



Staff  
Advisory  
Council

# STAFF ADVISORY COUNCIL

## Oklahoma State University

### CONSTITUTION

#### PREAMBLE

The staff employees of Oklahoma State University, having recognized the need for representation and involvement of staff employees in the affairs of the University with the objective of strengthening University goals and functions, herein establish the OKLAHOMA STATE UNIVERSITY STAFF ADVISORY COUNCIL, hereinafter referred to as the Council. The Council will herein establish this Constitution upon the majority of votes cast by Oklahoma State University Staff.

The Council shall function under this Constitution as approved by the Oklahoma State University Staff, the President of Oklahoma State University, and the Board of Regents for Oklahoma State University. The Council shall continue to function until such time as the Council dissolves itself or the Constitution is revoked by the above-mentioned Board of Regents.

#### Function and Responsibility

The Council is organized for the following functions:

- A. To serve as an advisory representative body for the staff employees of the University who are assigned to the Stillwater campus.
- B. To facilitate communication and cooperation between University officials and staff personnel.
- C. To participate in an advisory and referral capacity to the President of the University and the University Administration in the development and implementation of policies and procedures on such policy matters that may directly affect the staff employees.
- D. To cooperate with and to assist other constituencies within the University community in the attainment of the University's general mission and stated goals.

#### Composition

The Council shall consist of not less than twenty-one (21) or not more than twenty seven (27) representatives elected from the staff of the Oklahoma State University Stillwater campus. The University President, Vice-Presidents, Associate Vice Presidents, Assistant Vice Presidents, faculty members, contractual labor, and student employees (including GRAs and GTAs) of the University shall **not** be eligible for election to the Council.

The immediate Past Chair of the Council will serve as an ex-officio (non-voting) member of the Executive Team for one year following their service as Council Chair.

At the discretion of the branch campus, ex-officio members (one per campus) may be appointed by the respective presiding officer of their staff council/association to represent the staff constituencies assigned to the OSU branch campuses.

The Council neither supplants nor supersedes any duly constituted organization or any approved policy or procedure currently in effect. There shall not be anything contained or implied in the Constitution that shall infringe on the rights and the 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 his or her personal welfare.

Staff Advisory Council members are, based on their service as a Council Representative, excluded from competing for awards (Distinguished Service Awards, Staff Scholarships, etc.) sponsored by the Council.

## ARTICLE I – BYLAWS

The Council shall prepare bylaws for the conduct of its business. If a disagreement arises between this Constitution and the Council Bylaws, the Constitution will be the controlling instrument.

## ARTICLE II – MEMBERSHIP

**Section 1** There shall be no alternates for members of the Council.

**Section 2** **Terms of office:**

- A. The term of office for members of the Council shall be staggered and shall be for three (3) year terms. Staggering may be accomplished by electing members to new positions for one (1) or two (2) years. Members of the Council shall serve for no more than two (2) consecutive terms of office.
- B. Ex-officio members shall be appointed annually by writing the Council Chair prior to the July meeting of each year. The appointment for ex-officio members shall be July through June. Those appointed shall not carry faculty status at their assigned campus. Successive ex-officio appointments may not exceed six (6) years.

**Section 3** **Vacancies:**

- A. Any member of the Council who terminates employment with the University shall be removed from the Council and a vacancy declared.
- B. Any member of the Council who is absent from four (4) regular meetings of the Council during a Council year (July-June) may have his or her seat on the Council declared vacant by the Executive Officers and Chairs of the Standing Committees, hereafter referred to as the “Executive Team”. The reason for such absences, as well as previous participation in Council and Standing Committee activities should be taken into consideration by the Executive Team before declaring the seat vacant.

The Council member so affected may be reinstated to his or her vacant seat by following the procedure set forth in the Bylaws Section VI.

- C. Whenever a vacancy occurs, the Council Chair shall request from the Council Executive Officers a list of nominees to fill the vacancy. After the Council Chair receives the list of nominees, a new person shall be appointed from that list to the vacant position on the Council by the Council Chair, subject to the majority approval of the full membership of the Council.
- D. Ex-officio replacements to fill a vacancy during an annual term shall be made in writing to the Council Chair by the respective presiding officer of the affected staff council/association at the OSU branch campus.

