

DIXIE STATE UNIVERSITY STAFF ASSOCIATION (SA) CONSTITUTION AND BYLAWS

Constitution of Staff Association

ARTICLE I – Name

The name of the association shall be the Staff Association, hereafter referred to as SA.

ARTICLE II – Purpose

The SA shall represent the staff to the administration of Dixie State University, hereafter referred to as DSU, and promote open communication and collaboration between SA, Faculty Senate and all members of the University community. The SA shall strive to improve the working conditions, benefits, salaries, and professional status of its members. The SA shall strive for excellence through service to the University community and is committed to assisting DSU in implementing and achieving its mission and goals. The SA shall encourage professional development and training opportunities for staff.

ARTICLE III – Membership

All full-time and part-time staff (non-faculty) of DSU are members of the SA with the exception of the DSU President and those who directly report to the president (excluding executive assistant(s)), Contracted Services Employees and Student Employees.

ARTICLE IV – Officers and Elections

Section 1: Officers:

SA shall be represented by an Executive Board. Board officers shall be SA members and shall consist of the following: President, President-Elect, Past President, Secretary, Treasurer, Communications Officer and eight (8) board members. All positions must be filled by full-time employees except for board members which can be filled by either full-time or permanent part-time employees working more than 1000 hours per year (approximately 20 hours per week). No member of the Executive Board shall hold more than one elected position at a time.

Section 2: Elections:

Elections for Executive Board will be held annually and completed no later than June 1. Newly elected Board officers shall take office July 1 (July 1 - June 30). Voting for officers shall be conducted electronically, and shall include all the necessary instructions and precautions to secure voter anonymity. The election and nomination process shall be coordinated by the President-Elect and the outgoing Board members.

ARTICLE V – Duties and Committees

Duties of Executive Board officers and SA committees shall be prescribed in the SA Bylaws.

ARTICLE VI – Affiliations

SA may associate with other organizations upon recommendation of the Executive Board.

ARTICLE VII – Constitutional Amendments

Amendments to the Constitution may be proposed by a quorum vote of the Executive Board or upon receipt by the Board of a petition signed by a minimum of ten (10) percent of SA members. Proposed amendments shall be presented to the Executive Board prior to being presented to the general membership. Amendments shall be submitted to the entire membership at least one (1) week prior to vote.

Notification and voting shall be conducted electronically or at a general meeting as instructed. Amendments shall pass with a two-thirds (2/3) majority vote of all SA members choosing to vote.

BY-LAWS OF THE DSU STAFF ASSOCIATION

ARTICLE I – Meetings

Section 1: Executive Board:

Executive Board meetings shall be scheduled monthly during customary working hours. Additional meetings may be called by the President, the President's designee or at the request of at least two board members.

Section 2: General Membership:

The Executive Board shall schedule one meeting of the entire SA membership each fall and spring and shall call other necessary meetings of the Association as needed. The spring general membership meeting shall include a recap and report on Association business by the President.

Section 3: Notification of the date, time and place shall be sent to all SA members no less than one (1) week before the meeting. A general membership meeting may be called upon receipt of a petition signed by a minimum of ten (10) percent of SA members.

Section 4: Communication between the SA Executive Board and general members, and the distribution of information, shall be conducted through email or posting on the SA Website.

ARTICLE II – Quorum

Section 1: A quorum shall consist of at least twenty (20) percent of the SA membership at a meeting of the SA. Motions may be acted upon and passed by a majority of votes of those members who are present.

Section 2: For issues affecting only the business of the Executive Board, a quorum is necessary and is represented by a majority of the Executive Board.

ARTICLE III – Voting and Elections

Section 1: The right to vote on all matters relating to the SA shall be vested in its members as previously set forth in the Constitution (Article III). The Executive Board shall notify by email all eligible voters one week prior to all elections. An open period of one week between announcement and closing of a vote shall be required for the voting process. Voting shall be conducted electronically.

Section 2: When a vote by the general membership is not deemed necessary by the Executive Board, but input is advisable, the general membership shall be polled for suggestions and/or opinions electronically.

Section 3: The President-Elect shall accept nominations by the general membership no later than April 30 and shall screen the nominations to be sure the nominees are eligible, willing, and able to serve. Selection and posting of the names of candidates, biographies, and platforms on the SA Website shall be completed no later than May 15. Biographical data and platforms shall be prepared by the candidates. Biographical data and platform shall consist of no more than 200 words. Submitted data may be subject to editing.

Section 4: Candidates with the highest count for each position shall be declared the winners. In the event that two candidates receive the same amount of votes, the President-Elect

shall extend the voting period for up to two weeks. The President-Elect shall certify the election and shall announce the results: (1) at the next Executive Board meeting; and (2) through the appropriate DSU publicity channels.

ARTICLE IV– Terms and Duties of Officers

Section 1: President:

The President shall hold office for one year, beginning July 1 of the year after serving as President-Elect.

The President shall: (1) serve and direct the Executive Board and conduct the meetings, or provide a designee when needed, (2) set the date, time and place of Board meetings and any additional SA meetings as needed, (3) meet monthly and act as the SA spokesman to the President of Dixie State University and other groups as requested or designate an alternate spokesperson, (4) act as the budget administrator of the SA account, (5) serve as a voting member of the University Council, (6) serve as a representative or appoint a designee to the Policy Steering Committee (7) represent the SA before the public, either personally or through other delegates, and perform functions usually attributed to this office, (8) have a casting vote, and (9) present an annual President’s written report to the general membership that shall be posted on the SA Website.

