TAMUG STAFF COUNCIL - CONSTITUTION

MISSION STATEMENT:
The TAMUG Staff Council’s (TSC) mission is to represent the interests of and the issues impacting Staff employees and to develop and support educational and morale building programs on the Texas A&M University at Galveston (TAMUG) campus.

PREAMBLE:
In order to form a more fundamental system of sharing information with the campus community, this Constitution will serve as a guiding principle of governing the established unit known as the TAMUG Staff Council. Through its ordained bylaws and representatives, this Council will consult, advise and make recommendations to the administrative officers of Texas A&M University at Galveston. It will serve to build loyalty and commitment through instilling a sense of community on the TAMUG campus.

NAME AND AUTHORIZATION:
The name of this organization will be the Texas A&M University at Galveston (TAMUG) Staff Council, hereafter referred to as the Council. The Council will function under this constitution as approved by the Vice President/Chief Operations Officer of Texas A&M University at Galveston. This Council is empowered to organize itself and establish its own bylaws, except as restricted by this Constitution. This Council will report directly to the VP/COO of Texas A&M University at Galveston (or designee).

STATEMENT OF PURPOSE:
The Council is established to represent all full-time, benefits eligible, budgeted, staff (non-faculty) employees, hereafter referred to as Staff. The Council will serve as a deliberative and advisory body to the VP/COO of Texas A&M University at Galveston (or designee) on matters of significant interest and importance to those it represents. The Council will provide a forum through which Staff can raise concerns, discuss and provide input on issues, and make recommendations on current non-academic policies and procedures. The Council will also serve to research possible solutions to issues and facilitate communication on behalf of, and among Staff.

The TAMUG Staff Council will not act in an advocacy role in any specific employee/employer policy matter or dispute within the University, nor will it assume the role of arbitrator in any such matter.

AMENDMENTS:
The Council may propose amendments to this Constitution by its own initiative. Proposed amendments and revisions must be presented in writing to all Council Committee Members for ratification by a two-thirds majority. All changes to the TAMUG Staff Council Constitution will be passed and approved in accordance with the provisions stated in this section.
TAMUG STAFF COUNCIL - BYLAWS

Article I - Representation

The Council shall consist of at least 8 Members and no more than 15 Members.

A representative of the Department of Human Resources will serve as an advisor to the Council. The Human Resources representative will be available to attend regular meetings of the TSC as deemed necessary by the Council.

Article II - Membership

Full-time, benefits eligible, budgeted, staff (non-faculty) employees who have completed a minimum of one-year continuous employment at TAMUG with no written disciplinary actions will be eligible to serve on the Council. Employees in Director level equivalent positions or above are not eligible to be Council Members.

Article III - Appointments

A call for nominations of appointment to the Council will be made by the Co-Chairs annually to fill expired and/or vacant positions. Candidate nominations for the Council may be made by any Staff employee. Confirmation of eligibility of nominees will be made by the Human Resources Department. If there are an insufficient number of nominations received from across campus, the Council will attempt to fill any vacant membership positions with qualified and willing candidates. Appointments to the Council shall be made from the nominations and ratified by a minimum of a quorum of the Council.

Vacancies during unexpired terms will be filled from among those employees previously nominated by written invitation. The new Member shall serve the remainder of the term. Should the vacancy not be filled from those nominated, the Council will attempt to fill the vacancy with qualified and willing candidates from the area of the vacancy.

Article IV - Term

Generally, the term for a Council Member shall be a three (3) year period running concurrent with the fiscal year (September 1 through August 31). Following a one-year interval, individuals will be eligible to serve on the Council again.
Article V - Dismissal

If a Council Member must be dismissed from the TSC, the Co-Chairs will be responsible for handling the matter.

Article VI – Council Responsibilities

Council Members shall represent the interests of their constituent Staff Members, communicate to the Council concerns and ideas of Staff, and participate fully in Council meetings, events, and activities. The Chairperson should be informed in advance of any anticipated absences. An absence without prior notification or valid reason will be considered an un-excused absence and will be recorded in meeting minutes. The officers shall address issues of non-participation or lack of attendance by a Council Member after three un-excused absences in a twelve-month period. The use of proxy will not constitute attendance.

Article VII - Sub-Committees

The TAMUG Staff Council reserves the right to create Sub-Committees as deemed necessary and appropriate. Sub-Committees Chairpersons volunteering for certain projects, events or other purposes shall be appointed and dissolved by the Co-Chairs discretion.

