

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).

Article II. Creation and Purpose

The Dean of the College of Engineering and Applied Science (CEAS) requested creation of the SCCEAS 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 College with the purpose of creating cohesive culture.
- D. To promote increased cooperation within the University of Wyoming community.

Article III. Membership

- A. Membership shall consist of benefited staff and administrative professionals, both full-time and part-time, in the College of Engineering and Applied Science. The Staff Senate representative will serve as an ex officio member.
- B. Terms of Council membership shall be two years unless a vacated term is being completed, or if the Vice-Chairperson/Chairperson-Elect is in the last year of his/her SCCEAS term, in which case this member's term is extended an additional year in order to assume the Chairperson's duties.
- C. Membership shall be elected from the following employment groups within the staff of CEAS:
 - a. Administrative support
 - b. College support
 - c. Research support
 - d. Technology support
- D. Each group will have equal representation based upon employee numbers within the employment groups. See Working Rules, Addendum A.
- E. Elections will be conducted under the guidance and direction of the Executive Committee. The Executive Committee will take guidance from the Working Rules.

Article IV. Meetings

- A. SCCEAS meetings shall occur in the following months: September, November, January, March, May, and July. The date and time of these meetings to be determined at the first meeting of the SCCEAS to be convened on the first Wednesday of September.
- B. Executive Council will meet monthly.
- C. SCCEAS will facilitate two College staff meetings per year. The agenda will be determined by the SCCEAS in consultation with the Dean of the College of Engineering and Applied Science.

Article V. Governance

- A. In order to transact business, a quorum consisting of one more than one-third (1/3) of the Council members must be present. To carry a motion, affirmative votes must be cast by a majority of the quorum.
- B. Order of business is defined in the Working Rules.
- C. Meetings shall be conducted according to the current *Roberts Rules of Order for Parliamentary Procedure*.
- D. Minutes of the proceedings shall be kept and published.
- E. Working Rules will be modified to accommodate the needs of the SCCEAS.

Article VI. Officers and Duties

- A. Officers will be elected from within the SCCEAS members by majority vote of those present at the September meeting.
- B. The Executive Committee will consist of the Chairperson, Vice-Chairperson, and Secretary, who will be elected by the SCCEAS elected membership, and the Member-at-Large who will be elected from the CEAS staff.
- C. Chairperson duties shall be:
 - Preside at all meetings of the Council including Executive Committee meetings
 - Prepare agenda for meetings
 - Appoint ad hoc committees in consultation with the Executive Committee, as appropriate
 - Convene and preside at CEAS staff meetings
 - Submit Council recommendations to appropriate College officials
 - Prepare correspondence as necessary
 - As the outgoing Chairperson, conduct the election of the Vice-Chairperson and Secretary at the September meeting
 - As requested, represent the SCCEAS or appoint a designee when needed.
- D. Vice-Chairperson duties shall be:
 - Act as the Chairperson in absence of Chairperson
 - Act as the Secretary in absence of the Secretary
 - Assume Chairperson position at the September meeting.

- E. Secretary duties shall be:
 - Prepare minutes of all the SCCEAS meetings
 - Publish and archive minutes and records
 - Distribute materials to Council members and College staff members
 - Obtain membership data for election eligibility
 - Facilitate meeting time and location announcements
 - Prepare correspondence as necessary.
- F. Member-at-Large duties shall be:
 - Will be elected from College membership
 - Attend Executive Committee meetings
 - Welcome new staff hires.

Article VII. Committees

Committees, other than the Executive Committee, will be *ad hoc* and respond to specific charges given by the Executive Committee.

Article VIII. Amendment to the By-Laws

- A. Proposed amendments must be distributed to the College membership twice, in two-week intervals.
- B. College-wide vote will be called and conducted.
- C. To pass, an amendment must be ratified by a two-thirds (2/3) majority of all votes received.
- D. Results of the vote shall be distributed to the College membership.

Article IX. Establishment of the Working Rules

Working Rules will be established to facilitate the operations of the Staff Council, College of Engineering and Applied Science.

Accepted December 16, 2009 (Amendment #1)
Date