
SUBJECT: BYLAWS of the Snow College Staff Association

Staff Association President

Office of Staff Association President:

The President shall represent the Association to the public and other college organizations, either personally or through delegation, and shall perform all other functions usually attributed to this office. The President shall, in conjunction with the Staff Association Executive Council, supervise, direct, and promote the primary purposes of the Association and represent the Association at the College Council, Policy Meetings, Association representation for the College. The President may call meetings as needed and shall preside over all meetings as its administrative officer.

The President will attend, when possible, the meetings of the "Utah Higher Education Staff Association" (known as UHESA) as the Colleges Representative.

Terms of Office:

Terms of office begin July 1 and end June 30. The term of office shall be three years. First Year of Term will be as President-Elect, Second Year of Term will be as the Staff Association President, Third Year of Term will be as the Staff Association Past President.

Duties:

Staff Executive Council Members will be allowed appropriate and reasonable release time for the performance of their prescribed duties. This time shall be coordinated with supervisors to assure that college operations continue to function effectively. Officers shall not receive additional compensation for the performance of their duties as officers of the Association.

Staff Association President-Elect

The President-Elect shall assist the President in performance of duties; engage in activities necessary to maintain continuity of Staff Executive Council business; attend meetings at the request of the President; serve as a member of any Association committee as assigned by the President.

Staff Executive Council Member

The Executive Council member shall assist the President in performance of duties; engage in activities necessary to maintain continuity of Association business between campuses; attend meetings at the request of the Staff Association President; serve as the Committee Chair in the committee that they are associated with.

Terms of Office:

Terms of office begin July 1 and end June 30. The term of office shall be two years. First Year of Term will be as Committee Co-Chair; Second Year of Term will be as Committee Chair.

Duties:

Staff Executive Council Members will be allowed appropriate and reasonable release time for the performance of their prescribed duties. This time shall be coordinated with supervisors to assure that college operations continue to function effectively. Officers shall not receive additional compensation for the performance of their duties as officers of the Association.

Committee Co-Chair

The Committee Co-Chair shall assist the Chair of the committee that they are associated with in performance of duties; engage in activities necessary to maintain continuity of Association business between campuses; attend meetings at the request of the Committee Chair.

Secretary

The Staff Association President may select a secretary who will serve for one year. The secretary shall attend all meetings of the Staff Executive Council, attend other meetings as assigned by the President, or as needed; keep accurate records of all Association business, including minutes of all official Association meetings; and distribute such records as necessary.

Vacancies

Staff Association President:

If the office of President becomes vacant, it shall be filled by the President-Elect which shall then finish the Presidents term of office and then fill the office of President, for their original term as President as well.

Staff Association President-Elect

If the office of President-Elect becomes vacant, it shall then be filled by the Executive Council member, which shall then finish the President-Elect term of office and then fill, the office of President-Elect, for their original term as President-Elect as well.

Staff Executive Council Member

If the office of Council member becomes vacant, it shall be filled by the Co-Chair of the corresponding committee. The Co-Chair shall be filled by a nomination and vote to be held

by the corresponding/respective Association Committee. They shall then finish the Council Members term of office and then fill the office of Council Member for the next year as well.

Removal of President, President-Elect, and Council Member.

A special election may be held to vote on the removal of the President, President-Elect, or Council Member from office. A petition, signed by a minimum of twenty percent of the total college staff association membership, must be presented to the Staff Executive Council calling for a special election is required. A petition may be presented by any Association member. The special election for removal shall be a simple majority of all those participating in the vote.

Amendments

Amendments to these Bylaws may be proposed by any Association Member. Proposed amendments to the Bylaws must be presented to the Staff Association Executive Council before being presented to the general membership.

Amendments to the Bylaws shall be approved by the Association by a simple majority vote of all those participating in the vote. Any proposed amendment to the Bylaws must be distributed to all members at least two weeks prior to the scheduled vote. The vote may take place at any regular meeting of the Association, via electronic ballot, or paper ballot. Votes by proxy are allowed if voting takes place at an Association meeting.