Dept. of Clinical Health Sciences Dept. of History, Political Science & Philosophy Dept. of Language & Literature Dept. of Mathematics Dept. of Physics & Geosciences Dept. of Psychology & Sociology John E. Conner Museum School of Music	1
College of Engineering	Dept. of Chemical & Natural Gas Engineering Dept. of Civil & Architectural Engineering Dept. of Electrical Engineering & Computer Science Dept. of Environmental Engineering Dept. of Industrial Management & Technology Dept. of Mechanical & Industrial Engineering	1

Division/Area	Unit(s) Included	No. of Voting Member(s) Allotted
College of Education & Human Performance College of Business Administration	Army ROTC Dept. of Educator Preparation Services Dept. of Educational Leadership & Counseling Dept. of Health & Kinesiology The Institute for Rural Mental Health Initiatives Marc Cisneros Center for Young Children Dept. of Teacher & Bilingual Education Dept. of Administration Dept. of Accounting & Finance Dept. of Management/Marketing/ISYS	1
Enrollment Services	Dual Enrollment Office of Enrollment Management Office of Student Financial Aid Veterans Relations	2
Financial Services	Budget Business Office Controller Payroll Travel	1
Financial Services-Other	Office of Financial Services ITS-Information Technical Services Procurement Risk Management University Police Department	2
President's Office	Office of Compliance Office of Employee Services Office of Marketing & Communication Office of the President Office of Research Office of Performance Excellence & Strategy Institutional Advancement & External Relations	2
Student Access	Education Opportunity Center McNair Scholars Student Support Services Talent Search Upward Bound -Math, Science, Rural	1
Student Affairs	Workforce Development Career Engagement Dean of Students	1

C. Member Responsibilities

1. Meeting Attendance

- Members must attend all regularly scheduled Council monthly meetings. Each member is allowed three (3) unexcused absences within an academic year or two (2) consecutive unexcused absences within an academic year. Notice of absence must be submitted a minimum of 24 hours prior to meeting date to be approved as excused.

2. Participation

- Members must participate in the annual Council Orientation & Semesterly Retreat. Members must participate in Staff Council projects, events and fundraisers. Members are required to serve on at least one (1) Staff Council committee and may be asked to serve on campus committees. Members must also vote on proposals before the Council.

3. Representation

- Members must bring forth issues affecting or of interest to their constituency and inform their constituents of Council affairs.

V. Elections

Staff Council members are filled by scheduled elections. Elections for vacant positions on the Staff Council will be conducted annually no earlier than February 1st and no later than April 30th of each year by anonymous electronic submission through online vote. The election shall be carried out by the Election Committee in accordance with election procedures as established by the Election Committee and approved by Staff Council.

Nominations of candidates may be made by any eligible staff member regardless of division/area, including self-nominations. Nominations shall be in writing or via email. Nominated individuals must accept their nomination to appear on the ballot as well as have the approval of their supervisor to serve on the Council if elected. Any eligible staff member may vote regardless of division/area. Results of an election will be determined by candidate(s) receiving the most votes within their division/area for the number of vacancies available. Remaining individuals will serve to fill vacated seats in their division if any seats are vacated. In the case where there are no nominated candidates, the Staff Council will nominate and elect a staff member from the eligible candidates within the division/area where the unexpired term exists.

A list of alternates for each division will be created from election results. Alternates may be called upon to fill a vacated unexpired term. See Terms of Office for guidelines.

VI. Terms of Office

Members shall serve a three-year term. Terms shall begin on June 1st and end on May 31st. No member shall serve more than two consecutive terms, or six consecutive years. After a one-year absence, a member may be re-elected or fill a vacancy as an alternate. Term limits do not apply for non-voting and/or ex officio members.

VII. Vacancies

A Staff Council position is declared vacant if any of the following conditions are met:

- ineligible as defined in Article IV Section A
- resigned from Staff Council
- removed from Staff Council
- term of office has expired

Written notice of the member's removal shall be provided to the member.

