



OKLAHOMA
PANHANDLE STATE
UNIVERSITY

Staff Association Constitution and Bylaws

PREAMBLE

The staff employees of Oklahoma Panhandle State University represent a highly diverse group of individuals whose performance levels are critical to the equality, integrity, credibility and continued growth of the University.

The objective of the Staff Association is to act as a collective voice for one of the largest constituencies on the University campus (second only to students) and to provide a forum for dialogue and exchange of rationale among faculty, staff, and those with administrative responsibilities. Such a forum is intended to allow recommendations concerning policies and procedures and effective communication with the administration on ideas that might provide a more positive environment for students, faculty, staff, and administrators.

ARTICLE I. NAME

This organization shall be known as the Oklahoma Panhandle State University Staff Association, hereinafter referred to as the Association.

ARTICLE II. MISSION AND VALUES

The Association is committed to:

- A guiding mission that provides OPSU staff with policy-effecting, decision-making representation;
- Assessing, prioritizing and communicating staff needs;
- Responding to needs through the implementation of development programs and job-enhancing initiatives;
- Actively engaging in fundraising for staff scholarship, campus beautification, and staff support initiatives;
- Dedication to a safe and respectful work environment;
- Supporting professionalism and confidence in the workplace; and,
- Valuing leadership, diversity, integrity, and teamwork.

The Association does not supplant or supersede any duly constituted organization or any approved policy or procedure currently in effect. There shall not be anything contained or implied in the Constitution or Bylaws that shall infringe on the rights or privileges of an individual staff employee, nor shall it deny any staff employee the pursuit of individual action that such employee may deem to be necessary for their personal welfare.

ARTICLE III. MEMBERSHIP

Section 1: Composition

All benefits eligible, non-faculty OPSU employees shall be eligible for membership and/or representation by the Association; provided, however, that the President, Vice Presidents, Deans, the executive assistant to the President, and those whose employment depends in whole or in part upon their status as a currently enrolled student shall not be eligible for membership and/or representation.

This general membership body may serve as a forum for discussion and for informational votes on matters for consideration and action by Association representatives.

Section 2: Association Representatives

There shall be no more than 10 elected representatives of the Association.

Section 3: Term of Office

- a. Representatives shall serve a two-year term to begin on the first day of June and to end on the last day of May.
- b. Terms shall be staggered with elections conducted annually. No representative may serve more than two consecutive terms, but may be re-elected after a one-year interval between terms.
- c. If a representative of the Association resigns or is unable to serve for any reason, the unexpired term will be filled from among individuals 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.
- d. The immediate past President of the Association shall continue to serve as a representative for one year after the expiration of their term as President. If there is unexpired time on their elected term as representative, they will continue to serve as a full-participating voting representative for the duration the term. If their term as a representative has expired, they will serve as an ex-officio, non-voting representative, and a new representative will be elected into the vacated representative position.

Section 4: Attendance

Any representative whose attendance rate falls below fifty percent (50%) of the regular and special Association meetings during a single semester or summer shall be removed. The unexpired term 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 will serve the remainder of the term.

ARTICLE IV. NOMINATION AND ELECTION OF REPRESENTATIVES

Section 1: Eligibility

On February 1 of each year a listing from the official University personnel database will be printed and analyzed for membership and eligibility. In order to be eligible for nomination and election as a representative of the Association, an employee must have been employed by the University in an eligible position for at least one year as of February 1 of the current year.

Section 2: Annual Election

Elections for vacant positions of the Association will be conducted annually no earlier than April 1 and no later than May 1 of each year by secret ballot. The election shall be carried out by the Election Committee in accordance with the election procedures as established by the Election Committee and approved by the Association.

Section 3: Voting

Only eligible Association members as set forth in Article III, Section 1 are entitled to vote. A list of eligible candidates in their representative classification will be provided to the general membership for election purposes. Results of an election will be determined by candidates receiving the most votes within their classification.

ARTICLE V. OFFICERS

Section 1: Officers

The officers of the Association shall be the President, the Past President, and the Secretary.

Section 2: Duties of Officers

- a. **President.** The President shall preside at meetings of the Association, prepare the agendas, serve as liaison to major University committees, and carry out other duties as specified herein and as necessary to carry out Association functions.
- b. **Past President.** The Past President shall assume the responsibilities of the President when the President is absent or otherwise unable to perform their duties, and shall

assist the Association President as required. The Past President shall serve as the Chair of the Election Committee and in an advisory role to the President.

