

Staff Association Bylaws

Modified on: Thursday September 28, 2023

Voted on and approved 9.28.23

Article I. Name

The name of this organization shall be the College of Liberal Arts and Human Sciences Staff Association.

Article II. Mission Statement

The Association's purpose is to represent and advocate for the views, opinions, queries, and concerns of the esteemed staff within the College of Liberal Arts and Human Sciences. We embrace the responsibility of representing the college staff to Administration, the Staff Senate, and the Commission on Staff Policy and Affairs (CSPA). By fostering open communication, we strive to create a platform for meaningful dialogue and ensure that every staff member's viewpoint is heard and respected.

We hope to build an environment that nurtures the professional and personal growth of our staff, fostering a sense of fellowship and camaraderie. Together, we forge a path towards collective success, where the staff's well-being and aspirations are top priority.

Article III. Membership

Association membership shall consist of all staff (full and part-time, wage and salary) in the College of Liberal Arts and Human Sciences.

Wherever the word "staff" is mentioned in the bylaws is defined to mean all non-faculty salaried employees and non-student wage employees of Virginia Polytechnic Institute and State University.

Elections shall be held by March 31, and officers shall begin their term on July 1.

Members shall be released from normal work duties to attend association and/or committee meetings, events, and other association-related duties.

Article IV. Elected Officers and Representatives

The officers/representatives of the organization shall be President, Vice President, Secretary, Treasurer, Staff Senator(s), and Senate Alternates.

President: (1-year term) The President shall preside at all meetings of the organization and of the Executive Committee and call special meetings when necessary. This officer shall serve as an ex-officio member of all committees and perform such other duties as are usually associated with this office.

First Vice President: (1–year term): The First Vice President shall assist the President in the work of the association and shall, in the absence of the President, assume the duties pertaining to that office. This officer shall be the Nominations Committee Chair and shall call meetings of the Nominations Committee. At the end of the one-year term, the First Vice President shall automatically be nominated for the office of President.

Second Vice President: (1–year term): The Second Vice President shall also assist the President as needed. This officer shall be the Program Committee Chair, shall call meetings of the Program Committee, and be responsible for ensuring that programs for the meetings are executed. At the end of the one-year term, the Second Vice President, shall automatically be nominated for the office of First Vice President.

Secretary: (1-year term) The Secretary shall send out notices of the meetings and handle all correspondence as designated by the Executive Committee. This officer shall keep the minutes of the meetings of the organization and of the Executive Committee and shall ensure that staff is notified electronically of meetings. This officer shall submit to the Webmaster the minutes of the meetings and association updates.

Treasurer: (1-year term) The Treasurer shall have the responsibility of accurately recording the finances of the organization and be responsible for collecting and depositing all money associated with the organization. This officer shall provide a financial update when requested and provide a financial statement at the general meetings. This officer shall be Chair of the Scholarship Committee and shall be charged with administration of the scholarship fund. This officer shall have the books audited prior to June 30 by an auditor outside the College of Liberal Arts and Human Sciences.

Parliamentary Advisor: (1-year term) The Parliamentarian shall advise the President on parliamentary procedures in accordance with [ROBERT'S RULES OF ORDER, NEWLY REVISED](#).

Staff Senator(s): (3-year term) The Staff Senator(s) shall represent the College of Liberal Arts and Human Sciences staff at monthly meetings of the University Staff Senate and disseminate electronically information discussed/proposed/decided upon to the College of Liberal Arts and Human Sciences staff. The Staff Senator(s) shall communicate concerns to Staff Senate.

Staff Senate Alternate(s): (1-year term) The Staff Senate Alternate(s) shall represent the College of Liberal Arts and Human Sciences staff at monthly meetings of the University Staff Senate. In the absence of a CLAHSSA Staff Senator, the Senate Alternate will have voting privileges and is to disseminate electronically information discussed/proposed/decided upon to the College of Liberal Arts and Human Sciences staff. In the absence of a CLAHSSA Staff Senator, the Staff Senate Alternate shall communicate concerns to the Staff Senate.

Article V. Governing Body

The Governing Body shall be known and referred to as the Executive Committee. It shall be composed of the elected officers (the President, Vice President, Secretary, Treasurer and

Parliamentary Advisor), Standing Committee Chairs, and Liberal Arts & Human Sciences Staff Senators and Staff Senate Alternates.

Article VI. Assessment for Funds

The Executive Committee must approve any requests made to the members for voluntary contributions on such occasions when funds are needed.