If a member of the Council resigns or is unable to serve for any reason, the unexpired term will be filled from among the list of alternates that were nominated, but not elected at the last election in the order of the highest number of votes received. The alternate member will follow the vacancy term listed below:

- A vacated unexpired term will ONLY be filled by an alternate if the position is vacated prior to December 31st of the same year.
- The position must be filled by an alternate from that division. If an alternate was not decided by the current years vote then a request for representation will be given to that division.
- The alternate will only be allowed to finish the current year (June 1-May 31st). The position will be up election the following year.
- The service will not count against any member's term limit.
- If the vacated unexpired term is vacated after Dec. 31st the position will remain empty until the next election.

Alternates may be used to fill vacant positions as outlined above. The Elections committee shall send written notification to individuals identified as alternates when election results are publicized.

VIII. Resignation or Removal

A. Resignation

Any Staff Council member who wishes to resign their position will need to submit their resignation in writing to the Staff Council President. The Council is notified of the resignation and moves forward to fill the vacancy according to Articles VII.

B. Removal from Staff Council

1. Absences

Staff Council members may be removed from office under the following conditions:

- Three (3) unexcused absences from the regularly scheduled Council meetings within an academic year or
- Two (2) consecutive unexcused absences from the regularly scheduled Council meetings within an academic year

Staff Council members will be expected to send written notice to the Secretary of meeting absence prior to meeting. An absence is considered excused if a Staff Council member unable to attend a meeting notifies the Secretary in advance. All other absences are considered unexcused.

Members with repetitive excused absences totaling four or more of the regular meetings during an academic year may be subject to removal from Staff Council. The Secretary shall notify the President of Staff Council of any member(s) who are not meeting the attendance requirement in writing. The Secretary shall notify the member in writing of their status. The member shall respond within ten business days of receiving written notice. Based on the nature of the response or non-response from the member, the Executive Committee shall vote on appropriate remedial action at the next committee meeting.

If the member is removed for excessive unexcused absences the unexpired term will be filled from among the alternates of that division. The new member will serve the term as stated in Article VII. If no alternate for that division/area is available, that seat remains vacant.

2. Request for Removal

A request for removal of a Staff Council member shall be submitted to the Staff Council President via email and shall include a detailed description of the reason(s) the member should be removed. If there is a conflict of interest, the request may be sent to another Staff Council Executive Committee member. Submission information will remain confidential. The Staff Council President will speak with the submitting member and investigate as necessary to confirm the alleged behavior(s). If the alleged behavior(s) is not confirmed, the Staff Council President shall notify the submitting member of their findings and dismiss the request. If the alleged behavior(s) is confirmed, the Staff Council President shall discuss the findings with the member subject to removal and offer them the opportunity to resign. Vacancy procedures stated above regarding alternates will commence. Individuals removed from Staff Council will not be eligible to be nominated for Staff Council for a one-year interval.

If the member subject to removal chooses not to resign, the Staff Council President shall, without identifying the submitting member, notify all Staff Council members of the removal request within one business day and place the removal on the next Staff Council meeting agenda as an emergency item during executive session. Staff Council President may also call a Staff Council Special meeting if deemed necessary. After discussion, a vote shall be taken on the member's removal. If two-thirds of the members present vote to remove the member, they shall immediately vacate the position. Vacancy procedures stated above regarding alternates will commence.

3. Request for Removal of President

If the request for removal is for the Staff Council President the request shall be submitted to the Staff Council President-Elect via email and shall include a detailed description of the reason(s) the President should be removed. If there is a conflict of interest, the request may be sent to another Staff Council Executive Committee member. The Staff Council President-Elect will notify the remaining Staff Council Executive Committee members. The Staff Council President-Elect will speak with the submitting member and investigate as necessary to confirm the alleged behavior(s). If the alleged behavior(s) is not confirmed, the Staff Council President-Elect shall notify the submitting member of their findings and dismiss the request. If the alleged behavior(s) is confirmed, the Staff Council President-Elect shall discuss the findings with the Staff Council President subject to removal and at least one other Staff Council

Executive Committee member and offer them the opportunity to resign. The Staff Council President-Elect will assume the President role. A new Staff Council President-Elect will be voted on by the Staff Council at the next regular meeting.

