BYLAWS OF
Texas A&M University-Corpus Christi Staff Council
Revised November 28, 2018

ARTICLE I
NAME

This organization shall be known as the Texas A&M University-Corpus Christi Staff Council, hereafter, referred to as Staff Council.

ARTICLE II
PURPOSE

Staff Council is an elected group of non-faculty university employees that serves to support activities and initiatives that improve the quality of the work environment, morale, and effectiveness of the university’s valuable staff.

Section 1: Objectives
A. Staff Council develops and maintains communication channels for interchange between staff members, faculty, the university administration, and the University President.
B. Staff Council provides a forum for members to discuss problems and concerns. Staff Council monitors problems and concerns and recommends solutions on behalf of its members.
C. Staff Council formulates, monitors and reviews recommendations on developmental programs for university staff.
D. Staff Council formulates, monitors, and reviews recommendations on activities to promote staff morale.
E. Staff Council may, where staff interests are concerned, nominate staff members to serve on university committees. Such members will be appointed by Staff Council President.

ARTICLE III
STAFF COUNCIL MEMBERSHIP

Section 1: General Membership
All full-time, benefits-eligible, university employees not represented by Faculty Senate or on President’s Cabinet shall be eligible to serve on the Staff Council after completion of one year of regular, benefits-eligible employment at TAMU-CC prior to commencement of term of office.
ARTICLE IV
ELECTIONS

Section 1: Eligibility

In January of each year, prior to election, an official university personnel database will be analyzed by Human Resources to determine the number of eligible representatives for each classification category (see Article IV, Section 7). The South Texas Institute for the Arts shall be excluded from this determination (See Article IV, Section 4). Should a classification number of representatives be reduced as a result of this process, the next position to expire or resign will not be replaced; no position with time remaining on their term will be immediately removed. Each classification category will have a minimum of one representative.

Section 2: Terms of Office

A. Representatives shall serve a two-year term to begin and end in May.

B. Terms shall be staggered as such that one-half of the members’ terms expire in odd years and one-half expire in even years, with elections conducted annually. No member may serve more than two consecutive terms but may be re-elected after not having served on Staff Council for one year.

C. An elected representative whose job classification changes during his/her term of office will serve the constituency who elected this representative for the remainder of the term.

Section 3: Staff Council Make-Up

Each category shall receive one representative for each 30 eligible employees, as defined in Article IV, Section 1, within the classification. Method of calculation shall be “number of eligible employees within the category divided by 30”, rounding as necessary.

Section 4: South Texas Institute for the Arts

The South Texas Institute for the Arts shall be represented on the Staff Council by one single representative appointed by the Director of the South Texas Institute for the Arts.

Section 5: Nominations

The nomination process for vacant positions will open online the first week of February and will stay open for two weeks. All TAMUCC staff shall have the right to nominate an eligible member in their category to run for election. Self-nominations are acceptable. The Nominations and Election Committee shall have the authority to nominate candidates for categories with no running candidates.

Section 6: Annual Election

The annual election for expiring and vacant positions for Staff Council representatives will be conducted no earlier than February and no later than May 1 in April through electronic balloting and will stay open for two weeks. The election process will be carried out by the Nominations and Election Committee in accordance with election procedures as established by the Nominations and Election Committee and approved by the Staff Council.
A. Eligibility to Run for Election – All TAMU-CC staff who have completed one year of regular, benefits-eligible employment shall have the right to run in the annual election as of February 1 of current year.

B. Nominating Privileges – All TAMUCC staff shall have the right to nominate an eligible member in any classification to run for election. Staff members may self-nominate. The Nominations and Election Committee shall have the authority to nominate candidates for classification with no running candidates.

C. Voting Privileges – All TAMU-CC eligible staff, as outlined in general membership, shall have the right to vote for their representative in their category.

D. Voting Procedure – Voting shall occur by electronic ballot. Nominations and Election Committee shall be responsible for providing the electronic results to the Executive Board Committee.

E. Certification of Results – The Executive Board Committee shall certify results of elections.

F. Announcement of Results
   1. The Chair of the Nominations and Election Committee shall announce the results and conduct runoff elections where no candidate has won a plurality. The Nominations and Election Committee Chair shall notify each winner no later than May 15 and ensure that the election results get posted on Staff Council website.
   2. The Staff Council President will notify the winner’s supervisors and the Staff Council advisor immediately following election.

