



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 13.18
Date Approved: 09/21/09
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Reviewed w/no Changes:
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SUBJECT: STAFF ASSOCIATION CONSTITUTION

I. PREAMBLE: Staff employees of Southern Utah University do unite ourselves and hereby establish this Constitution and its Bylaws.

II. REFERENCES:

SUU Staff Association Bylaws - <http://suu.edu/staffassociation/bylaws>

III. POLICY:

ARTICLE I - NAME

The name of this organization shall be "The Southern Utah University Staff Association," hereafter referred to as the Association.

ARTICLE II - OBJECTIVES

SECTION 1: **Advocate** for staff by representing and advancing their interests and recognizing the value of their contributions across campus.

SECTION 2: **Involve** staff by encouraging social, service, and professional engagement on campus, in the community and in their field.

SECTION 3: **Unify** staff toward common goals that will advance the University's mission and goals.

SECTION 4: **Communicate** with campus entities to ensure staff are aware of current information.

ARTICLE III - MEMBERSHIP

SECTION 1: Any benefit eligible employee of the University who is not a faculty member shall be considered a member of the Association.

SECTION 2: Staff Association members have the right to participate in all Staff Association meetings and to bring forth any concerns or suggestions.

ARTICLE IV – OFFICERS

SECTION 1: Officers of the Association shall be as follows:



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- A. President
- B. President-Elect
- C. Immediate Past-President
- D. Secretary
- E. Treasurer
- F. Six (6) Board Members
- G. Legislative Liaison [Ex-officio]
- H. Faculty Representative [Ex-officio]

SECTION 2: Terms of Service

- A. The President-Elect shall serve a one year term, and then shall assume the duties of President the following year.
- B. The President shall serve a one-year term, and then shall assume the duties of Past President the following year.
- C. The Past President shall serve a one year term.
- D. The Secretary shall serve a two year term.
- E. The Treasurer shall serve a two year term.
- F. Board members shall serve a two year term; three board members shall be elected on alternate years.
- G. Terms of service shall begin July 1 and end June 30.

SECTION 3: The Association boards shall be governed by the Association By-Laws.

ARTICLE V – ELECTION AND NOMINATIONS

SECTION 1: The Nominating Committee will be composed of the Executive Board. The Committee will send out nomination forms to the Association on or before the second Wednesday of April; nomination forms must be returned to the Committee no later than the fourth Wednesday of April. Additional names may be placed on the ballot by submitting a petition signed by ten (10) members and presented to the President of the Association no later than the second Wednesday in May. The nominating committee will contact nominees regarding their acceptance or refusal of nomination.

SECTION 2: Two or more nominations will be made for vacant positions. The membership will vote from the total list by the third Friday in May. The unexpired office of any vacancy occurring during the year may be filled until the end of that fiscal year by appointment of the Governing Board. At the end of the year, regular election procedures will be followed to fill any unexpired terms of office.



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SECTION 3: Ballots for election shall be by secret ballot sent to all members of the Association no later than the second Wednesday of May. All ballots shall be tabulated on the last Friday of May.

ARTICLE VI – REPLACEMENT & REMOVAL OF OFFICERS

SECTION 1: Officers who are unable to serve to the completion of their elected term will submit their resignation to the Executive Board. Any officer may be removed from office by a two-thirds vote of the total membership.

SECTION 2: Whenever an officer position, other than that of President, is vacant due to resignation or removal and less than half of their term is remaining, the Governing Board may opt to appoint a replacement board member during a regular meeting. The appointed nominee must receive a unanimous confirmation vote from the Governing Board.

SECTION 3: Whenever an officer position, other than that of President, is vacant due to resignation or removal and more than half of their term is remaining, a special nomination and election will be held. The successful replacement candidate will serve until the end of the vacated officer's term and is eligible for re-election in the next full election cycle.

SECTION 4: Whenever the office position of President is vacant due to resignation or removal:

- a) The President-Elect will have first right of refusal to complete the term of President. If they desire to fill the open President position they will have two options:
 - i) Serve as President the balance of that term, then move into role of Past-President the following year. If this option is chosen, a nomination and election for a new President-Elect will be held immediately.
 - ii) Complete remaining part of year as President, then serve the following full year as President. If they choose this option, the duties of President-Elect will be shared by the President and Past-President until the normal election period, at which time a new President-Elect will be elected.
- b) If the President-Elect does not wish to fill the open position, the Past-President will have second right of refusal to complete the term of President (then serve the following year as Past-President). While completing role in the open position, the duties of Past-President will be shared by the President and President-Elect.



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- c) If neither President Elect nor Past-President wish to serve as President, a special nomination and election will be held.

ARTICLE VII – QUORUM

A Quorum is reached when twenty-five percent of the members are present.

ARTICLE VIII - MEETINGS

SECTION 1: Membership meetings shall be held at least semi-annually in the spring and fall. Other official meetings may be called by the President of the Association and/or the Governing Board upon ten days notice to the membership.

SECTION 2: Business items of the Association shall be approved by a simple majority of a quorum of the Association members voting at any official meeting or during an online vote.

ARTICLE IX - AMENDMENTS

This constitution and any amendments hereto shall take effect after approval by two-thirds vote of a quorum of the Association members voting at any official meeting or during an online vote.