



SUBJECT: STAFF ASSOCIATION CONSTITUTION

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

II. 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 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 AND DUTIES

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

- a. President
- b. President-Elect
- c. Immediate Past-President
- d. Secretary



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- e. Treasurer
- f. Six (6) Board Members
- g. Legislative Liaison (Ex-officio)
- h. Faculty Representative (Ex-officio)

SECTION 2: The terms of service of each member of the Governing Board are as follows:

- a. The President-Elect shall serve for three consecutive years, to be served as President-Elect, President and Past President.
- b. The President shall serve for two years to be served consecutively as President and Past President.
- c. The Past-President shall serve for one year.
- d. The Secretary shall serve for one year.
- e. The Treasurer shall serve for three consecutive years.
- f. The Board Members shall serve for two consecutive years; 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 first Wednesday of May. The nominating committee will contact nominees regarding their acceptance or refusal of nomination. 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.

SECTION 2: Two or more nominations will be made for vacant positions. The membership will vote from the total list by the third Friday of 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



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of the year, regular election procedures will be followed to fill any unexpired terms of office.

ARTICLE VI –REPLACEMENT AND 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 is vacant due to resignation or removal and there is less than twelve months remaining in their term, 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 is vacant due to resignation or removal and there is more than twelve months remaining in their term, a special nomination and election will be held. The successful candidate will serve until the end of the vacated officer's term and is eligible for re-election in the next full election cycle.

ARTICLE VII - 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: QUORUM

A Quorum is reached when twenty-five percent (25%) of all staff members are present.

SECTION 3: 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 VIII - 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.