

**BYLAWS:**  
**Eastern Oklahoma State College Staff Council**

1. The regularly scheduled meeting of the Eastern Oklahoma State College Staff Council shall meet on the first Tuesday of each month of the school year unless otherwise designated by the chairperson. All staff members shall be notified of all meetings at least twenty-four (24) hours in advance.
2. Dues shall be determined at the May meeting and payable on July 1.
3. A quorum of the Staff Council shall be three-quarters of the council members, which is five of the seven members. A quorum of the officers for the Staff Council shall also be three-quarters. A council member unable to attend a meeting shall send an alternate representative in his/her place.
4. Staff Council members unable to attend any scheduled meeting due to official business shall be able to vote by absent ballot. Absentee ballots may be received from and returned to, in a sealed envelope, to the Staff Council Secretary no sooner than three (3) days prior to and returned no later than twenty-four (24) hours before the Staff Council election meeting. Absentee ballots shall be opened and added to the total ballots for counting after the voting is concluded.
5. Standing committees as established in Article VII of the Constitution are:
  - a. Nominations and Elections committee
  - b. Voting committee
  - c. Picnic committee
  - d. Bylaws committee
  - e. Benefits committee

Members in each of these committees shall consist of at least two (2) members as per Article VII, Section 2. Members shall meet as needed and work under the direction of the EOSC Staff Council.

6. An ad hoc or special committee may be created for a particular purpose and continue in existence until the work is completed and a final report given. The ad hoc committee may not be created to do the work of an existing committee.
  - a. Members of an ad hoc committee shall consist of at least three (3) members (Article V, Section 1D).
  - b. Members shall be appointed at the first council meeting after a request is made by a Staff Council member (see Article IV, Section I) or at any executive board meeting requiring the establishment of an ad hoc committee (Article V).
  - c. Ad hoc or special committees shall present a written report at the next regularly scheduled Staff Council meeting.
  - d. Ad hoc or special committees work under the direction of the Eastern Oklahoma State College Staff Council.

# **CONSTITUTION:**

## **Eastern Oklahoma State College Staff Council**

### **ARTICLE I**

#### **Name**

The name of this organization shall be the Eastern Oklahoma State College Staff Council.

### **ARTICLE II**

#### **Purpose**

- Section 1 The Staff Council of Eastern Oklahoma State College exists to:
- a. Promote professional rapport and facilitate communication between the classified staff, the faculty, the administration, the student body and the community.
  - b. Advance common areas of support interest: professional growth and practices, staff welfare, safety standards, institutional philosophy, communication and student welfare.
  - c. Enhance staff participation in determining appropriate fiscal and institutional priorities, staff duties and authority and administrative responsibilities including levels of authority.

### **ARTICLE III**

#### **Membership**

- Section 1 Membership in the Staff Council shall consist of classified and professional staff employees of Eastern Oklahoma State College who are employed at least one-half time.
- Section 2 Upon recommendation of the Staff Council Officers Elect (as defined in Article IV of this Constitution), and an affirmative vote of a majority, new categories of membership may be added.
- Section 3 Payment of Eastern Oklahoma Staff Council dues entitles the aforementioned to full membership including voting rights, privileges and benefits.

**ARTICLE IV**  
The Staff Council Officers Elect Board

The executive power of the Eastern Oklahoma State College Staff Council is hereby vested in and Officers Elected Board, which shall consist of the office of Chairperson elected at large from the classified staff. Eligibility for the position of Chairperson; must have completed at least three years of a continuous, full-time contract employment at Eastern Oklahoma State College. The Officers Elect Council shall:

Section 1 Represent the classified staff and the professional staff as a media for direct communication with the administration and the Eastern Oklahoma State College Board of Regents through the Vice President of Business Affairs concerning staff rights, benefits, salaries, dismissal, job classifications, bilateral transfers, leaves and all other subjects which directly affect the classified staff and professional staff.

The Chairperson of the Staff Council will represent the staff in all communication to the Board of Regents and the President through the Vice President of Business Affairs.

At the request of a member, special committees shall be appointed to evaluate the merits of the request regarding the staff member's concern as listed in Article II, Section 1C and Article IV of this section, by any member of the Eastern Oklahoma State College Staff Council.

All committees shall present written reports to the Staff Council which shall then determine the appropriate action to be taken. All interested parties shall then be notified of the Officer Elect's decision.