### ARTICLE III – NOMINATION AND ELECTION

- Section 1** Nomination of candidates for election must be made in writing to the Chair of the Rules and Procedures Committee of the Council at least fourteen (14) days prior to the date of the annual election. Only those employed on a permanent basis (50% time or more and benefits eligible) may be nominated for election to a seat on the Council. All nominations must have the consent of the nominee, and all nominations must be validated by the signature of the nominator and nominee.
- Section 2** Election of members to the Council shall be made annually by ballot prior to the regular meeting of the Council in May of each year. The results of the balloting shall be announced at the regular Council meeting in May each year. The installation of new members and the organization of the Council will take place during the June meeting of each year.
- Section 3** Only staff employed on a permanent basis (50% or more and benefits eligible) are entitled to vote in SAC elections. The University President, Vice-Presidents, Associate Vice Presidents, Assistant Vice Presidents, faculty members, contractual labor, and student employees (including GRAs and GTAs) of the University may **not** vote in such elections.

### ARTICLE IV – OFFICERS

- Section 1** The Executive Officers of the Council shall be the Chair, the Vice Chair, the Secretary, the Treasurer, the immediate Past Chair (ex-officio), and if necessary, the Chair Pro Tempore.
- Section 2** The Executive Officers shall be elected from the membership of the Council at the regular June meeting of each year after the installation of the new members.
- Section 3** The term of office for each elected officer shall be for one (1) year. Any officer may be elected to succeed him or herself in the same office for not more than one (1) additional term.

**Section 4 Duties of Officers**

The duties of the officers shall be those implied by their titles as well as those specified in the Constitution and Bylaws.

**A. Council Chair**

- i. Shall preside at all meetings of the Council and shall enforce the obligations imposed upon the Council by the Constitution and Bylaws as they relate to the administration of the work of the Council.
- ii. Shall be a non-voting member of the Council except in instances in which a tie vote occurs, at which time the Council Chair shall cast the deciding vote.
- iii. Shall appoint the members of all duly-authorized standing and special committees of the Council and shall designate a member thereof to serve as Committee Chair.
- iv. Shall conduct official correspondence relating to the business of the Council and authorized and directed by the Council.
- v. Shall approve payment of Council invoices.
- vi. Shall perform other duties as specified in the Bylaws.

**B. Vice Chair**

- Shall assist the Council Chair as directed.
- In the absence of the Council Chair, shall assume all the powers and prerogatives of the office during the remainder of the absence.
- Shall serve as a non-voting ex-officio member of all standing and special committees of the Council.
- Shall perform other duties as directed by the Chair.
- Shall perform other duties as specified in the Bylaws.

**C. Secretary**

- Shall record, maintain, and distribute all resolutions and proceedings of meetings to all Council members.
- Shall keep the roll of the Council members and the attendance records.
- Shall certify that a quorum is present in order to conduct the official business of the Council.
- Shall keep minutes of regular and special meetings of the Council and shall distribute those minutes to the staff in accordance with the requirements of the Oklahoma Open Records Act.
- Shall prepare normal correspondence of the Council excluding that correspondence that the Council directs the Council Chair to conduct.
- Shall issue notices of all meetings
- Shall, at the expiration of the term of office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession.
- Shall perform other duties as specified in the Bylaws.

**D. Treasurer**

- Shall be entrusted with custody of Council funds, but this officer may not disburse funds except by the authority of the Council or as the Bylaws prescribe.

- Shall make a full financial report annually or as the Bylaws may prescribe, and shall make such interim reports as the Council or the Executive Officers may direct.
- Shall, at the expiration of the term of office, turn over to his or her successor all records and pertinent data of the Council held in his or her possession.
- Shall perform other duties as specified in the Bylaws.

**E. Immediate Past Chair**

- Shall serve in an advisory non-voting capacity to the Executive Team.
- Shall perform other duties as specified in the Bylaws.