Section 2: President-Elect:

The President-Elect shall be elected for a three-year equally-divided term beginning July 1 of the year elected (in order of service: President-Elect, President and Past President). The President-Elect shall become President at the expiration of one year, or when the office becomes vacant. The President-Elect shall: (1) perform the functions usually attributed to a vice president, (2) assist the President in the performance of duties, (3) perform all duties of the President in the absence of the President, (4) serve as a voting member of the University Council, (5) engage in activities necessary to maintain continuity of SA business, (6) serve as a member of the Executive Board, (7) oversee the election and nomination process, and (8) is involved in staff grievance procedures as outlined in Dixie State University Policy 151 “Staff Grievances”.

Section 3: Past President:

The immediate Past President shall serve a one-year term. The immediate Past President shall: (1) act as advisor to the Executive Board and assist the President as requested, and (2) serve as a member of the Executive Board.

Section 4: Secretary:

The Secretary shall serve a two-year term. The Secretary will be elected on odd years. The Secretary shall: (1) keep a record of minutes for the Executive Board and other SA meetings, (2) conduct SA secretarial duties, and (3) serve as a member of the Executive Board. Approved minutes shall be made available on the SA Website.

Section 5: Treasurer:

The Treasurer shall serve a two-year term. The Treasurer will be elected on even years. The Treasurer shall: (1) keep an accurate record of all funds, accounts and financial records, including any collection and disbursement of funds for the fiscal year (July 1-June 30), (2) present an annual written financial report to the Executive

Board, (3) serve as chair of the SA scholarship committee, and (4) serve as a member of the Executive Board.

The annual financial report shall be included in the SA annual President's Report.

Section 6: Communications Officer:

The Communications Officer shall serve a two-year term. The Communications Officer will be elected on even years. The Communications Officer shall: (1) keep the SA Website current, including all approved minutes published, (2) proofread communications distributed by SA as needed, (3) maintain the SA email list, and (4) serve as a member of the Executive Board.

Section 7: At-Large Officers:

Eight At-Large Officers will be elected by the general membership and shall serve two (2) year terms with four (4) officers elected each year into two offsetting terms. The At-Large Officers shall: (1) serve as members of the Executive Board, and (2) act under the direction of the President.

The four outgoing board members will help oversee the election and nomination process in conjunction with the President-Elect. At-large Officers may serve as chairs of ad hoc committees, at the request of the Executive Board.

Section 8: Vacancies:

If the office of President becomes vacant, it shall be filled by the President-Elect. If the remaining term of the office exceeds one-half year, it shall be considered a full term; if less than one-half year, it shall not be counted as the term of office.

If the office of President-Elect becomes vacant, it shall be filled by a vote of the SA membership in a special election held no more than sixty (60) days after the vacancy occurs. If the office of At-Large Officers, Secretary, Treasurer or Communications Officer becomes vacant, it shall be filled with an appointment issued by the Executive Board until the next election.

Section 9: Neglect of Duty:

Any member of the Executive Board may be removed from office if the member exhibits gross neglect of duty as determined by a due process resolution of the Executive Board. Removal from office shall require a two-thirds (2/3) majority vote of the Board. In the event of such removal from office, if the remaining term is less than twenty-five (25) percent, vacancies shall be filled with an appointment issued by the Executive Board, if the remaining term is more than twenty-five (25) percent, a special election of SA members will be held no more than sixty (60) days after the vacancy occurs.

Article V – Compensation

Staff Association compensation will mirror Faculty Senate compensation structure.

ARTICLE VI – Powers and Duties of Executive Board

Section 1: The Executive Board shall: (1) manage the SA, (2) follow policy and (3) report its transactions to SA members.

Section 2: The Executive Board shall represent the SA in the negotiation of personnel policies, with direction and input from SA members.

Section 3: The Executive Board shall appoint members of SA ad hoc committees and task forces.

ARTICLE VII – Committees

Section 1: There shall be one standing committee (SA Scholarship Committee).

- The SA Scholarship Committee’s priority is awarding a scholarship to part-time staff employee(s).

Section 2: Ad hoc committees shall be created and dissolved as needed by a majority vote of the Executive Board.

Section 3: Each committee chair shall submit a written report of committee activities to the President either when the committee is dissolved or prior to the President’s annual report, whichever comes first.

ARTICLE VIII – Parliamentary Authority

The rules contained in the current edition of Modern Rules of Order shall govern SA in all applicable cases.

ARTICLE IX –Bylaws Amendments

Amendments to the Bylaws may be proposed by a quorum vote of the Executive Board or upon receipt by the Board of a petition signed by a minimum of ten (10) percent of SA members. Proposed amendments shall be presented to the Executive Board before being presented to the general membership. Amendments shall be submitted to the entire membership at least one (1) week prior to vote. Notification and voting shall be conducted electronically or at a general meeting as instructed. These amendments may be adopted by two-thirds (2/3) majority of the votes cast by SA members choosing to vote, and shall be adopted and become effective immediately.