If the Staff Council President subject to removal chooses not to resign, the Staff Council President-Elect shall, without identifying the submitting member, notify all Staff Council members of the removal request within one business day and place the removal on the next Staff Council meeting agenda as an emergency item during executive session. Staff Council President-Elect may also call a Staff Council Special meeting if deemed necessary. After discussion, an anonymous vote shall be taken on the Staff Council President's removal. If two-thirds of the members present vote to remove the member, the President shall immediately vacate the position.

If the allegations brought forth are submitted by the Staff Council President-Elect the Staff Council Secretary or another representative from Staff Council Executive Committee will proceed with the investigation and removal process.

IX. Meetings

A. Staff Council Orientation and Retreat Luncheon:

The Executive Committee will schedule an orientation and planning retreat in June and a planning retreat in November.

The orientation retreat luncheon will take place in June in conjunction with the first regular meeting of the newly elected Council. This retreat includes both incoming and outgoing Staff Council members. Retreat shall include:

- Orientation for new members
- Recognition for outgoing members
- Election of new officers
- Appreciation for current members
- Staff Council goals and priorities for the year

The retreat planning luncheon will take place in December/January and will include current Staff Council members. Retreat shall include:

- Evaluate progress of goals & priorities established in June
- Committees report on fall activities & spring/summer plans
- Staff Appreciation Month feedback & ideas
- Additional business or planning to be determined by Executive Committee

B. First Meeting

The first meeting will be conducted directly after the Orientation Retreat Luncheon in June. The election of officers and selection of committee membership, including committee leads, for the upcoming year will take place at this time. Current and outgoing representatives are required to attend the June meeting. Any pending business from outgoing members are finalized at this meeting.

C. Staff Council Regular Meetings

Staff Council members shall attend all regularly scheduled meetings.

The Staff Council shall meet on the first Tuesday of each month unless otherwise noted. Notices of meetings shall be published in the Staff Council minutes. The Staff Council Member-at-Large will post notice of meetings on the Staff Council website and a public forum. Such notification shall be by written correspondence at least seven days in advance of the meeting if possible and shall include tentative agenda. Council members will be given the opportunity to add additional items to the agenda during that time prior to the meeting.

The order of business shall include, but need not be limited to, the following items, which shall be covered in sequence as far as circumstances permit:

- Call to Order
- Attendance
- Review, discussion and approval of previous meeting minutes
- Review, discussion treasurer's report,
- Reports of standing committee,
- Reports of ad hoc committees,
- Pending business
- New business,
- Motion to Adjourn

Meetings shall be open to all interested parties. Elected Staff Council members shall, as part of their university duties, be allowed to attend Council and Staff Council committee meetings. University employees who are not Staff council members shall, as part of their university duties, be allowed to attend Staff Council meetings. Members and guests shall not be subject to retaliation or disciplinary action as a result of the expression of their views at Staff Council meetings.

D. Committee Workshop

The Staff Council Committees will meet on the first Tuesday of each month directly after the regular meeting is adjourned, unless otherwise noted. Committee members will discuss upcoming and current business. Attendance of the workshop is mandatory.

E. Staff Council Roundtable Schedule and Notification

The Staff Council shall conduct a general staff roundtable meeting at least once per year at a time and place determined by the Executive Committee and University Administration. The Executive Committee will organize the meeting and agenda as well as send out notification to all general staff members.

F. Executive Session

Staff Council meetings shall be open to all interested parties. A majority vote of the Council membership present and voting may, however, determine that a meeting shall in whole or in part be conducted in executive session during which time only voting members, as well as other designated by the Council membership, shall be present.

G. Special Meeting

Special meetings may be called at any time by the Staff Council President or at the written request of three (3) Staff Council members. Such written request shall be sent to the Executive Committee.

