DUTIES OF EXECUTIVE COMMITTEE

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 1st Vice President.
- Forward the names of Association members who have volunteered to serve on institutional committees to the university President. Recruit individuals if needed.
- Approve all budget expenditures.
- Attend GAC and Board of Governors meetings or send representative.
- Vote to break a tie.
- Be responsible for passing on to the succeeding President pertinent information of the Association.
- Serve as the liaison between the association and the administration on matters at hand.

The 1st 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.
- Be responsible for passing on to the succeeding 1st Vice President pertinent information of the Association.
- Attend GAC meetings.
- Oversee and maintain Association budget, receiving prior approval of all expenditures from President.
- Report budget status at Association meetings.

The 2nd Vice President shall:
- Compose formal minutes of all Association meetings; within two weeks forward to Association Secretary for distribution to Association.
- Send cards from the Staff Association once notification has appeared publicly that a staff member is hospitalized or has experienced a death in the family.
- Serve as Chair of the Professional Development Committee.
- Be responsible for passing on to the succeeding 2nd Vice President pertinent information of the Association.
- Maintain Association website.

The Secretary shall:
- Reserve rooms for Staff Senate and Association meetings.
• Notify Staff Senate and Association members of respective meetings, preferably with an agenda.
• Distribute minutes to all Association members.
• Chair and coordinate the Election Committee for all Association elections.
• Handle communications as necessary; maintain the Association listserv.
• Have all correspondence approved by the Staff Association President before being sent to Association.
• Be responsible for keeping and passing on to the succeeding Secretary all pertinent information of the Association.

II. ELECTION OF EXECUTIVE COMMITTEE

• The newly elected Staff Senate shall elect the President, 1st Vice President, 2nd 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 1st Vice President must be a nonexempt employee; if the 2nd Vice President is an exempt employee, the Secretary must be a nonexempt employee.
• The Executive Committee will be elected from the new Staff Senate and the election will be held in June.
• The current Secretary and the Election Committee will prepare ballots, conduct the election of the Executive Committee, tally the ballots, and inform the Staff Senate and the Association of the results.
• The newly elected Executive Committee’s term will run from July 1 to June 30.
• If an officer is reclassified in employment status, the officer shall resign, then an election to fill the position shall be held.
• 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.
• Vacancies in the Executive Committee will be filled as follows: a vacancy of the President’s position will be filled by the 1st Vice President. A replacement will be elected for the 1st 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.

III. DUTIES OF THE STAFF SENATE

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 one or more of the standing or special events committees.
• Continually strive to develop membership participation in Association activities.
IV. ELECTION OF THE STAFF SENATE

- The Staff Senate will consist of 16 members. Eight (8) members will be chosen from exempt staff and eight (8) from nonexempt staff. The Staff Senate is elected for a two-year term. Members may succeed themselves.
- In April, the current Secretary and Election Committee will prepare and distribute ballots to the Association, tally the ballots, and inform the Association of the results.
- The Secretary and 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.
- 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.
- The newly elected Staff Senate will meet in June to elect officers for the Association.

V. ADMINISTRATIVE FUNCTION

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 then coordinate and distribute these proposals 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.

VI. COMMITTEES STANDING (appointed annually)

- SALARY AND FRINGE BENEFITS COMMITTEE
  
  Membership: A committee consisting of at least five members of the Association to be confirmed by the Staff Senate (at least two exempt and two non-exempt employees, excluding the chair). The Chair and one member will remain on this committee as members for the following fiscal year. At least one member of this committee shall be from the Staff Senate.

  Function: To review and make recommendations concerning salary and fringe benefits for the members of the Association.

  Meetings: An invitation to attend committee meetings must be sent to all members of the Staff Association Executive committee. At least one member of the Executive Committee must be present at each meeting. If an Executive Committee member cannot be present, the meeting must be rescheduled.

- CONSTITUTION AND BYLAWS COMMITTEE
Membership: A committee consisting of at least five members of the Association to be confirmed by the Staff Senate (at least two exempt and two non-exempt employees, excluding the chair). The Chair and one member will remain on this committee as members for the following fiscal year. At least one member of this committee shall be from the Staff Senate.

Function: To examine, on a yearly basis, the constitution and bylaws of the Association and recommend necessary additions, adjustments, and/or changes.

- **WELCOMING COMMITTEE**

Membership: A committee consisting of at least five members of the Association to be confirmed by the Staff Senate (at least two exempt and two non-exempt employees, excluding the chair). The Chair and one member will remain on this committee as members for the following fiscal year. At least one member of this committee shall be from the Staff Senate.

Function: To orient new staff employees to the campus and the Association. Provide support to new staff employees and serve as an additional resource of information.

- **ELECTION COMMITTEE**

Membership: A committee consisting of at least five members of the Association to be confirmed by the Staff Senate (at least two exempt and two non-exempt employees, excluding the chair). The newly elected Secretary is the Chair and a member of this committee. The Chair and one member will remain on this committee as members for the following fiscal year. At least one member of this committee shall be from the Staff Senate.

Function: To develop and conduct all elections pertinent to the Association.

- **GRIEVANCE COMMITTEE**

Membership: A committee consisting of at least five members of the Association to be confirmed by the Staff Senate (at least two exempt and two non-exempt employees, excluding the chair). The Chair and one member will remain on this committee as members for the following fiscal year. At least one member of this committee shall be from the Staff Senate.

Function: To receive claims relating to grievance from any member of the Association and to initiate the first step in the grievance procedure.

- **PROFESSIONAL DEVELOPMENT COMMITTEE**

Membership: A committee consisting of a Chair (2nd VP) and four members of the Association to be confirmed by the Staff Senate (two exempt and two non-exempt employees, excluding the chair). The Chair and one member shall remain on this committee as members for the following fiscal year. At least one member of this committee shall be from the Staff Senate.
Function: To promote staff development, provide information concerning funding available, and to select recipients of staff development funding.

• SPECIAL EVENTS COMMITTEE

Membership: A committee consisting of at least five members of the Staff Association to be confirmed by the President of the Staff Association. At least one member of the committee shall be from the Staff Senate.

Function: The Special Events Committee will serve as the planning committee for special events attended by members of the Staff Association. These events may include, but are not limited to, the following:

- Winter Retreat
- Spring Retreat
- Professional/Social gatherings
- Professional Development programs
- Staff Association Employee Recognition programs

New projects/programs will be approved by the Staff Senate before being implemented.

• ADVANTAGE COMMITTEE

Membership: A committee consisting of five members of the Staff Association to be confirmed by the President of the Staff Association. Members on the committee will serve for, at least, one year terms. The Chairperson and at least one member shall remain on this committee for the following year. At least one member of the committee shall be from the Staff Senate.

Function: The Advantage Committee will serve as an opportunity for Staff Association members to assist in fulfilling unmet needs in and around the Missouri Western State University community.

VII. SELECTION OF THE COMMITTEE CHAIR

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.

If a chairperson would leave before the end of their term, the 1st Vice President may appoint a new chair and solicit a replacement committee member.

Revised: September 2011