Article VII. Meetings

General meetings shall be held twice yearly, in the fall and spring. The Executive Committee may call special meetings. Meetings may be postponed or suspended by the Executive Committee, when necessary, because of exceptional circumstances, but notification of such postponement or suspension shall be given to the membership, whenever possible, at least one week in advance of the date on which the regular meeting would be held.

Article VIII. Standing Committees

Standing committees of the organization shall be: Executive Committee, Program Committee, Special Projects Committee, Communications Committee, Scholarship Committee, Staff Development Committee, and Nominations Committee, and they shall be made up as follows:

- **Executive Committee (EC):** The President, Vice President, Secretary, Treasurer, Parliamentary Advisor, Staff Senators, Staff Senate Alternates and Standing Committee Chairs shall constitute this committee.
- **Program Committee (PC):** The Vice President shall serve as chair of the Program Committee and shall request volunteers to serve on this committee. The PC shall be charged with developing and carrying out the program for the fall and spring CLAHS Staff Association meetings.
- **Special Projects Committee (SPC):** The President shall request volunteers to serve on this committee and the committee shall elect its own chair. The SPC shall be charged with developing and carrying out special projects identified by the CLAHS Staff Association body such as a holiday or community project.
- **Communications Committee (CC):** The Vice President shall serve as chair of the Communications Committee and shall request volunteers to serve on this committee. The CC shall be charged with maintaining all digital communications and marketing for the association i.e., website, social media, etc.
- **Scholarship Committee (SC):** The Treasurer shall serve as chair of the Scholarship Committee and shall request volunteers to serve on this committee. The SC shall be charged with requesting and receiving applications, raising funds, and selecting recipients.
- **Staff Development Committee (SDC):** The President shall request volunteers to serve on this committee and the committee shall elect its own chair. The SDC shall be charged with providing opportunities for educational and professional development for all staff in the College of Liberal Arts and Human Sciences.
- **Nominations Committee (NC):** The Vice President shall serve as chair of the Nominations Committee and shall request volunteers to serve on this committee. The NC

shall be charged with requesting volunteers to run for office and for overseeing elections at the spring meeting. Nominees may not be members of this committee.

Article IX. Elections

Election of CLAHSSA Officers:

A slate of officers shall be nominated from the College of Liberal Arts & Human Sciences staff at-large by the Nominations Committee.

Nominations for officers shall be presented at the general meeting held in March. Nominations shall be accepted from the floor at the spring general meeting.

Elections shall be held by secret ballot.

Officers shall assume their responsibilities on July 1 of the current year and continue through June 30 of the following year.

In case of a vacancy of office, the Executive Committee shall appoint a replacement to fulfill the term.

Election and Terms of Office for Staff Senators and Alternates: (voted on and approved March 5, 2008)

The CLAHSSA Nominations Committee shall call for nominations and volunteers from all staff of the College of Liberal Arts and Human Sciences for vacant Senator and Staff Senate Alternate positions. Ballots shall be prepared for voting at the spring general meeting. Nominations shall be accepted from the floor. Elections shall be held by secret ballot with results reported to Staff Senate.

In accordance with the Staff Senate's Constitution, the number of Senators elected is contingent on the number of staff employees in the College's Staff Association.

- 100 or less staff – 2 senators
- 101 to 300 staff – 3 senators
- 301 to 499 staff – 4 senators
- 500 or more staff – 5 senators

The maximum number of senators from any single college or administrative area shall be five. Staff Senators shall be elected for three-year terms commencing July 1 and ending June 30 three years later.

There shall be a minimum of three and a maximum of five Staff Senate Alternates. Staff Senate Alternates shall be elected for a one-year term commencing July 1 and ending June 30 one year later.

In the case of a vacancy, the Alternate shall assume the duties of the vacant position. If that is not possible, an election for a replacement shall be held. The elected representative shall serve out the remainder of that term.

Article X. Quorum

A majority of the membership present shall constitute a quorum for the election of officers and for amendments to the by-laws. Votes may be by absentee ballot.

Conducting Business:

A majority vote of members present shall carry a motion.

The minimum number of members required to pass a vote is 5.

Votes may be made by acclamation or show of hands, unless a member requests a secret ballot vote.

The President or Vice President may appoint committees or subcommittees as necessary to carry out the work of the association.

Article XI. Amendments

These by-laws may be amended at any meeting where a quorum is present, provided the amendment has been submitted at the previous meeting, or in writing to every member at least one week before the meeting at which a vote will be taken on the amendment.

Amendments shall become effective upon the adjournment of the meeting in which they are adopted unless a different effective date is included in the revision.

Article XII. Parliamentary Procedure

Except as herein provided, the latest edition of Robert's Rules of Order shall govern the proceedings of the organization during the regular meetings.