H. Quorum

One half plus one of Staff Council members shall constitute as quorum. A written authorization of proxy will count toward a quorum (the use of proxy will be indicated in the minutes of that meeting). Without

a quorum, members present may determine actions and submit results at the next regular meeting for ratification. The use of proxy will not constitute attendance

I. Voting

Voting on motions and issues brought before the Staff Council shall be by voice or show of hands unless a roll call or vote by secret ballot is requested (roll-call votes shall be recorded in the minutes of the meeting). A simple majority vote of the council members present and voting shall decide a question. Voting on items may be done outside of scheduled meeting through electronic voting.

J. Meeting Conduct

Robert's Rules of Order will govern the conduct of the Staff Council meetings and all committee meetings except where these rules are in conflict with the By-Laws of the Staff Council.

X. Staff Council Officers

Officers of Staff Council shall be elected annually by the council membership at the Staff Council Orientation & Retreat Luncheon in June following annual elections by secret ballot. Officers will serve a term of one year upon being elected.

* For the position of president, only council representatives with at least one year of membership experience are eligible to serve. This requirement is waived if there are no current representatives with one year's membership experience.

A. Term Limits

- A Staff Council member may not serve more than three consecutive years as an officer on the Executive Committee.
- An officer cannot serve more than two consecutive years in the same position.
- After three consecutive years on the Executive Committee, the member must sit out one year.

B. Vacancies

Vacancies of officers for unexpired terms will be filled by election at the next regular meeting of the Staff Council. Individuals filling vacant seats may be elected to officer positions but must not serve more than two consecutive terms as per Article IX.

C. Resignations

Any officer who wishes to resign their position will need to submit their resignation in writing to the Staff Council President. Elections for the vacant officer position would be conducted at the next regularly scheduled meeting by Council vote.

D. Recalling an Elected Officer

Any elected officer of the Staff Council may be recalled by a vote of the Staff Council. To call an election for recall of an elected officer(s), a petition, signed by 25% of the Staff Council members must be submitted stating the particularity, the reason or reasons the elected officer (s) should be recalled. The petition would be submitted to a member of the Executive Committee at either a regularly scheduled meeting or a meeting specifically called for the purpose of receiving such a petition. The Executive Committee shall review the petition and shall, within ten (10) days of the date of receipt, set a meeting date for the recall election. Majority of affirmative votes are needed from the full Council. In the event

of a tie vote, the incumbent officer whose recall is sought shall remain in office. If the vote is passed, the individual returns as a Staff Council member in their elected division.

E. Executive Committee Officers

Officers of the Staff Council shall consist of a president, president-elect, treasurer, secretary, member-at-large, and immediate past-president. Their duties shall include but are not limited to:

1. President

- a. Preside at meetings of the Staff Council
- b. Approves the agendas as prepared by the Secretary.
- c. Carry out other duties as specified in these Bylaws and in the Standing Robert Rules of Order
- d. Maintain current copy of the Staff Council Bylaws in written/typed and electronic media forms.
- e. Oversee Staff Council initiated trainings (i.e. Nominees Information Session)
- g. Appoints ad-hoc committee of the Staff Council
- h. Oversees Council members' removal from office (per Article VII).
- i. Serves as the official representative for Staff Council at university events if requested or will appoint a Staff Council member in their absence.

2. President-Elect

- a. Assume the position and duties of Staff Council President at the end of President's term.
- b. Become thoroughly knowledgeable of all President decisions to provide a smooth transition and continuity of duties.
- c. Works closely with President to assist in leading the Staff Council, as required.
- d. Assume the responsibility of the Council President when the Council President is absent or otherwise unable to perform duties.
- e. Authorized to sign all documents for Staff Council in the absence of the President.
- f. Becomes President of Staff Council in the event of a vacancy and shall fill out the unexpired term of office. A new President-Elect shall be elected.

