

Article I. DUTIES OF EXECUTIVE COMMITTEE

Section 1. The President shall:

- Preside over all meetings of the Association and the Staff Senate.
- Represent the Association on all committees required by university policy or designate a representative, preferably the Vice President.
- Forward the names of Association members who have volunteered to serve on institutional committees to the University President. Recruit individuals as needed.
- Approve all budget expenditures.
- Attend Governance Advisory Council (GAC) and Board of Governors meetings or designate a representative, preferably from the Executive Committee.
- Vote to break a tie.
- Serve as the liaison between the Association and the administration on matters at hand.
- Be responsible for passing on to the succeeding President pertinent information of the Association.

Section 2. The Vice President shall:

- Assist the President when called upon to do so.
- Serve as the President in the event of his/her absence.
- Solicit and/or appoint, if necessary, a committee chairperson and members to serve on special and standing committees.
- Attend all required meetings in the absence of the President.
- Assist the President in attending Association committee meetings.
- Attend Governance Advisory Council (GAC) meetings or designate a representative, preferably from the Executive Committee.
- Oversee and maintain Association budget, receiving prior approval of all expenditures from President.
- Report budget status at Association meetings.
- Maintain the Staff Association Constituent list.
- Maintain Association website.
- Maintain the Association ListServ.
- Coordinate with the Human Resources Benefits Coordinator.
- Be responsible for passing on to the succeeding Vice President pertinent information of the Association.

Section 3. The Secretary shall:

- Reserve rooms for Staff Senate and Association meetings.
- Compose formal minutes of all Association meetings and distribute to Executive Committee for review within one week after meeting.

- Within two weeks of Association meeting, distribute minutes to Association.
- Notify Staff Senate and Association members of respective meetings, preferably with an agenda.
- Serve as Chair and coordinate the Election Committee for all Association elections.
- Have all correspondence approved by the Staff Association President before being sent to Association.
- Be responsible for passing on to the succeeding Secretary all pertinent information of the Association. The outgoing and incoming Staff Association Executive board shall meet to discuss executive procedures by August 1 of each academic year.

## Article II. ELECTION OF EXECUTIVE COMMITTEE

Section 1. The newly elected Staff Senate shall elect the President, Vice President, and Secretary yearly. There will be equal representation from exempt and nonexempt employees serving as the Executive Committee. If the President is an exempt employee, the Vice President must be a nonexempt employee; if the President is a nonexempt employee, the Vice President must be an exempt employee. The employment status of the Secretary can be exempt or nonexempt as long as equal representation is maintained between the President and Vice President.

Section 2. The Executive Committee will be elected from the new Staff Senate and the election will be held in June each year.

Section 3. The current Secretary will conduct the election of the Executive Committee. He/She will call for nominations for Executive Committee. A vote will take place with newly elected Senators.

Section 4. The newly elected Executive Committee's term will run from July 1 to June 30 for a one-term limit. Exception: if no one is nominated for an Executive Committee position, each term may run concurrently.

Section 5. If an officer is reclassified in employment status, the officer shall resign, then an election to fill the position shall be held by the Election Committee.

Section 6. Any officer elected or appointed may be removed by the Senate with cause.

A vote to remove any officer must be by a 2/3 majority of the Senators present.

Section 7. Vacancies in the Executive Committee will be filled as follows: a vacancy of the President's position will be filled by the Vice President. A replacement will be elected for the Vice-President position from the Staff Senate (the Senate members status need not be considered). Remaining and subsequent vacancies in the Executive Committee will be filled by the Staff Senate from its own members. The balance of exempt/nonexempt employees on the Executive Committee will resume at the next scheduled election in June.

## Article III. DUTIES OF THE STAFF SENATE

Section 1. The Staff Senate shall:

- Represent the members of the Association by attending regularly scheduled meetings and special meetings called by the President of the Association for the

purpose of conducting business.

- Notify Secretary if unable to attend a meeting, with explanation of absence, prior to the meeting. Absences will be reviewed by the Executive Committee.
- Be accessible to communicate information regarding voting matters or other concerns of the Association to any member.
- Serve on a minimum of one (or more) of the standing committees.
- Recommend at least one exempt and one non-exempt Staff Senator for the University Institutional Salary & Fringe Benefits Committee to represent the Staff Association members.
- Staff Senate shall vote to approve the recommended committee members and the Staff Association Executive Committee shall forward the recommendation to the chair of the Institutional Salary & Fringe Benefits Committee.
- Continually strive to develop membership participation in Association activities.