G. Election Results – Results of election and all related documents shall be kept on file at the Staff Council’s Office in accordance with State of Texas Records Retention policy.

H. Transfer of Representation - The closing business of the retreat in May shall mark the:
   1. End of outbound representative term, and
   2. Beginning of terms for:
      a. Newly elected representatives
      b. Incumbent representatives who have been re-elected
   3. Any change of dates affecting election cycles in section 5.6 will extend all Staff Council members terms to correspond with the new cycle

I. Filling Term of Removed Representative - The unexpired term of a removed representative shall be filled from among those nominated but not elected at the last election in the order of the highest number of votes received. The new representative will serve the remainder of the term. The remainder portion served shall not be counted towards the two-term limit. If no other individual was nominated in a category a call for nominations will be posted electronically and a special election held via online balloting.

Section 67: Membership Categories Descriptions
Classifications for representation on the Staff Council are based on the following EEO Occupational Categories:
• Executive/Administrative/Manager – Category 1
• Professional Non-Faculty – Category 3
• Clerical/Secretarial – Category 4
• Technical/Para-Professional/Skilled & Crafts/Service & Maintenance – Categories 5/6/7

**Category 1: Executive, Administrative, and Managerial**

A primary function or occupational activity category used to classify persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are employees holding titles such as: top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; financial managers; human resources managers; purchasing managers; postsecondary education administrators such as: presidents, vice presidents (including assistants and associates), deans (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, directors (including assistants and associates), department heads (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, assistant and associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers; lodging managers; and medical and health services managers.

**Category 3: Other Professional (support/service)**

A primary function or occupational activity category used to classify persons employed for the primary purpose of performing academic support, student service, and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Included in this category are all employees holding titles such as business operations specialists; buyers and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists; computer systems analysts; database administrators; network and computer systems administrators; network systems and data communication analysts; counselors, social workers, and other community and social service specialists; counselors; social workers; health educators; clergy; directors, religious activities and education; lawyers; librarians, curators, and archivists; museum technicians and conservators; librarians; artists and related workers; designers; athletes, coaches, umpires; dancers and choreographers; music directors and composers; chiropractors; dentists; dietitians and nutritionists; optometrists; pharmacists; physicians and surgeons; podiatrists; registered nurses; therapists; and veterinarians.

**Category 4: Clerical and Secretarial**

A primary function or occupational activity category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office. Also includes such occupational titles such as switchboard operators, including answering service; telephone operators; bill and account collectors; billing and posting clerks and machine operators; bookkeeping, accounting, and auditing clerks; payroll and timekeeping clerks; procurement clerks; file clerks; clerical library assistants; human resources assistants, except payroll and timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative assistants; computer operators; data entry and information processing workers; desktop publishers; mail clerks
and mail machine operators (except postal service); office clerks (general); office machine operators (except computer); and proofreaders and copy markers.

**Category 5: Technical and Paraprofessional**

A primary function or occupational activity category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job-training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Include persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Includes mathematical technicians; life, physical, and social science technicians; agricultural and food science technicians; chemical technicians; geological and petroleum technicians; nuclear technicians; paralegals and legal assistants; miscellaneous legal support workers; health technologists and technicians; dietetic technicians; pharmacy technicians; licensed practical and licensed vocational nurses; medical records and health information technicians; opticians, dispensing; healthcare support occupations; nursing aides, orderlies, and attendants; physical therapist assistants and aides; massage therapists; dental assistants; medical assistants; and pharmacy aides.

**Category 6: Skilled Crafts**

A primary function or occupational activity category used to classify persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Include occupational titles such as welders, cutters, solderers and braziers; bookbinders and bindery workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians; painting workers; photographic process workers and processing machine operators; and etchers and engravers.

