
BY-LAWS

Article I – MISSION

The University Staff Council (USC) stated mission is to represent the interests of and the issues impacting both classified and non-classified staff employees at Texas A&M - College Station.

Article II – PURPOSE

The council will provide a voice and integrate staff perspective by:

1. Acting as a conduit for two-way communication between staff and administration.
2. Engaging staff and bringing their interests before the administration.
3. Identifying university issues and their impact on staff.
4. Exploring and researching possible solutions.
5. Providing options and recommendations to the President.
6. Interacting with other councils.

The Council will not be involved in any specific employee/employer matters or disputes.

Article III – COUNCIL MEMBERSHIP

The USC consists of selected classified and non-classified staff members, appointed by the President. Nominations, including self-nominations, for council appointment will be requested in June. The nominations will be coordinated through the USC Secretary. A nominations committee will be appointed to review eligibility and to ensure representation across classification levels (classified/non-classified) and executive reporting levels. The nominations committee will make recommendations regarding nominees for USC membership to current USC members. USC members will vote and provide a list of recommendations to the President. The President will appoint new USC members in August.

Article IV – MEMBERSHIP ELIGIBILITY

Budgeted employees, classified and non classified, at Texas A&M – College Station who have a minimum of two years service are eligible for appointment to this Council.

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Article V – TERMS (SEPTEMBER – AUGUST)

Council Members will serve three-year terms with approximately one-third of the Council membership rotating every year. Exception to this term appointment will be for FY 2008-09 in which two thirds of the Council will be appointed for a three-year term, and the other one third for a two-year term, as the first two years will be considered formative years.

Ex Officio council members shall include the Chair of the Committee of Senior Business Administrators with an annual rotating appointment and a representative of Human Resources with a three-year term appointment. The ex officio council members shall serve as advisors for the USC and shall be non-voting members.

Article VI – OFFICERS - TERMS

The USC Executive Officers shall include a Chair, Chair-Elect, Communications Coordinator, Secretary, and Treasurer. These officers shall constitute the Executive Committee. Normal terms of office for all positions shall be one year. Each officer may serve more than one term, but must be nominated and elected each year. Annual elections shall be held each May and newly-elected officers shall begin training with outgoing officers and participate in transitioning within their respective new council assignments.

The **Chair** shall: (1) provide leadership and vision for the USC; (2) facilitate meetings and open forums; (3) serve as Chair of the Executive Committee; (4) serve as official spokesperson for the USC and approve official communications; and (5) represent the USC in the larger university and higher education community.

The **Chair-Elect** shall: (1) perform Chair duties as needed in the absence of the Chair, (2) coordinate meeting and forum logistics including distribution of the agenda prior to the meeting; and (3) serve as Chair in the year following election to the Chair Elect position.

The **Communications Coordinator** shall oversee and coordinate all internal and external USC communication protocols to include but not limited to listservs, USC website, press release and marketing materials, and other materials, both electronic and print in collaboration with the Chair.

The **Secretary** shall: (1) compile and maintain records of USC membership, activities, and programs; (2) ensure minutes of meetings and forums are recorded and facilitate the distribution and electronic minute approval process in timely manner; and (3) compile nominations during nomination process.

The **Treasurer** shall: (1) oversee all fiscal activities in coordination with the USC; (2) maintain financial records, and process financial transactions; and (3) provide a quarterly financial report to the USC.

In the event any elected Executive Office becomes vacant, the USC will elect an officer by majority vote to fill such vacancy until the next election of officers.

Article VII - COMMITTEES

The Executive Committee shall ensure overall USC group cohesiveness and the validity and attainment of collective group goals. The membership shall consist of the elected officers. This committee shall ensure active member participation, coordinate the call for officer nominations, and conduct the election of officers.

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The Nominations Committee will function as referenced in Article III.

All other committees shall be established and disbanded by majority vote of USC membership. Each committee will appoint a chair who will provide leadership to the committee and be responsible for official communications between the respective committee and the USC.

Article VIII – MEETINGS

The USC shall meet monthly on the third Tuesday of each month. Special meetings may be called by the Chair as deemed necessary. Meetings shall be open, and only those items on the agenda shall be considered. The current edition of Robert’s Rules of Order shall govern the proceedings of meetings. No voting may take place unless two-thirds of council members are present.

Two to three open forums shall be held each year.

Executive Committee meetings shall be held at least once a month and/or as necessary to conduct Council business.

Article IX – ORIGINATION OF MATTERS FOR CONSIDERATION

In the furtherance of its mission the USC supports open communications and encourages employees to communicate issues and/or suggestions to any Council member. That member will then be responsible for presenting the item to the Executive Committee, who will provide an acknowledgement of receipt to the employee.

If the Executive Committee determines the item warrants further discussion, it may be designated as an agenda item or assigned to an appropriate committee for further review. Agenda items will be assigned a specific date for further consideration/discussion. Council members may request the presence of guests who may be able to offer information on the topic of discussion. After discussion of agenda items, should the Council feel an item merits action, a memo reporting the Council’s research, the financial impact, and possible solutions will be sent forward to the President.

Article X - COMMUNICATIONS

The Council will make an active effort to communicate with all employees through electronic, print and verbal communication. Council members will be responsible for disseminating information to the employees they represent. Communications and the approved minutes from Council meetings will be posted on the website.

Article XI – AMENDMENTS

Proposed amendments to these By-Laws may be submitted in writing to the Executive Committee by any Council member. Proposed amendments approved by the Executive Committee must be approved by majority vote of the USC. Members must be notified at least one week prior to the date of such vote.

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Article XII – VACANCIES

Where a vacancy in a Council position occurs before the member's term expires, the Chair in consultation with the USC Nominations Committee shall make recommendations to the President for consideration of appointment. The newly-appointed member shall serve throughout the vacated term.

Article XIII – ATTENDANCE

USC members are expected to attend and participate in regularly-scheduled Council meetings. The Chair should be informed in advance of anticipated absences. The Executive Committee shall address issues of non participation or lack of attendance by a council member.