

Southern Methodist University Staff Association

Constitution

Article I – Name

The name of this organization, representing the staff of Southern Methodist University, shall be the Southern Methodist University Staff Association.

Article II – Purpose

The Southern Methodist University Staff Association promotes the communication and understanding between staff and the University administration, provides representation for staff on key issues affecting the community, encourages spirit and camaraderie in the SMU community, and provides various volunteer and social programs and events for staff throughout the academic year. The Association's liaison to administration is the Vice President for Business and Finance.

Article III – Membership

The Staff Association shall consist of the Executive Board, the Staff Advisory Council, and up to seven Members at Large. Members must be full-time benefits eligible staff and meet eligibility requirements as identified in the Bylaws. No one member may serve on more than one SMUSA entity at a time. The Staff Association does not discriminate on the basis of race, color, national origin, sex, veteran status, religion, age, or disability in appointments or elections for its members and officers. This commitment to equal opportunity includes non-discrimination on the basis of sexual orientation.

Article IV – Officers

Section I: The governing body of the organization shall be the Staff Association Executive Board. The Executive Board is charged with directing the affairs of the Association and shall consist of the following positions:

- A. President
- B. President-Elect
- C. Past-President
- D. Vice-President, Programming
- E. Vice-President, Staff Development
- F. Vice-President, Service and Activities
- G. Vice-President, Marketing and Communications
- H. Director of Administration
- I. Treasurer

Section II: Term of Office

- A. Terms begin on a June 1 and end on a May 31.
- B. The length of the term for the President, President-Elect, and Past President are each one year. Upon completion of the term of office, the President-Elect will succeed into the position of President and the President will succeed into the position of the Immediate Past President.
- C. The length of the term for the Vice-President of Programming, Vice-President of Staff Development, Vice-President of Service and Activities, Vice-President of Marketing and Communications, Director of Administration, and Treasurer is two years. Officers may serve two consecutive terms in the same position, but must allow one full term to pass between serving in the same position again. In the event that a position on the Executive Board is eliminated, the change of the position shall be effective with the expiration of the term for the incumbent.
- D. The length of the term for Members at Large is one year. Members at Large may serve an unlimited number of terms, renewed annually by the Executive Board.

Section III: Vacancy of Office

In the event that the President's position becomes vacant during a term, the position shall be filled by the current President Elect, who will complete the current term as President pro tem and succeed into the President position in the following term. The President Elect position for that term shall be filled by a temporary President Elect, who is selected by the current Nominations and Elections Committee and approved by the Executive Board. The Nominations and Elections Committee will select a President-Elect for the next full term of office; the temporary President Elect may be considered for this position.

The Executive Board may fill any other vacancy on the Executive Board (other than President or President-Elect) by the appointment of an SMU Staff member to the position for the remainder of the current term.

Article V: Committees, Advisory Council and Members at Large

Section I: Standing Committees

The following standing committees serve the Association under a member of the Executive Board:

- A. Service, Activities, and Fundraising Committee
- B. Staff Development, Recognition and Scholarship Committee
- C. Programming and Events Committee
- D. Nominations and Elections Committee

Section II: The Staff Advisory Council

The Staff Advisory Council (“SAC”) consists of members selected by University administrators and approved by the Executive Board to represent the entire staff on various campus-related issues.

Section III: Members at Large

Members at Large are appointed by the Executive Board.

Section IV: Ad Hoc Committees

Ad Hoc Committees, which are formed and dissolved at the discretion of the President, serve the Association under a member of the Executive Board on current projects for which a Standing Committee does not already exist.

Article V – Meetings

Meetings of the Executive Board will be held monthly during the Fall and Spring terms. Other meetings are held at the discretion of the President. Meetings of the full Staff Association will be held at least once per year.

Article VI – Elections

Voting for members of the Executive Board is by the staff at large.

Article VII – Budget

The Association receives a budget allocation from the University. Additional funding may come from other revenue sources at the discretion of the board and upon approval of the University’s administration. Officers of the Association are responsible for developing and approving an annual budget with the funds available.

Article VIII – Amendments

This constitution may be amended by two-thirds vote of the Staff Association. Bylaws may be amended by two-thirds vote of the Executive Board.

Bylaws

Article I – Membership

Section I: All members must be full-time, benefits eligible staff and in good standing with the University. They must participate with their supervisor's consent and support in order to serve with the Staff Association

Section II: Members of the Executive Board must be in good standing at the University. The President-Elect shall have at least three years of continuous service to the University. The Vice-Presidents, Treasurer, and Director of Administration shall have at least two years of continuous service to the University.

Section III: Members of the Staff Advisory Council must have successfully completed their ninety day probationary period and be in good standing at the University. Members of Staff Advisory Council are recommended by Vice-Presidents, Deans, or Directors from various organizational areas of the University and approved and appointed by the Executive Board. The areas represented in the Staff Advisory Council include: Athletics, CPPO, Business Services, Controller's Office, Budgets in Information Technology Services, Central University Libraries, Cox School of Business, Dedman College, Dedman School of Law, School of Engineering, School of Education, Perkins School of Theology, Meadows School of the Arts, Development and External Affairs, Office of the President, Enrollment Services, and Student Affairs. Membership of the Staff Association shall reflect, as much as possible, the full diversity of staff at the University.

