

University of Wyoming

Bylaws

Staff Council, College of Engineering and Applied Science

Article I. Name

The name of the organization shall be the Staff Council, College of Engineering and Applied Science (SCCEAS). Herein, it will be referred to as the Council.

Article II. Creation and Purpose

The Dean of the College of Engineering and Applied Science (CEAS) requested the creation of the Council for the following purposes:

- A. To provide an avenue whereas staff can express and share experiences, concerns, and provide collegiality within the CEAS through communication and participation in decision-making.
- B. To provide a venue for expression and increased communication between the staff, faculty, academic professionals, and students.
- C. To promote good relations and cooperation within the CEAS with the purpose of creating cohesive culture.
- D. To promote increased cooperation within the University of Wyoming community.

Article III. Officers and Duties

- A. Officers will be elected biennially (2 years) by the general membership.
- B. The Executive Committee will consist of the Chairperson, the Vice-Chairperson, the Secretary and the Staff Senate Representative.
- C. Chairperson duties shall be:
 - Convene and preside at the Council meetings.
 - Appoint ad hoc committees in consultation with the Executive Committee when appropriate.
 - Submit the Council's recommendations to appropriate College officials.
 - Represent the Council or appoint a designee when needed at the college leadership meetings.
 - Prepare and respond to correspondence as needed.
- D. Vice-Chairperson duties shall be:
 - Act as the Chairperson in absence of Chairperson.
 - Act as Secretary in absence of the Secretary.
 - Maintain the calendar of events.
 - Prepare and respond to correspondence as needed.
- E. Secretary duties shall be:
 - Prepare agenda for meetings.
 - Record minutes of all the Council meetings.
 - Publish and archive all official records, including minutes.
 - Distribute materials to the Council membership.
 - Maintain the Council's membership roster.
 - Facilitate Council announcements.

- Prepare and respond to correspondence.
- F. Terms of elected officers shall be two years unless an office is vacated. If the Chairperson vacates, the Vice Chairperson will serve as Chair for the remainder of the term. If the Vice-Chairperson vacates, the position may remain vacant until the next election.

Article IV. Membership

- A. Membership shall consist of benefited staff and administrative professionals, both full and part time, in the College of Engineering and Applied Science. The College's Director of Business Operations will serve as an ex officio member.
- B. Representatives shall be appointed by unit managers and reviewed annually by the Executive Committee from the following department groups within the staff of CEAS:
- a. Atmospheric Science
 - b. Chemical
 - c. Civil and Architectural
 - d. Computer Science
 - e. Electrical and Computer
 - f. Mechanical
 - g. Petroleum
 - h. Dean's office
 - i. Business Office
 - j. Center for Student Success
 - k. CEAS Machine Shop

Article V. Governance

- A. The Council meetings shall occur every other month during the academic year and once during summer term. The dates and times of these meetings will be determined at the Council's first meeting of the academic year.
- B. The Executive Committee will meet monthly.
- C. Committees, other than the Executive Committee, will be *ad hoc* and respond to specific charges given by the Executive Committee.
- D. In order to transact business, a majority vote of the Council members present will carry a motion.
- a. Proposed amendments must be distributed to the Council membership twice in a two-week interval, and then a vote will be called and conducted
 - b. To pass, an amendment must be ratified by a two-thirds (2/3) majority of all votes received.
 - c. Results of the vote shall be distributed to the Council membership.
- E. Meetings shall be conducted using the basic tenets of *Roberts Rules of Order for Parliamentary Procedure*.
- F. Minutes of the proceedings shall be kept and published online at <http://www.uwyo.edu/ceas/dean/staff-council/index.html>
- G. Elections will be conducted by ex officio members, who do not vote in the elections.

Accepted December 16, 2009 (Amendment #1)
Date

Accepted October 11, 2017 (Amendment #2)
Date