**Section 5** In the absence of the Council Chair and Vice Chair from any official meeting of the Council, the members of the Council shall elect a Chair Pro Tempore to preside at such meeting(s).

## **ARTICLE V – STANDING AND SPECIAL COMMITTEES**

**Section 1** The Standing Committees of the Council shall be specified in the Bylaws.

**Section 2** Special Committees of the Council may be formed when deemed necessary by the Council Chair or by a simple majority vote of the membership.

**Section 3** Each standing and special committee shall have a Committee Chair appointed by the Council Chair with the advice of the Executive Team

**Section 4** Committee members shall select a Secretary for the committee from its membership.

**Section 5** Members of all standing and special committees are appointed for a term not to exceed one (1) year. Members of committees may be reappointed by the Council Chair to a new term.

## **ARTICLE VI – MEETINGS**

**Section 1** Regular meetings of the Council will normally be held on the second Wednesday of each month at a time and place to be designated by the Council Chair. All agenda items should be submitted to the Council Chair to be placed on the agenda for the next Council meeting. All such requests, specifying the subject must to be discussed, must be received by the Secretary at least five (5) working days prior to the Council meeting.

**Section 2** Special meetings of the Council may be called by the Chair of the Council or by any five (5) members of the Council provided notice of time and meeting place is provided to each member, and each member has sufficient time to reach the place of meeting. A majority of the Council members shall approve of the meeting when it is called to order.

**Section 3** The Council shall retain records in accordance with applicable university policies and procedures.

**Section 4** Any person who is not an elected or appointed member of the Council or one of the Council's committees shall be allowed to address the Council and to participate in discussion of Council matters, provided that person submits a written request to the Council Chair to be placed on the agenda for the next Council meeting. All such requests must comply with the guidelines for meetings as outlined in the Bylaws.

## **ARTICLE VII – QUORUM AND VOTING**

**Section 1** A majority of the members of the Council shall constitute a quorum authorized to transact business at any regular or special meeting of the Council. If during the course of a Council meeting the number of members present falls below the majority of eligible membership, the meeting shall be recessed until such members are present.

**Section 2** Voting by Council membership shall be by voice vote, show of hands, or ballot as deemed necessary by the Chair.

**Section 3** A majority vote by the Council members present and voting shall carry a motion except to alter, amend, annul, or suspend the Constitution of the Council. In cases such as these, voting shall be in accordance with Article IX of the Constitution.

**Section 4** The Chair may call a vote by email or other electronic service when a response is needed for an important issue with a deadline prior to the next regular Council meeting. To be authorized, the motion must receive a two-thirds (2/3) vote of approval from the Executive Team. All Council members must be sent notice of the impending vote.

An affirmative vote from at least two-thirds (2/3) of the Council members is required for adopting measures by such a call of vote. The Secretary will keep copies of all correspondence regarding the voting.

During the first Council meeting following the electronic vote, a review of the feedback from Council members must be placed on the agenda. This is not meant to replace regular or emergency meetings.

## **ARTICLE VIII – RULES OF ORDER**

The rules of parliamentary procedure, as laid down in Robert's Rules of Order, shall govern all meetings of the Council and its standing and special committees.

## **ARTICLE IX – AMENDMENTS, ALTERATIONS, ANNULMENTS, SUSPENSION**

**Section 1** Proposals for amendments, alterations, annulments, or suspension of the Constitution of the Council shall be submitted in writing to the Secretary, who shall send copies of such proposal(s) to each member of the Council prior to the next regularly scheduled meeting of the Council. The Council by a majority vote of the full Council shall determine if the proposal(s) will be submitted to the general membership of the Oklahoma State University staff for action. This determination shall be made prior to the adjournment of the third

consecutive regular meeting of the Council following the original presentation of the proposal(s) to the Council.

**Section 2** Proposal(s) for amendments, alterations, annulments, or suspension of the Constitution that have been approved by a majority of the full Council shall be submitted to the staff for vote. Passage or failure of such amendments, alterations, annulments, or suspensions shall be determined by a majority of votes cast.