3. Secretary

- a. Reserve rooms (physical or virtual) for all Council meetings and additional meetings as deemed necessary by the President.
- b. Prepares the agendas as established by the Executive Committee and request agenda items from Staff Council members one week prior to the regularly scheduled meeting.
- c. Keep minutes of all business conducted by the Staff Council and maintain and distribute accurate records of council meetings and attendance.
- d. Coordinate Outlook invites to Staff Council members for monthly council meetings and other meetings or events as requested by the Staff Council President.
- e. Establish and maintain an on-going record of Council members and terms served for determining eligibility.
- f. Secondary delegate for Staff Council Email in absence of member-at-large (primary delegate).
- g. Conducts meeting and represents Staff Council during the absence of both the President and President-Elect.

h. Shall prepare and submit to the University president an annual summary of all activities and reports.

4. Treasurer

- a. Oversee all fiscal operations of the Council in coordination with the Council President and Executive Committee
- b. Serves as primary purchaser, monitors delegated financial transactions, and tracks budget.
- c. Maintain financial records
- d. Report on the budget at each meeting
- e. Serves as chair of fundraising committee.

f. Liaison for all financial funding request/activities from Council; prepares requests for presentation to Council President and Executive Committee

5. Member-at-Large

- a. Maintain open lines of communication with all staff members in all locations (e.g., on campus, off campus)
- b. Serves as Chair of the Communications Committee
 - i. Oversees external and internal communication/marketing for events and activities outside general meetings
 - ii. Liaison with Office of Marketing & Communications
- c. Primary delegate for Staff Council Email
 - i. Checks email regularly
 - ii. Responds to general email inquiries
 - a. Brings forward staff concerns to President or Executive Committee for review
- d. Serves on Caring Campus Committee

6. Immediate Past-President/Parliamentarian

- a. Serves as ex-officio and non-voting member of the Executive Committee and Staff Council
- b. Serves as parliamentarian by providing guidance and ensuring Staff Council and Executive Committee adhere to Bylaws and Standard Robert Rules of Order.
- c. Maintain current copy of the Staff Council Bylaws in written/taped and electronic media forms.
- d. Serves as Elections Committee Chair (pending additional consideration)
- e. If the Immediate Past President chooses not to serve or is unable to, the duties of the Immediate Past-President are assumed by the President-Elect.

XI. Standing Committees

The standing committees of this council are listed below. All Staff Council members are required to serve on at least one standing committee, but not more than 2 standing committees.

The chairs of these committees shall be elected annually by the council membership at the first regularly scheduled meeting following annual elections or may be appointed by the Council President with approval of the Council.

Standing committee chairs should meet or communicate with their respective committee on a monthly basis.

A. Executive Committee

The Executive Committee shall consist of the following officers and members: President, President-Elect, Secretary, Treasurer, Member-at-Large, and Immediate Past President/Parliamentarian. President will serve as committee chair for Executive Committee.

The Executive Committee will meet with the University President monthly or as directed by the University President. The Council President will meet regularly with Executive Committee to discuss planning, staff concerns/issues, and agendas for upcoming meetings with Council or University President.

The Executive Committee will also be responsible for coordinating Staff Roundtable events and assigning a review of Staff Council Bylaws annually.

B. Election Committee

The Election Committee will conduct an annual, campus-wide election for Staff Council. The Election Committee will follow the Staff Council Bylaws and Election Procedures as the basis for conducting its election to the Staff Council and reporting the election results to the University community.

The chair and committee members must not be candidates for re-election during the year of service on this committee.

C. Fundraising Committee

The Fundraising Committee will lead all fundraising initiatives for Staff Council. The committee will seek feedback from Council members and will propose fundraising initiatives to the full Council for approval.

D. Communications Committee

The Communications Committee will be responsible for all external communications, including releases to university media. The Member-at-large serves as chair of the Communications Committee.