- c. **Secretary.** The Secretary shall maintain accurate records of attendance, keep minutes of all business conducted by the Association, and coordinate and prepare required reports and correspondence for the Association. The Secretary shall also maintain a current copy of the Association Constitution and Bylaws in written or typed and electronic media forms. The Secretary shall submit the agenda for Association meetings to all staff members in advance of Association meetings and shall submit minutes meetings to the webmaster for online viewing and by email to all staff members.

Section 3: Official Actions

All actions of Association officers taken as a result of their official positions within the Association shall be subject to confirmation by the Association. Officers may not take a public stand or voice an opinion on an issue in the name of the Association without prior approval by a majority vote of the Association representatives.

Section 4: Election of Officers

Officers of the Association shall be elected annually by the Association membership at the first regularly scheduled meeting following annual elections. Only Association representatives with at least one year of service as a representative are eligible to serve as President. This requirement is waived if there are no current representatives with at least one year of membership experience.

Section 5: Terms of Office

Officers shall be elected annually to a one-year term. No representative may hold the same office for more than two consecutive terms, but may be re-elected to the same office after a one-year interval.

Section 6: Vacancies

Vacancies of officers for unexpired terms will be filled by election at the next regular meeting of the Association.

ARTICLE VI. COMMITTEES

Section 1: Election Committee

The Election Committee shall be comprised of the past Association President, the Administrative Assistant to the University President, a neutral party to count ballots, and the current secretary for recording purposes. The committee shall conduct an annual campus wide election for representatives of the Association. The Past President will serve as Chair of the Election Committee. In the event the Past President is not available to serve, the Association President shall appoint a Chair of the Election Committee who shall not be a candidate for re-election during the year of their service as Chair. The Election Committee will establish operating procedures for the election of representatives to the Association. Operating procedures are subject to approval by the Association.

Section 2: Special-Interest Committee

Additional committees shall be designated as deemed necessary by the Association. Appointment to special interest committees is open to any eligible staff member of the University as defined in Article III, Section 1. Association Officers shall make these appointments.

ARTICLE VII. MEETINGS

Section 1: General Staff Meeting Schedule and Notice

The Association shall hold a general staff meeting at least once per year at a time and place determined by members of the Association. The Association President shall notify members of the general staff of the time and location of meetings. Such notification shall be by written correspondence at least seven days in advance of the meeting if possible.

Section 2: Association Representatives Meeting Schedule and Notice

The elected representatives of the Association shall meet once per month at a time and place determined by the representatives of the Association. The Association President shall notify all representatives of the time and location of all meetings. Such notification shall be by written correspondence at least seven days in advance of the meeting if possible and shall include a tentative agenda. The agenda shall be sent out to all staff members with formal notice of the meeting. Minutes of the meetings and agendas shall be made available on the University website.

- a. 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, disposition of minutes of previous meeting, President's report, reports of standing committees, reports of special interest committees, unfinished business, new business, and adjournment.

- b. One or more staff members may present a suggestion in writing to one or more representatives of the Association for consideration. If, in the judgment of the Association representatives, the proposal is one of merit, a recommendation will be formulated and communicated to appropriate decision-making personnel. The individual(s) initiating the proposal shall be notified of the Association's action.

Section 3: Executive Session

The Association meetings shall be open to all interested parties. A majority vote of the elected representatives present and voting may, however, determine that a meeting shall in whole or in part be conducted in executive session, during which time only voting delegates and those designated by Association representatives shall be present.

Section 4: Voting

Voting on motions and issues brought before the Association shall be by voice or show of hands unless a roll call or vote by secret ballot is requested by a voting representative. Roll call votes shall be recorded in the minutes of the meeting. A simple majority vote of the Association representatives present and voting shall constitute a quorum authorized to transact business.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the conduct of Association meetings and all committee meetings. In the event of a conflict between Robert's Rules of Order and the Constitution and Bylaws, the Constitution and Bylaws shall control.

ARTICLE IX. ADOPTION OF CONSTITUTION AND BYLAWS

The Constitution and Bylaws shall be adopted based on an affirmative vote by a majority of staff members voting at a meeting open to all staff members represented by the Association and shall be in operation immediately upon adoption.

ARTICLE X. AMENDMENTS TO THE BYLAWS

Amendments to the Constitution and Bylaws may be initiated by a petition signed by at least 35 members of the University staff or through action originated by the Association and approved by a majority of elected representatives. All proposed amendments shall be presented to Legal Counsel for the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges for review prior to being presented to the general staff for consideration.

The Association shall present amendments to the general staff for action. A two-thirds affirmative vote of general staff present and voting shall be required for action.