Section IV; Members at Large must have successfully completed their ninety day probationary period and be in good standing at the University.

Article II – Officers

Section I: The President oversees the Staff Association meetings, events, and activities while being the primary representative of the association to the University President and other university officers.

Section II: The President-Elect assists the President in their responsibilities as well as facilitating organizational changes with the President (including, but not limited to constitutional revision, nominations & elections, etc.). The President Elect is selected prior to each new term.

Section III: The Past-President is the immediately previous President, who serves as a resource to the current Executive Board and as the Chair of the Staff Advisory Council.

Section IV: The Vice-President for Programming oversees the work of the Programming and Events Committee for annual luncheons, the President's Picnic, Staff Talent Show, and other events. The Vice-President for Programming is elected every other year, in even-numbered years.

Section V: The Vice-President for Staff Development oversees the work of the Recognition and Scholarship, Fundraising, and Staff Development Committees. The Vice-President for Staff Development is elected every other year, in odd-numbered years.

Section VI: The Vice-President for Service and Activities oversees the work of the Service and Activities Committee. The Vice-President for Service and Activities is elected every other year, in even-numbered years.

Section VII: The Vice-President for Marketing and Communications oversees the promotion and publicity of all Staff Association activities and programs. The Vice-President for Marketing and Communications is elected every other year, in odd-numbered years.

Section VIII: The Director of Administration serves as a historian to the Staff Association, preserving materials to the appropriate archives, as well as recording/corresponding secretary for all association meetings or other business. The Director of Administration is elected every other year, in even-numbered years.

Section IX: The Treasurer oversees the financial records, budgets, and endowed funds of the association. The Treasurer is elected every other year, in odd-numbered years.

Article III – Committees, Staff Advisory Council and Members at Large

Section I: The Staff Association shall consist of the following standing committees, which report to the Executive Board through the indicated officer. The President of the Staff Association shall be an ex-officio member of all committees.

- A. Service, Activities and Fundraising Committee organize extracurricular and volunteer activities for staff and coordinates fundraising programs. The Committee is chaired by the Vice President for Service and Activities.
- B. Staff Development, Recognition and Scholarship Committee organize various development programs for staff, including the annual Staff Development Day. The Committee also organizes staff recognition ceremonies and awards given through the Staff Association. The Committee is chaired by the Vice President for Staff Development.
- C. The Programming and Events Committee coordinates social activities for the staff, including the President's Picnic, the Annual Staff Talent Show, and various luncheons and other programs. The Committee is chaired by the Vice President for Programming.
- D. The Nominations and Elections Committee consists of the President Elect, who heads the committee, two members from the Staff Advisory Council, and two past SMUSA Presidents appointed by the Executive Board.

Section II: The Staff Advisory Council (“SAC”) consists of the Past-President, who is the head of the SAC, and seventeen members selected by University administrators from pre-determined areas and approved by the Executive Board. The term of service for committee members is two years. A committee member may be appointed for an unlimited number of terms. The committee

member must be a full-time staff member at the University. If a vacancy occurs on the committee, the new member will be nominated from the University department from which the vacating member was originally chosen and approved by the Executive Board.

Section III: The Members at Large report to the Executive Board. The Members at Large will provide committee service (on both University wide committees and SMUSA related committees) and serve as potential chairs for Ad Hoc committees as formed. They will be assigned other roles and responsibilities as determined by the Executive Board.

Section IV: Ad Hoc Committees may be formed and dissolved at the discretion of the President and serve the Association under a member of the Executive Board on current projects for which a Standing Committee does not already exist. Such committees may include members of the Staff Association.

Article IV – Meetings

The Executive Board meets once monthly to discuss current issues, provide updates from committees/SAC, and review association budgets, policies, and/or programs. Minutes from these meetings will be shared with the Association, at large. Five of the nine Executive Board members must be present for voting on any Association business.

The Association, including Board members, members at large, and members of the Staff Advisory Council, will meet at least once per year. The first meeting should be held as early in the term as possible to introduce new members and discuss the status and goals of the Association for the upcoming year. The Association may be called to meeting any time during the year, as determined by the Executive Board.

Members of the Association who do not fulfill their duties may be asked to resign from the Association. Due diligence will be performed by the Executive Board prior to taking such action.

Article V - Elections

Elections for Executive Board members are held in May. The Nominations and Elections Committee selects candidates for available positions on the Executive Board by soliciting recommendations from members of the SMU community, making reasonable efforts to select nominees that will best represent the position. Candidates selected by the Nominations and Elections Committee are elected by the staff at large. A member of the Nominations and Elections Committee cannot be elected to the Executive Board while serving on the committee. If a candidate proposed by the Nomination and Elections Committee is not elected by the Association, then the Association can provide for a write-in candidate.