This committee will also administer:

- Staff Council's online presence
- Assist with photographic and video record of staff council events
- Maintain Staff Council newsletter
- Work closely with other committees on communication
- Distribute communication from Staff Council to the University campus community at large

E. Staff Engagement & Recognition Committee

The Staff Engagement & Recognition Committee will oversee activities that seek to engage, recognize, and award staff members. This committee will lead the process for

- Employee of the Year awards
- Book awards
- Parking permit awards
- Staff appreciation month events
- Staff networking & social events

- Any activity/event to engage or recognize staff

The Committee will seek feedback from council members and propose new initiatives to recognize and award staff members to the full Council for approval.

XII. University Committees

Peripheral committees are university-wide standing committees with Staff Council representation. The membership terms and committee charges are determined by the President-Elect or President to which the committee reports to. These committees include:

- Calendar Committee
- Emergency Management Committee
- Title IX
- Campus Master Plan
- Other committees not mentioned above as assigned by the university

Peripheral Committee assignments are appointed through the standard nominations process at the first meeting of the Staff Council. Membership on peripheral committees is in addition to standing committee obligation.

XIII. Ad Hoc Committees

Any ad hoc committee may be called by the Council President and approved by the Council as deemed necessary. The Council President shall determine the committee size and appoint a member of the Executive Council to serve as ad hoc committee chair. Ad hoc committee members shall be appointed through the standard nominations process and be disbanded when the committee's purpose has been served. Any committee appointments and duties shall be determined by the Council. Membership on ad hoc committees is in addition to standing committee obligation.

XIV. Amendment of Bylaws

The Staff Council bylaws shall be reviewed annually and as proposed by the Council members.

A. Annual Review

The Executive Committee will initiate an ad hoc committee of 3-5 members to complete a full review of the Staff Council Bylaws annually. The bylaw committee will propose changes/updates to the full Council at a regularly scheduled meeting.

B. Proposed Amendments

Any member of the Staff Council, with the endorsement of three other members, may propose amendments to these by-laws. The Secretary of the Staff Council will distribute such proposals to all representatives at the next regularly scheduled meeting.

C. Adoption of Bylaws & Amendments

Adoption of the proposed amendment(s) or changes from annual review shall require a two-thirds vote of the Council members. Executive Committee will submit amendments or changes to the bylaws to the University President for final approval.

XV. Finances

A. Fiscal Year

The fiscal year of council shall follow the university's fiscal year and begin on September 1st and end on August 31st.

B. Budget

The council shall develop an annual budget outlining projected income and expenditures. The budget shall be reviewed and approved by the council members at the first meeting of each fiscal year. Any substantial deviations from the approved budget (expenditures exceeding \$100) must be presented to and approved by the council members.

C. Financial Oversight

The Treasurer shall be responsible for the management and oversight of the council's funds. The Treasurer shall maintain accurate financial records, including receipts, invoices, and other supporting documents, and shall ensure all transactions are documented. An annual financial report shall be presented to the council for review and approval at the end of each fiscal year.

D. Banking and Disbursements

The council shall maintain accounts in its name for the purpose of managing council funds. One for administrative purposes that is funded by university budget and a second that is funded by fundraisers and may be utilized for any purposes. All council expenditures must be authorized by the Treasurer.

E. Fundraising and Donations

The council may engage in fundraising activities to generate income for the purposes of supporting its mission and objectives. Any donations or grants received shall be used solely for the purposes approved by the council.

F. Handling of Surplus or Deficit

Any surplus funds remaining at the end of the fiscal year may be carried forward to the next fiscal year or distributed according to the decisions of the council for the fundraising account. If a deficit arises, the council shall review possible solutions, which may include a special assessment or fundraising efforts to address the shortfall. For the state budgeted account, the balance resets each fiscal year (September 1st) with the amount budgeted. Any surplus funds will not roll over.

G. Reimbursement Policy

Members or officers who incur expenses on behalf of the council shall request prior approval before the purchase. The member must notify the Treasurer of final total of charge within 5 business days of purchase. Members shall submit a request for reimbursement with proper documentation (receipts, invoices) within 30 days of the expenditure. The council shall review and approve any reimbursement requests at the next regular meeting.