Section 2 Solicit the viewpoints of staff on any matters which seem appropriate.

Section 3 Actions taken by the Officer Elect Board shall not be construed to limit or deny the right of a staff member to initiate or continue an individual inquiry.

Section 4 Officer Elect Board shall be elected to a two-year term by receiving a majority vote of staff members. A vacancy should be replaced by an all staff vote to fulfill the remaining term by the next regular meeting.

Section 5 Meetings of the Staff Council shall be at the call of the Chairperson, or at the call of the majority of members of the Staff Council, or at the call of a majority of the Eastern Oklahoma State College Staff Council, but will meet at least once a month.

- Section 6 The duties of the Officer Elect Board shall be:
- a. To make recommendations to the administration and the Eastern Oklahoma State College Board of Regents through the Vice President of Business Affairs to be acted upon by the Eastern Oklahoma State College Staff Council.
  - b. To act upon matters of business concerning the classified staff when it is impractical to call a meeting of the entire classified staff.
  - c. To offer advice on and consent to all standing committee assignments and chairmanships upon recommendation of the Chairperson and the Eastern Oklahoma State College Staff Council.
  - d. To act as a coordinating body for activities of the Eastern Oklahoma State College Staff Council.
  - e. To assess annual dues and special fees with the concurrence of a majority of the Eastern Oklahoma State College Staff Council.

## **ARTICLE V**

### Offices, Officers, and Duties

- Section 1 The Chairperson shall be elected at large from qualified staff and professional staff. The duties of the Chairperson shall be:
- a. To promote the interests of the Eastern Oklahoma State College Staff Council by communicating to the President and/or the Board of Regents through the Vice President of Business Affairs for Eastern Oklahoma State College when necessary.
  - b. To act as lead officer of the Eastern Oklahoma State College Staff Council.
  - c. To name all committees and to appoint committee chairpersons with the advice and consent of the Officers Elect Board of the Eastern Oklahoma State College Staff Council.
  - d. To appoint ad hoc committees and chairpersons of at least three members.
  - e. To serve as an ex officio member of all committees of the Eastern Oklahoma State College Staff Council.
  - f. To appoint a parliamentarian subject to confirmation by a majority of the Eastern Oklahoma State College Staff Council.
  - g. To cosign all duly authorized pay orders drawn upon the treasury of the Eastern Oklahoma State College Staff Council.
  - h. To suggest policies and make recommendations deemed necessary, to the Eastern Oklahoma State College Staff Council, Officers Elect Board and administration with Eastern Oklahoma State College Staff Council's approval.
  - i. To preside at all meetings of the Eastern Oklahoma State College Staff Council and meeting of the Officer's Elect Board.
  - j. To deliver an annual message to the Eastern Oklahoma State College Staff Council setting forth the priorities of the Eastern Oklahoma State College Staff Council for the tenure of his/her office.

- k. To attend and/or appoint a delegate to attend Eastern Oklahoma State College Board of Regent's monthly meetings.
- l. Assist in planning classified staff meetings.

Section 2 The offices to be filled by election within the Eastern Oklahoma State College Staff Council Officer's Elect Board shall be: The Co-Chair, the Secretary and the Treasurer.

Section 3 The duties of the Co-Chair of the Eastern Oklahoma State College Staff Council shall be:

- a. To preside in the absence of the Chairperson at meetings of the Eastern Oklahoma State College Staff Council and the Eastern Oklahoma State College Staff Council Officer's Elect Board.
- b. To assume the office of the Chairperson of the Eastern Oklahoma State College Staff Council in the event of their vacancy.
- c. To perform duties assigned by the Chairperson of the Eastern Oklahoma State College Staff Council.

Section 4 The duties of the Secretary of the Eastern Oklahoma State College Staff Council shall be:

- a. To keep minutes of all meeting of the Eastern Oklahoma State College Staff Council and the Eastern Oklahoma State College Officer's Elect Board and distribute minutes to all Eastern Oklahoma State College Staff Council and all Eastern Oklahoma State College classified staff within ten (10) days of all meetings.
- b. To maintain a complete and accurate roll of members of the Eastern Oklahoma State College Staff Council.