Article IX - Officers

Officers shall consist of two (2) Co-Chairs, Treasurer and Secretary. The Council shall elect Officers annually from Members of the Council at the first regularly scheduled meeting following annual appointments. Officers will serve a one (1) year term and may be re-elected into their former position should they be agreeable, and ratified by a quorum (a simple majority of the Members). All officers will retain full voting privileges. Members are only eligible for an officer position after completing their first year as a Member of the Staff Council.

Duties of Officers

Co-Chairs
Co-Chairs will preside over the Council together; assist new Members and perform other duties as specified in the Bylaws. Both will have equal responsibilities.

Treasurer
The Treasurer will be responsible for the financial activities of the Council, administer the budget and accounts of the Council, and provide reports on the Council’s financial affairs as needed. The Treasurer shall be the only individual that can allocate expenses to the TSC account. All financial activities are required to be submitted to the Co-Chairs for review and
reconciliation. Typical duties include maintaining and reconciling all accounts through university approved means as well as TSC internal protocols, obtaining working funds for TSC sponsored activities and events, pulling purchase orders on TSC account for necessary expenditures, and other related duties as assigned.

Secretary
The Secretary will take the minutes of the Council meetings; submit written minutes to the Co-Chairs no later than five (5) business days prior to the next scheduled meeting; provide recordkeeping for EOQ and EOY donations and gifts; coordinate and prepare a report on Council activities for the VP/COO of Texas A&M University at Galveston (or designee) upon request, and other related duties as assigned.

Article IX - Meetings

The Council shall meet monthly on a schedule determined by the Council and shall require a quorum (a simple majority of the Members) be present to conduct official business. A written authorization of proxy will count toward a quorum. If no quorum is present, the representatives in attendance may determine actions and submit them at the next meeting for ratification.

Monthly meetings will be governed by Robert's Rules of Order and the Council Co-Chairs will prepare an agenda. Any member of the campus community may submit agenda items, which must be in writing and received by a Council Officer no later than two (2) business days prior to the next scheduled meeting. Council Members may bring items for discussion at any time.

Any Staff member may request an open meeting with Members of the TSC. Such requests must include the topic of discussion and the number of individuals who will attend. Requests must be presented to the Council Co-Chairs no less than two (2) business days prior to the next meeting.

Special Meetings may be called by the Council Co-Chairs or by 50% of the Council Members. Notification of a Special Meeting should be provided at least 48 hours in advance if possible.
Article X – Origination of Matters for Consideration

All Staff employees are encouraged to communicate questions, concerns and/or suggestions to Members of the Council. That Member will then be responsible for presenting the item to the entire Council as a possible agenda item. If the Council feels that the item warrants further discussion, it may be designated as an agenda item or may be assigned a specific date for further discussion. Council Members may request the presence of guest speakers who may be able to offer information on the subject. After discussion of agenda items, if the Council feels an item merits action or should be brought to the attention of university administrators, the Co-Chairs will communicate the area(s) of concern and any recommended actions to the VP/COO of Texas A&M University at Galveston (or designee).

The VP/COO of Texas A&M University at Galveston (or designee) will communicate matters of interest and importance to the Council from time to time.

Article XI - Communications

The Council will make an active effort to communicate regularly with represented employees. Communication will generally be made via email, specifically the Sea Aggie Daily. Approved minutes from the Council meeting will be posted on the internal website.

A report of Council activities will be prepared and submitted to the VP/COO of Texas A&M University at Galveston (or designee) upon request.

Article XII- Financial Management

Use of financial resources will be consistent with Texas A&M University System policies and regulations, and Texas A&M University rules and standard administrative procedures, as applicable.

TSC internal protocols shall include:
• The Treasurer is responsible for tracking credits and debits via excel spreadsheet
• The Secretary is responsible for tracking donations and distributions via excel spreadsheet
• The Co-Chairs will be responsible for monthly review of the aforementioned spreadsheets and resolving any issues or discrepancies
  • Monies earned/donated shall be deposited to a TSC account within 48 hours of the end of the event
Gift cards will be handled as follows:
- The Treasurer will be responsible for purchasing or accepting donations of gift cards
- Gift cards will then be turned over to the Secretary to hold and track

**Article XIIIV - Amendments**

Proposed amendments and revisions to these Bylaws may be introduced in writing by any Council Member at any meeting. Proposed amendments must be approved by a two-thirds majority of the Members before adoption of the proposed amendment can be made.

**Article XIV - Nondiscrimination**

The Council, in all its activities, is committed to providing a climate that is conducive to the personal and professional development of each individual. The Council subscribes to the concept of equal opportunity and does not discriminate on the basis of race, color, national origin, religion, sex, age, genetic information, disability, or veteran status.

Texas A&M University at Galveston provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. Texas A&M University at Galveston will promptly investigate all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws.