

SAN JOSÉ STATE UNIVERSITY
STAFF COUNCIL BYLAWS

The Staff Council shall serve as one medium of communication for and between staff, administration, faculty, and students of the university on matters outside the scope of Collective Bargaining.

ARTICLE I
Staff Council Membership

Section 1: Membership

- A. All members must be staff (non-faculty) employees working at least half-time and employed by San José State University or an auxiliary organization (Associated Students, Research Foundation, Spartan Shops, Student Union, or Tower Foundation).
- B. Any member who, either through administrative realignment or through voluntary position change, no longer meets the criteria in Section 1A will be allowed to complete the academic year as a member at large.
- C. If there is a vacancy on the Council due to a resignation, realignment, or lack of a candidate, that vacancy may be filled by an interim member. The appointment may be filled for a term of one year or until the next selection process. Any staff member who meets the criteria in Section 1A may request appointment to the interim position. A formal request must be submitted to the Staff Council by the candidate, with final appointment being made by the Staff Council Executive Committee.

Section 2: Voting Rights

All staff who meet the criteria in Section 1A shall have voting rights within the Staff Council.

ARTICLE II
Officers and Their Duties

Section 1: Officers

The officers of the Council shall consist of: chair, vice chair, registrar, and treasurer. The past chair will serve as an ex-officio officer for one year. Officers and standing committee chairs shall serve as the Executive Committee.

Section 2: Duties

- A. The Chair shall:
 - a. Preside at all meetings of Staff Council and the Executive committee.
 - b. Furnish the university president (or designee) and staff with a written report of activities, accomplishments, and concerns of the Council as needed.
 - c. Serve as the liaison with the administration on issues pertaining to Staff Council and its projects.
 - d. Upon invitation, serve on university-wide committees.
 - e. Provide an agenda to be distributed to Staff Council members and instruct the registrar to request the presence of others as may be needed to accomplish the regular business of Staff Council.

- f. Perform other duties as necessary and assigned by Staff Council.
 - g. Shall serve on the executive committee for no more than two consecutive years as active chair and one year as past chair.
- B. The Vice Chair shall:
- a. Serve as chair in the absence of the chair.
 - b. Serve on university-wide committees, as requested, in the chair's absence.
 - c. Review reports, petitions, and proposals referred to Staff Council for possible action; determine upon consultation with the Executive Committee whether or not they fall within the jurisdiction of Staff Council.
 - d. Schedule and announce monthly standing meetings to the Staff Council mailing list.
 - e. Coordinate the annual officer election process from May to June.
- C. The Registrar shall:
- a. Prepare and distribute minutes for all regular and special meetings of Staff Council and its Executive Committee in a timely manner.
 - b. Record attendance at each meeting and maintain an active member roster each year.
 - c. Receive nominations of Staff Council officers to ensure they are handled as specified in Article IV, Section 1.
- D. The Treasurer shall:
- a. Be responsible for all monies acquired by Staff Council.
 - b. Furnish a yearly financial statement to Staff Council in June. Financial statements are to be archived on Google Drive and made accessible to the Executive Committee.
- E. The Social Organizer shall:
- a. Review requests for social activities from Staff Council members.
 - b. Schedule and manage events on the Staff Council Google Calendar.
 - c. Assist members with finding spaces to host one-time or recurring events.
- F. The Past Chair shall:
- a. Serve on the Executive Committee for no more than one year subsequent to being chair of Staff Council. If a vacancy in the position occurs, no replacement shall be made.
 - b. Serve in an advisory capacity to the Executive Committee and Staff Council.

ARTICLE III

Committees

Section 1: Executive Committee

Executive Committee shall:

- A. Consist of the five officers [chair, vice chair, registrar, treasurer, and social organizer], standing committee chairs and co-chairs, and the past chair as an ex-officio member.
- B. Meet monthly, or as needed, during the lunch hour (Article V, Section 1).
- C. May take action on behalf of Staff Council in urgent matters arising between meetings. They must report any such action at the subsequent meeting of the Council.
- D. Authorize expenditures in consultation with the designated campus approving official.
- E. Have such responsibilities as may be delegated to it by Staff Council.

