

# **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 (“SMUSA”).

#### **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 development, engagement, and networking opportunities for staff throughout the academic year. The Association’s advisor and liaison to the University administration is the Vice President for Business and Finance.

#### **Article III – Membership**

All benefits-eligible University staff employees are members of the Staff Association. There is no membership application process, and members do not pay dues. Certain events and activities may have a cost to participate, but that is managed individually for each situation.

#### **Article IV – Leadership**

The Staff Association leadership consists of the Executive Board, the Staff Advocacy Council, and up to seven Members at Large. Staff Association representatives must be full-time benefits-eligible staff and meet eligibility requirements as identified in the Bylaws. No 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 V – Officers**

##### *Section I: The Governing Body*

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. Immediate 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 June 1 and end on 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 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 then 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 VI: Committees, Advocacy Council, and Members at Large**

### *Section I: Standing Committees*

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

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

### *Section II: Staff Advocacy Council*

The Staff Advocacy Council ("SAC") consists of members selected by University administrators to represent the staff within the schools and divisions/administrative areas across campus on various University-related issues.

### *Section III: Members at Large*

Members at Large are individuals appointed by the Executive Board to support Association activities.

#### *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 VII – Meetings**

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

#### **Article VIII – Elections**

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

#### **Article IX – 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 X – Amendments**

This constitution and bylaws may be amended by two-thirds vote of the Executive Board with approval of the Association advisor.

### **Bylaws**

#### **Article I – Leadership**

Section I: All Association leaders must be full-time benefits-eligible staff and in good standing with the University. They must participate with their manager'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 Advocacy Council must have successfully completed their ninety-day probationary period and be in good standing at the University. Members of Staff Advocacy Council are recommended by Vice-Presidents, Deans, or Directors from various organizational areas of the University and approved by the Executive Board. The council will be comprised of representatives from each school and division/administrative area as feasible.

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

Section V: Leaders of the Association who do not fulfill their duties may be asked to resign from their positions in the Association. Leaders of the Association can also be removed from their positions by a two-thirds vote of the Executive Board. Due diligence will be performed by the Executive Board prior to taking such action.

## **Article II – Officers**

Section I: The President oversees 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 elected prior to each new term.

Section III: The Past-President is the most recent previous President still actively employed at SMU, who serves as a resource to the current Executive Board and as the Chair of the Staff Advocacy Council.

Section IV: The Vice President for Programming is responsible for staff networking events such as the President's Picnic and Staff Meet-and-Greet events. The Vice President for Programming is elected every other year, in even-numbered years.

Section V: The Vice President for Staff Development is responsible for staff development activities such as the Loretta Hawkins Award, staff recognition events, and Lunch-and-Learn opportunities. The Vice President for Staff Development is elected every other year, in odd-numbered years.

Section VI: The Vice President for Service and Activities is responsible for staff engagement opportunities such as partnering with the United Way campaign and overseeing the Caroline M. Jones scholarship. 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 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 Staff Association. The Treasurer is elected every other year, in odd-numbered years.

## **Article III – Committees, Staff Advocacy Council, and Members at Large**

Section I: The Staff Association may establish the following committees, which are chaired by the appropriate Board officer. The President of the Staff Association shall be an ex-officio member of all committees.

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

Section II: The Staff Advocacy Council (“SAC”) is chaired by the Past-President. The council consists of members recommended by University administrators from the schools and divisions/administrative areas and approved by the Executive Board. The term of service for council members is two years. A council member may be appointed for an unlimited number of terms. The council member must be a full-time benefits-eligible staff member at the University. If a vacancy occurs on the council, the new member will be nominated from the University school or division/administrative area 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 and may provide individual support for Staff Association activities or committee service (on both University-wide committees and SMUSA-related committees). They will be assigned 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.

## **Article IV – Meetings**

The Executive Board will meet 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 leaders. Five of the nine Executive Board members must be present for voting on any Association business.

The Association leaders, including Board members, members of the Staff Advocacy Council, and Members at Large 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 leaders may be called to meet any time during the year, as determined by the Executive Board.

## **Article V - Elections**

Elections for Executive Board members are held in May and facilitated by the Nominations and Elections Committee. The Nominations and Elections Committee consists of the President (who heads the committee), the President-Elect, two members of the Staff Advocacy Council, and one past SMUSA President as appointed by the Executive Board. The committee solicits nominees for available positions on the Executive Board from members of the SMU community. Nominees are evaluated to ensure they meet the criteria for serving on the Board and will represent the University staff community well in that Board position. Candidates confirmed by the Nominations and Elections Committee are presented to the University staff at large for voting in the election. 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.