**Category 7: Service/Maintenance**

A primary function or occupational activity category used to classify persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Includes titles such as fire fighters; law enforcement workers; parking enforcement workers; police officers; security guards; lifeguards; ski patrol; cooks and food preparation workers; food and beverage serving workers; fast food and counter workers; waiters and waitresses; other food preparation and serving related workers; building cleaning and pest control workers; grounds maintenance workers; electrical and electronic equipment mechanics; installers and repairers; radio and telecommunications equipment installers and repairers; avionics technicians; electric motor, power tool, and related repairers; vehicle and mobile equipment mechanics, installers, and repairers; control and valve installers and repairers; heating, air conditioning, and refrigeration mechanics and installers; air transportation workers; motor vehicle operators; and parking lot attendants.

**ARTICLE V**

**RESPONSIBILITIES OF STAFF COUNCIL REPRESENTATIVES**

Section 1: Duties

Staff Council representatives are expected to attend all meetings and participate in the business of the Staff Council. Representatives shall serve on committees of the Staff Council and may be appointed by the Staff Council President as chair and/or co-chair of those committees. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Staff Council. Representatives
must keep their constituents informed of the work of the Staff Council and matters that the administration communicates to the Staff Council.

Section 2: Attendance
Members may not miss more than three Staff Council meetings during the year. University approved absences shall not count against attendance. The proper use of proxy will constitute attendance. It is the sole responsibility of the representative to ensure that any excused absences, absences due to official university travel, or official university business be communicated to the Secretary.

Section 3: Resignation
Any representative wishing to resign from the Staff Council shall submit his/her resignation in writing to Staff Council President. If the unexpired term of the resigning representative is less than six months, the vacancy will not be filled. If a representative of Staff Council resigns or is unable to serve for any reason, the unexpired term over six months will be filled from among those nominated within the same EEO category, but not elected at the last election, in the order of the highest number of votes received. The new representative will serve the remainder of the term. The remainder portion served shall not be counted towards the two-term limit.

Section 4: Removal
Any member missing four Staff Council meetings during the year shall be removed. The unexpired term of a removed representative will be filled from among those nominated but not elected at the last election in the order of the highest number of votes received. The new representative shall serve the remainder of the term. The remainder portion served shall not be counted towards the two-term limit.

ARTICLE VI
OFFICERS AND ADVISORS

Section 1: Officers
The officers of Staff Council shall consist of a President, Immediate Past President (Ex-Officio), President-Elect/Vice President, Secretary, Treasurer, Parliamentarian, and Historian. All officers, except the Immediate Past President who has completed two (2) consecutive terms, will retain full voting privileges.

Section 2: Duties - Elected officers serve the entire Staff Council, and therefore shall:
A. Fulfill directives adopted by the Staff Council.
B. Ensure adherence to the Staff Council’s Bylaws.
C. Perform all responsibilities subject to the oversight of the Staff Council as a whole.
D. Prepare proposals and position papers on membership concerns, as determined by majority of the Staff Council and submit to University President or his/her designee.
E. Prepare annual and future Staff Council activity report and submit to the VP for Finance & Administration and University President.
F. Select representatives from the general membership to serve on university-wide panel, search committee, advisory boards, and such.

Section 3: Title and Purviews
A. Immediate Past President:
   • Serve final year in office as an advisor to current President
   • Position shall not be filled when vacant until next election cycle
• Have no voting privilege

B. President:

• Report directly to Staff Council Advisor to include:
  1) Acting as Staff Council’s main liaison to Staff Council Advisor and University President
  2) Refer resolutions through Staff Council Advisor to University President at Staff Council’s behest
  3) Brief Staff Council Advisor on Staff Council’s concerns
  4) Solicit Staff Council Advisor’s advice and support for the Staff Council
• Preside over Staff Council’s general sessions and Executive Board Committee meetings
• Serve as liaison/appoint staff to major university-wide committees
• Appoint Chairs to Staff Council committees
• Appoint representatives to serve on search committees for the hiring of executive officers to the University
• Carry out other duties as specified in the Bylaws

C. President-Elect/Vice President/Immediate Past President (3-yr term):
As deputy to Staff Council President, the President-Elect/Vice President (PEVP) shall:
• Work closely with Staff Council President to assist in leading the Staff Council
• Preside over Staff Council general sessions
  1) In the absence of the President
  2) At the President’s request, and
  3) Represent the Staff Council on Faculty Senate