Section 5 The duties of the Treasurer of the Eastern Oklahoma State College Staff Council shall be:

- a. To assure maintenance of accurate records of all financial transactions concerning the Eastern Oklahoma State College Staff Council.
- b. To co-sign all duly authorized pay orders drawn upon the treasury of the Eastern Oklahoma State College Staff Council
- c. To submit an annual fiscal report at the July meeting of the Eastern Oklahoma State College Staff Council.
- d. To perform duties assigned by the Chairperson of the Eastern Oklahoma State College Staff Council.

Section 6 The duties of the Representatives of Eastern Oklahoma State College Staff Council shall be:

- a. To speak for all staff before the Eastern Oklahoma State College Staff Council
- b. To attend all meetings of the Eastern Oklahoma State College Staff Council and the meetings of the Eastern Oklahoma State College Officers Elect Board or to send a designated representative in his/her place.

- c. To act as liaison between the Officers Elect Board and the membership.
- d. To perform duties assigned by the Chairperson of the Eastern Oklahoma State College Staff Council.

Section 7 The term of office for the Staff Council Chairperson shall begin on the day after the election. The Staff Council Chairperson shall be elected by secret ballot at an all staff meeting to be held no later than the first week in November. If necessary, (when a simple majority is not reached from the November election), a runoff election will be held the first week of December. All other officers shall be elected at the first scheduled meeting of the Staff Council.

## **ARTICLE VI**

### **Meetings**

Section 1 The Eastern Oklahoma State College Staff Council shall meet for an annual meeting the first week in January. Other meetings may be held at the call of the Chairperson with the concurrence of a majority of the Staff Council. All staff and professional staff employees shall be given notice of each meeting at least (2) days in advance.

Section 2 Emergency meetings of the Eastern Oklahoma State College Staff Council may be called at the request of the Chairperson. Such meetings may be called without written notice to the Eastern Oklahoma State College staff.

## **ARTICLE VII**

### **Committees**

Section 1 The standing committees for the Eastern Oklahoma State College Staff Council shall be as follows:

- a. The benefits committee has the duty to review and evaluate staff benefits and make recommendations to the Officers Elect Board.
- b. The nomination and election committee has the duty to place in nomination at least two qualified staff or professional staff candidates for the office of Staff Council Chairperson.
- c. The voting committee shall be formed outside of the classified staff for counting ballots. For example; faculty.
- d. The picnic committee has the duty of planning the yearly employee picnic.
- e. The bylaws committee has the duty of amending the bylaws.

Section 2 Membership of these committees may be composed of any Eastern Oklahoma State College Staff Council member and at least one member of the Eastern Oklahoma State College Officers Elect Board.

Section 3 Other standing committees may be formed by action of the Officer Elect Board.

Section 4 Special or ad hoc committees shall be formed by action of the Officers Elect Board.

Section 5 All committees must communicate in writing with the Officers Elect Board.

## **ARTICLE VIII**

### **Amendments**

Section 1 This Constitution shall be amended by a two-thirds (2/3) vote of the Eastern Oklahoma State College Staff Council who cast their ballots in a meeting. The total number of ballots cast must equal at least twenty-five (25) percent of the total voting members of the Eastern Oklahoma State College Staff Council. Proposed amendments are to be submitted in writing to the Officers Elect Board two (2) weeks prior to such vote and notice of such proposed amendment or amendments shall have been given to the Eastern Oklahoma State College Staff Council at least one (1) week in advance of the date of such meeting.

Section 2 Bylaws shall be added by a majority vote of those casting their ballots in a meeting of the Eastern Oklahoma State College Staff Council. The total number of ballots cast must equal at least twenty-five (25) percent of the total voting members of the Eastern Oklahoma State College Staff Council. Proposed Bylaws must be submitted in writing both to the Officers Elect Board and the Eastern Oklahoma State College Staff Council prior to such meetings.

## **ARTICLE IX**

### **Interpretation**

Conflicts in interpretation of implementation of any article contained within this Constitution shall be resolved at an emergency meeting of the Officers Elect Board. Any recommendation or interpretation by the Officers Elect Board shall be brought before the Eastern Oklahoma State College Staff Council for final resolution. A two-thirds (2/3) majority of those present and voting shall be required.

## **ARTICLE X**

### **Ratification**

Upon acceptance of this Constitution by two-thirds (2/3) vote of those voting within the Eastern Oklahoma State College Staff Council, this Constitution shall be ratified.