#### Article IV. ELECTION OF THE STAFF SENATE

Section 1. The Staff Senate will be comprised of 12 members. Six (6) members will be chosen from exempt staff and six (6) from nonexempt staff. The Staff Senate is elected for a two - year term. Members may succeed themselves.

Section 2. In April each year, the Election Committee asks the Association for Staff Senator nominations. Staff Association members may nominate as many fellow members as they wish, and/or they may nominate themselves. Once nominations have been collected, the Election Committee will contact each nominee regarding their nomination. Nominees will have one week to respond, either accepting or declining the nomination. If the Election Committee has not received any response from a nominee within the given timeline, that individual's name will not be included on the final ballot. The Election Committee shall then prepare and distribute ballots to the Association, and tally the ballots. The Election Committee shall first notify each of the winners, and will then notify the entire Association of the election results.

Section 3. The Election Committee shall keep a detailed tally of votes for each candidate. The positions will be filled by order of those getting the highest votes and continuing down the list of each with lesser votes until all positions have been filled. In the event of the exact number of nominees, their appointment shall be by acclamation.

Section 4. Staff Senate vacancies are filled by the runners-up from the last election for the balance of the vacated term. If a vacancy cannot be filled through the above means, it will be filled with a similarly qualified (that is exempt or nonexempt) person, appointed by the Election Committee and approved by the Staff Senate.

Section 5. The newly elected Staff Senate will meet in June each year to elect Executive Committee officers for the Association.

#### Article V. ADMINISTRATIVE FUNCTION

Section 1. All proposals from members of the Association or from a Senate member, to be considered by the Staff Senate, must be submitted to the Secretary two weeks prior to a regularly scheduled meeting. The Secretary will coordinate and distribute the proposal(s) to the members of the Staff Senate. The Staff Senate will then determine by a simple majority, which proposals require a vote by the entire Association.

## Article VI. STANDING COMMITTEES (appointed annually)

### Section 1. ELECTION, CONSTITUTION, AND BYLAWS COMMITTEE

- Membership: The committee will have a minimum of five Staff Association members and will include at least one exempt and one nonexempt employee. The newly elected Secretary is the Chair and a member of this committee. The preceding Chair and one preceding member will remain on this committee as members for the following fiscal year. At least one member of this committee shall be a Staff Senator.
- Function: To examine, on a yearly basis, the constitution and bylaws of the Association and recommend necessary additions, adjustments, and/or changes. The committee will also develop and conduct all elections pertinent to the Association.
- Meetings: as needed

### Section 2. CARE AND WELCOMING COMMITTEE

- Membership: The committee will have a minimum of five Staff Association members and will include at least one exempt and one nonexempt employee. The preceding Chair and one preceding member will remain on this committee as members for the following fiscal year. At least one member of this committee shall be a Staff Senator.
- Function: To welcome new eligible Staff Association members to the campus and the Association. Provide support to new staff employees and serve as an additional resource of information. The committee will also serve as an opportunity for Staff Association members to assist in fulfilling unmet needs in and around the Missouri Western State University community.
- Meetings: monthly to prepare welcome packets and greet new employees.
- Current Chair will be responsible for passing on to the succeeding Chair pertinent information of the committee.

### Section 3. EMPLOYEE ENGAGEMENT COMMITTEE

- Membership: The committee will have a minimum of five Staff Association members and will include at least one exempt and one nonexempt employee. The preceding Chair and one preceding member will remain on this committee as members for the following fiscal year. At least one member of this committee shall be a Staff Senator.
- Function: The Employee Engagement Committee is charged with building morale and a sense of community among Missouri Western staff members. The committee will utilize Staff Association resources to provide engagement opportunities and recognition to all constituencies.

- Meetings: as needed
- Current Chair will be responsible for passing on to the succeeding Chair pertinent information of the committee.

#### Article VII. SELECTION OF THE COMMITTEE CHAIR

Section 1. Selection of committee chairs will be done by a vote of committee members and must be approved by the full Senate. It is recommended that the chair have previously served on the committee.

Section 2. If a chairperson would leave before the end of their term, the Vice President may appoint a new chair and solicit a replacement committee member.

#### Article VIII. STAFF ASSOCIATION COMMUNICATION

Section 1. The Staff Association ListServ will be used for official correspondence to Staff Association members. This will include: meeting notification and additional news as deemed necessary by the Staff Association Executive Board. Announcements not related to official staff business shall be sent via other university communication.

Revised: April 2025