D. Secretary:

• Record minutes of general Staff Council and Executive Board Committee meetings
• Submit written minutes to the Staff Council President no later than five (5) business days prior to the next scheduled meeting
• Distribute agenda
• Coordinate and prepare annual report on activities for submission to Staff Council Advisor and University President
• Record and maintain attendance records for Staff Council, as well as Executive Board Committee meetings
• Maintain a central archive of all:
  1) Minutes
  2) Electronic recordings of meetings, if any
  3) Vital communications

E. Treasurer:

• Maintain Staff Council’s accounts
• Administer the budget and accounts as authorized by the Staff Council
• Ensure staff properly receive and submit receipts for funds
• Reconcile Staff Council’s accounts and report to Staff Council at executive board and monthly Staff Council meetings
• Prepare annual report for financial transactions

F. Parliamentary:
As the advisor in parliamentary procedures, the Parliamentarian shall:
• Observe the following rules in this exact order of precedence:
  1) The Staff Council Constitution
  2) The Staff Council Bylaws
  3) Staff Council precedent (if such precedent was intended to last)
  4) Common sense
• Be versed in the *Robert’s Rules of Order* and ensure that they are adhered to during all meetings of the Staff Council Executive Board and Standing Committees and:
  1) Assist Staff Council President with any questions pertaining to the rules of order during meetings and provide explanations or advice but not rulings, which are always made by the presiding officer
  2) Maintain an accurate and current copy of the Staff Council Bylaws
  3) In the event the Bylaws require review, the Parliamentarian may provide suggestions to the Bylaws and Constitution Committee

G. Historian:
• Document events and activities of Staff Council outside of meetings
• Photograph Staff Council events and activities for Staff Council website, or make such arrangements
• Preserve Staff Council History

Section 4: **Election of Officers**
Staff Council Officers shall be elected by secret ballot at the first meeting of the new term. A simple majority of the Staff Council present is required for the election of each Officer’s position. Officers shall be elected in the following order: President-Elect/Vice President (one position), Parliamentarian, Secretary, Treasurer, and Historian.

Section 5: **Terms of Office**
Officers shall be elected by the voting members annually to a one-year term. No officer may hold the same office for more than two (2) consecutive terms but may be eligible to serve after a one-year interval. President-Elect/Vice President shall serve a three (3) year term from the time elected and shall represent the Staff Council on Faculty Senate as an ex-officio member. All officers, except the Immediate Past President who has completed two consecutive terms, shall retain full voting privileges.

Section 6: **Resignation**
Any officer may resign at any time by giving written notice to Staff Council President. Such resignation shall take effect at the time specified in the notice, or if no time is specified, then immediately.

Section 7: **Removal**
Any officer may be removed from office, with cause, by two-thirds votes of the voting members at any regular or special meeting of Staff Council representatives expressly for that purpose.

Section 8: **Vacancies**
Vacancies of Officers for unexpired terms shall be filled by election of the Staff Council at their next regular meeting. A vacancy in the office of Immediate Past President shall remain vacant until the next election cycle when the current President becomes the Immediate Past President.

Section 9: **Advisor**
Advisor to the Staff Council shall be the Vice President for Finance and Administration, as outlined in their position description. The advisory role shall be to direct, advise, counsel, and act as a liaison between the Staff Council, University President and the President’s Cabinet. The Advisor shall have no voting privilege.

Section 10: **Ex-Officio Members**
In addition to the Immediate Past President, there shall be representatives from both the Faculty Senate and Human Resources. These ex-officio members shall have no voting privileges.
ARTICLE VII
COMMITTEES

Section 1: Standing Committees
There shall be a minimum of five (5) standing committees, including: Executive Board Committee, Nominations and Election Committee, Bylaws and Constitution Committee, Benefits and Employee Development Committee, and University Relations Committee. Each committee, including a chair and/or a co-chair, shall have and exercise the authority in the governance of the Staff Council. Each committee shall be responsible for submitting annual report to the Executive Board no later than August 1st of each year.

Section 2: Duties
A. Executive Board Committee: The Executive Board Committee shall prepare agenda for each Staff Council meeting, prepare annual budget, annual report, and recommend Staff Council’s representatives and/or membership at-large appointments to campus-wide committees.
B. Nominations and Election Committee: The Nominations and Election Committee shall conduct an annual, campus-wide election for the Staff Council and all other elections and referendums concerning the membership. The Chair of the Nominations and Election Committee shall not be a candidate for re-election during the year of his or her service as a chair.
C. Bylaws and Constitution Committee: The Bylaws and Constitution Committee shall review the Constitution and Bylaws annually and recommend amendments for approval, if necessary.
D. Benefits and Employee Development Committee: The Benefits and Employee Development Committee may make recommendations to appropriate university officials on employee classification, salaries and benefits packages, training and development opportunities, in-service training, performance evaluations, and university hiring and advancement as related to membership.
E. University Relations Committee: The University Relations Committee shall develop and implement programs to build staff morale, improve communications and relationships between staff and administration.

Section 3: Other Committees and Task Forces:
Additional special interest committees as deemed as necessary by the Staff Council upon annual review at 1st meeting may be appointed. Appointment to special interest committees is open to any eligible staff member of the University as defined in Article III, Section 1.

Section 4: Committee Chairs:
Committee Chairs and Co-Chairs shall be appointed by Staff Council President and subject to confirmation by Staff Council Executive Committee. Committee chairs shall be responsible for achieving the mission of the committee.

Section 5: Committee Membership:
All Staff Council representatives shall serve on a minimum of one (1) committee. Staff Council committee membership is not restricted to Staff Council representatives. Committee members can be recruited from the general membership. Individuals of the general membership can submit their names for consideration on a committee.

Section 6: Term of Office:
Each member of a committee shall serve for one year until the next annual meeting.
Section 7: Vacancies:
Vacancies in the membership of committees may be filled by the President of the Staff Council.

Section 8: Rules:
Each committee and task force may adopt rules for its meetings which are consistent with these Bylaws or with any rules adopted by the Executive Board Committee. Rules will be reviewed by the Executive Committee prior to adoption.

Section 9: Standard Operating Procedures (SOPs):
Each committee shall have standard operating procedures approved by Staff Council, by a simple majority vote at any business meeting. Standard Operating Procedures may be revised as necessary. Copies of all Committees SOPs shall be kept on file at the Staff Council’s Office.

ARTICLE VIII
MEETINGS

Section 1: Staff Council Regular Meeting Schedule and Notification:
The Staff Council shall meet in an open session once a month upon such date, time and place as the Staff Council shall determine or on a schedule determined by the Staff Council Executive Committee. The first meeting of the session will be called by the President no earlier than June 1, and no later than July 31. The Administrative Assistant shall notify all Staff Council representatives of time and location of all Staff Council meetings. Such notification shall be by written correspondence at least seven (7) days in advance of the meeting and shall include a tentative agenda.

Section 2: Agenda:
The agenda shall be prepared by the Executive Board with the President’s approval. Agenda items may be submitted in writing by any member of the campus community to Staff Council Administrative Assistant no later than seven (7) business days prior to next scheduled meeting. Agenda for all scheduled meetings shall be posted on Staff Council’s website no later than two business days prior to the meeting.

Section 3: Order of Business:
The order of business shall include, but not be limited to, the following items, which shall be covered in sequence as far as circumstances permit: call to order, determination of members present, approval of minutes of previous membership meeting, president’s report, Vice Presidents Report, treasurer’s report, reports of standing committees, reports of special-interest committees, old business, new business, and adjournment.

Section 4: Special Meeting Schedule and Notification:
Special meetings of representatives may be called by the Staff Council Executive Board or one-third (1/3) of the Staff Council representatives. Representatives shall receive not less than 48-hours prior written notice of special meetings and the notice shall state the purpose of the meeting.

Section 5: Executive Session (Closed Session):
Staff Council meetings shall be open to all interested parties. A majority vote of the Staff Council membership present, however, may determine that a meeting shall in whole or in part be conducted in executive session (closed session) during which time only voting delegates, as well as others designated by the Staff Council, shall be present. No final action shall be taken in executive session.

