

# 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 employees. Staff are defined as San Jose State University and auxiliary employees that are working at least 10 hours per week (.25 FTE). For the purposes of membership in the Staff Council, staff does not include faculty (R03), managers (MPPs), special consultants, or student employees (student assistant, instructional student assistants, or graduate assistants, and teaching associates). Auxiliary organizations include 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 one term or until the next selection process. Any staff council 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, communications specialist, social organizer, and treasurer. The past chair will serve as an ex-officio officer for one term. Officers and standing committee chairs shall serve as the Executive Committee.

##### **Section 2: Duties**

- A. The Chair shall:
  - a. Preside at all meetings of the 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 the 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 vice chair 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 terms as active chair and one term 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.
  - f. Maintain an active member roster each year.
  - g. Receive nominations of Staff Council officers to ensure they are handled as specified in Article IV, Section 1.
- C. The Communications Specialist shall:
- a. Prepare and distribute minutes for all regular and special meetings of Staff Council in a timely manner.
  - b. Manage the Staff Council website and social media accounts.
  - c. Track attendance at each meeting.
- D. The Treasurer shall:
- a. Be responsible for all monies acquired by the Staff Council.
  - a. Initiate discussions with Budget & Financial Management to support the accounting and depositing of fundraised monies.
  - b. Furnish a yearly financial statement to the 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 and the Staff Council Executive Committee.
  - 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 Staff Awards Liaison shall:
- a. Organize and systematize the annual staff award process. This includes the nomination process and the review cycle.
  - b. Have ongoing conversations with University Personnel to discuss the distribution of tasks between the Staff Council and University Personnel.
- G. The Past Chair shall:
- a. Serve on the Executive Committee for no more than one term subsequent to being chair of Staff Council. If the Past Chair separates from the university, 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 five officers [chair, vice chair, communications specialist, treasurer, and social organizer], standing committee chairs and co-chairs, and past chair as an ex-officio member.
- B. May take action on behalf of the Staff Council in urgent matters arising between meetings. They must report any such action at the subsequent meeting of the Council.
- C. Authorize expenditures in consultation with the designated campus approving official.
- D. Have such responsibilities as may be delegated to it by the Staff Council.

#### **Section 2: Staff Awards Review Committee**

- A. The Staff Awards Liaison will serve as the chair of this committee.
- B. The objective of the Staff Award Committee is:
  - a. Review staff award nomination forms that are submitted through the annual submission process.
  - b. Select finalists, award winners, and honorable mentions for each award category according to the official nomination process.
- C. The committee members shall be solicited by the Staff Award Liaison, in consultation with the Staff Council Chair. The Staff Award Liaison shall engage with non-faculty unions to solicit volunteers to represent staff.

#### **Section 3: Ad Hoc Committees**

- A. There shall be ad hoc committees within the Staff Council to be tasked with specific objectives. These committees shall be recruited and filled at the discretion of the Staff Council chair and after consultation with the Executive Committee.
- B. Ad Hoc committees will be given specific goals and timeline (not to exceed one year) from the Staff Council chair. Upon which time, the ad hoc committee will disband.
- C. The Committee Chair and its members shall be selected from the membership of the Staff Council as designated in Article I Section 1.
- D. The ad hoc committee chair shall report to the Staff Council chair.

## **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 two years and committee members will serve for a term of one year, starting on July 1 and ending on June 30. All appointments will begin on July 1 and end on 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 received by 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.
- B. Committee meetings of the Staff Council shall be held monthly or as called by the chair of the committees This includes the Executive Committee and all standing Committees.
- 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.