Section 2: Standing Committees

- A. There shall be one standing committee within Staff Council for Staff Recognition.

- B. Standing committees shall consist of no fewer than five (5) members and business shall not be conducted with fewer than three (3) members.
- C. Committee members shall be selected from the membership of Staff Council as designated in Article I Section 1 and be appointed by the chair and the Executive Committee with the approval of Staff Council.
- D. It is recommended that at the first scheduled meeting, a committee co-chair be selected to serve in the event of the committee chair's absence.

Section 3: The Staff Recognition Committee

- A. It is recommended that the chair and/or co-chair (or a nominated and approved designee of this committee) serve on the Executive Committee.
- B. The committee shall be responsible for:
 - a. Conducting activities and programs that boost the morale of campus staff members, such as staff awards.
 - b. Organizing and conducting fundraisers as needed for staff morale and recognition programming.

ARTICLE IV

Selection Procedures, Recalls, and Resignations

Section 1: Election of Officers

- A. The officers and committee chairs of Staff Council shall be elected by and from the eligible members of Staff Council and serve for a term of one year--July 1 through June 30.
- B. Only actively participating members of Staff Council shall be eligible to serve as an officer and/or committee chair of Staff Council.
- C. Officers and committee chairs shall be elected at the June meeting of the Staff Council. Consent of a candidate must be obtained prior to placing his or her name in nomination.
 - a. All nominations must be submitted to the Staff Council office two weeks before the June election meeting.
 - b. All selections shall be by secret ballot with a majority vote of the Staff Council members present as necessary to select.
- D. With the exception of Staff Council chair, vacant positions shall be filled by nomination and election at the next scheduled Staff Council meeting unless there are fewer than 30 days left to serve.
- E. The distribution and counting of ballots shall be the responsibility of at least three members of the Executive Committee.
- F. Any disputes shall be ruled on by the Executive Committee.

Section 2: Recalls and Resignations

- A. An officer or committee chair may be recalled by a two-thirds vote of Staff Council members after a hearing by Staff Council. The initiative for recall vote shall be by signed petition of not less than one-third of active Staff Council members.
- B. An officer or committee chair shall be deemed to have resigned upon three unexcused absences within one academic year. To obtain an excused absence, the member must notify the Staff Council chair, Staff Council vice chair, or the appropriate standing committee chair prior to the meeting.

ARTICLE V

Meeting Schedule, Order of Business, and Voting

Section 1: Meeting Schedule

- A. Regular meetings of Staff Council shall be held monthly during the lunch hour.
- B. Committee meetings of the Staff Council shall be held as called by the chair of the committees and shall be held during the lunch hour.
- C. Special meetings of the Staff Council:
 - a. May be called by the chair or upon written petition to the Executive Committee. Special meetings may also be called upon the request of the president of the University and his or her representatives.
 - b. The Staff Council chair shall consult Staff Council members in setting the time and date of special meetings.

Section 2: Order of Business

Staff Council shall establish its own order of business for regular or special meetings. The Standing Committees of Staff Council shall establish the order of business for their meetings.

Section 3: Voting

Except for changes in the Constitution or Bylaws, any matter before Staff Council may be enacted by a majority vote of those present and voting provided the matter under consideration has been introduced at a prior Staff Council meeting during the current Staff Council year.

ARTICLE VI

Amendments to the Bylaws

Section 1: Initiation of Amendments

Amendments to these bylaws may be initiated and proposed by Staff Council members. Amendments shall be submitted in writing to the Executive Committee at least two weeks prior to their introduction, which shall be at the next regularly scheduled Staff Council meeting.

Section 2: Approval of Amendments

Passage of amendments shall require a two-third majority vote of Staff Council members present, eligible, and voting.