Section 6: Quorum:
A quorum shall consist of the majority of the total voting members present. A written authorization of proxy shall count toward a quorum if presented by a non-Staff Council representative from the same occupational category as the Staff Council representative. Only one proxy shall be given to a person per meeting. A proxy shall have the power to vote. Majority shall be fifty percent of Staff Council representatives plus one. No vote shall be taken at Staff Council meeting without a quorum, although it could be decided to go forward with electronic voting, Section 7.

Section 7: Voting:
Each voting member in good standing shall have one vote at any meeting of the Staff Council. 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 by a voting member (roll-call votes shall be recorded in the minutes of the meeting). A simple majority vote cast at a meeting at which a quorum is present shall constitute the action of the Staff Council. In cases of a lack of quorum or emergency voting needs, an electronic vote may be taken. This vote will be recorded and included as an addendum to the minutes of the previous meeting.

Section 8: Rules of Order:
Robert’s Rules of Order, most recent revision, shall govern the conduct of Staff Council meetings and all committee meetings except where these rules are in conflict with the Bylaws of the Staff Council.

ARTICLE IX
BUDGET AND EXPENDITURE

Section 1: Budget:
The Staff Council budget shall be allocated by the Office of Budget at TAMUCC at the beginning of each fiscal year. Use of budget allocations will be discussed at Staff Council meetings and approved by the Staff Council President.

Section 2: Signature Authority:
The following officers shall have signature authority:
- Staff Council President-Primary (Also listed as Department Head)
- President Elect/Vice President-Secondary
- Advisor-Secondary
- Treasurer-Secondary only on FAMIS/Purchasing/Acct. Maintenance

Should accounting or university policy change the requirements of the signature designees, those changes will be allowed to fulfill requirements without bylaw changes and above Authority amended.

Section 3: Expenditures:
All expenditures of more than $1,000.00 shall be approved by the Executive Board. All expenditures between $999.99 and under shall be approved by the Staff Council President. In the event that the Staff Council President is not available for signature/approval, the President Elect/Vice President, Secretary, and Treasurer will have delegated signature authority to approve the expenditures. All expenditures, regardless of amount, must be approved by a minimum of two persons holding signature authority.

All requests for expenditures must follow the approved procedure:

- The designated Chair of a Staff Council committee must fully and accurately complete an event Purchase Sheet. In addition, the designated Chair must also attach a price quote/bid to the Event Purchase Sheet.
- The Event Purchase Sheet, with attached quote/bid must be submitted to the Staff Council Administrative Assistant who will route the form for approval and obtain the necessary signatures.
- Once the expenditures are approved, the Staff Council Administrative Assistant will notify the designated Chair of the Staff Council committee making the request and the Staff Council Administrative Assistant will make the purchase on his/her P-Card.
- The Staff Council Administrative Assistant is responsible for maintaining all signed and approved Event Purchase Sheets, price quotes/bids and original receipts of purchase in printed and electronic format. All printed Event Purchase Sheets, price quotes/bids and original receipts of purchase shall be kept in the Staff Council folder on the I-drive.

ARTICLE X

AMENDMENTS TO THE BYLAWS

All changes to the Staff Council Bylaws shall be passed and approved in accordance with provisions stated in this section.

Section 1: Any member of the Staff Council, with the endorsement of five other representatives, may propose amendments and revision to the Bylaws.

Section 2: Proposed amendments and revisions must be presented in writing to the Staff Council Secretary who shall distribute them to representatives at the Staff Council’s next regularly scheduled meeting.

Section 3: Proposed amendments and revisions shall not be acted upon until two (2) weeks after distribution to Staff Council representatives.

Section 4: Editorial changes in grammar or spelling necessary for clarification of the text only and that do not alter the intention of the text can be made after a review by the Executive Board Committee without requiring a vote by the Staff Council; however, all editorial changes must be announced to Staff Council at its next regular meeting.

Section 5: A notice for the scheduled meeting at which proposed amendments to the Bylaws are to be considered must be communicated in writing to Staff Council representatives a minimum of five (5) working days before the meeting and must be accompanied by a copy of the proposed amendment. The notice of the meeting must state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the Bylaws.

Section 6: Method of Adoption: These Bylaws shall be adopted based on an affirmative vote by two-thirds (2/3) of the entire Staff Council body. This may be done as an online vote.

Section 7: These Bylaws shall be in operation immediately upon its adoption.