

**CONSTITUTION**

**AND**

**BYLAWS**

**of the**

**CAL POLY POMONA STAFF COUNCIL**

**Revised September 2008**

# CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

## CONSTITUTION

### Referenced:

Article I	Name	
Article II	Purpose	
Article III	Membership .....	Article I Bylaws
Article IV	Officers .....	Article III Bylaws
Article V	Meetings .....	Article IV Bylaws
Article VI	Amendments .....	Article VII Bylaws

## BYLAWS

### Referenced:

Article I	Membership .....	Article III Constitution
Article II	Officers and Board Members.....	Article IV Constitution
Article III	Duties of Officers, Executive Board & Committees	Article IV Constitution
Article IV	Meetings .....	Article V Constitution
Article V	Quorum	
Article VI	Elections	
Article VII	Referrals	
Article VIII	Amendments .....	Article VI Constitution
Article IX	Fiscal Year	
Article X	Parliamentary Authority	

# **CONSTITUTION**

## **Staff Council**

### **Article I (Constitution)**

#### **Name**

The name of this organization shall be the Cal Poly Pomona Staff Council.

### **Article II (Constitution)**

#### **Purpose**

Section 1: Staff Council is an organization constituted to engage in service to the campus community. Staff Council endeavors to enhance the recognition and worth of each staff member through its community service efforts.

### **Article III (Constitution)**

#### **Membership**

Staff Council shall consist of:

- (a) 40 voting staff members of the University as defined in the Bylaws, and
- (b) the immediate past President with voting privileges.

### **Article IV (Constitution)**

#### **Officers**

Section 1: The Officers of Staff Council shall be: President, Vice President, Recording Secretary, Membership Secretary, Treasurer, and Custodian of Records, all of whom shall be members in good standing. Section 2: The Executive Board shall consist of the officers, who shall serve in their elected capacities, the immediate past President, and two Members at Large, all of whom shall be members in good standing.

**Article V (Constitution)**  
**Meetings**

Section 1: Regular and special meetings of Staff Council and the Executive Board shall be held as defined in the Bylaws.

**Article VI (Constitution)**  
**Amendments**

Amendments to this Constitution shall be made only at regular meetings of Staff Council and by a two-thirds vote of the members present.

Adopted	November 1962
Revised	March 2, 1967
Amended	March 20, 1968
Revised	May 2, 1968
Amended	October 22, 1970
Amended	December 14, 1972
Revised	June 28, 1979
Revised	February 14, 1980
Amended	May 28, 1987
Revised	January 21, 1988
Revised	March 30, 1989
Amended	May 24, 1990
Revised	November 5, 1992
Amended	August 1994
Amended	August 1995
Revised	September 2003
Revised	July 12, 2006
Revised	September 2008

# **BYLAWS**

## **STAFF COUNCIL**

### **Article I (Bylaws)**

#### **Membership**

Section 1: A regular staff member is one who is employed at least half-time in a non-instructional capacity with the University, the Cal Poly Pomona Foundation, Associated Students Inc., or the Cal Poly Federal Credit Union.

Section 2: Staff members of the University, the Cal Poly Pomona Foundation, Associated Students Inc., and Cal Poly Federal Credit Union elected to Staff Council shall serve one term of three years which shall be so established that 10 such terms of office will terminate each year.

Section 3: If a voting member is unable to attend regular meetings, the member should be represented by proxy acceptable to the Staff Council President. Written or electronic authorization shall be submitted to the President prior to the seating.

Section 4: If a voting member is absent without proxy from 3 regular meetings in any fiscal year, the member may be considered for removal at the next regular meeting of the Executive Board.

Section 5: If a voting member is absent with proxy from 5 regular meetings in any fiscal year, the member may be considered for removal at the next regular meeting of the Executive Board.

Section 6: A voting member with any combination of Sections 5 and 6 which constitutes 5 absences from regular meetings in any fiscal year may be considered for removal at the next regular meeting of the Executive Board.

### **Article II (Bylaws)**

#### **Officers and Board Members**

Section 1: All officers shall be nominated by the Nominating Committee and elected by the membership of Staff Council at the May meeting of Staff Council.

Section 2: The Nominating Committee shall present a slate for the Executive Board positions. Any member may make additional nominations with the consent of the nominee at the election meeting. The Nominating Committee shall then present a slate of officers to the membership of Staff Council.

Section 3: Election shall be by secret ballot. Two tellers shall be appointed to receive the ballots. They shall count the ballots and announce the results to membership.

Section 4: Officers and Executive Board members shall serve for a term of one year.

**Article III (Bylaws)**  
**Duties of Officers, Executive Board, and Committees**

Section 1: The **President** shall:

- (a) Preside at all meetings of Staff Council and the Executive Board;
- (b) Appoint all members of committees with the approval of the Executive Board;
- (c) Serve as an ex-officio member of all committees except the Nominating Committee;
- (d) Vote only when needed to constitute a quorum and tie vote;
- (e) Appoint other such people who will expedite the work of the Staff Council;
- (f) Provide a President's Report, including all committee reports at regular monthly meetings;
- (g) Be responsible for the installation of the newly-elected officers and Executive Board;
- (h) Serve a one-year voting term on the Foundation Board of Directors.

Section 2: The **Vice President** shall:

- (a) Assume the duties of the President, in the absence of the President, or at any other time upon the request of the President;
- (b) Act as liaison between the Executive Board and all appointed committees of Staff Council, having complete charge of the referral process and responsibility for reporting to the Executive Board on the current status of work assigned to committees;
- (c) Assume the duties of the President for the unexpired term in the event the President is unable to complete the term of office;
- (d) Perform other duties as may be deemed necessary and assigned by the President.

Section 3: The **Recording Secretary** shall:

- (a) Assume the duties of the President in the absence of the President and the Vice President;
- (b) Keep records of minutes and committee reports; see that minutes of all regular and special meetings of Staff Council are kept and appropriately distributed;
- (c) Maintain Constitution & Bylaws and Policies & Procedures manual and have current manual on hand at every meeting;
- (d) Prepare an agenda and send to membership with a notice of each meeting;
- (e) Conduct general correspondence of the organization;
- (f) Perform other duties as may be deemed necessary and assigned by the President.

Section 4: The **Membership Secretary** shall:

- (a) Assume the duties of the President in the absence of the President, the Vice President, and the Recording Secretary;
- (b) Serve as Chair of the Nominating Committees for (1) Cal Poly Pomona Staff Council nominations for membership drive, (2) nomination process for positions on the Executive Board of Cal Poly Pomona Staff Council;
- (c) Notify officers/members of their election;
- (d) Submit updates of elected Executive Board officer information to CPP telephone directory on annual basis;
- (e) Maintain membership roster (member information and member terms);
- (f) Perform other duties as may be deemed necessary and assigned by the President.

Section 5: The **Treasurer** shall:

- (a) Be responsible for all money acquired by Staff Council;
- (b) Make the treasurer's report at each monthly meeting of Staff Council;
- (c) Pay all bills when properly authorized by the President or Vice President;
- (d) Assist the President in the preparation of the proposed annual budget;
- (e) Perform other duties as may be deemed necessary and assigned by the President.

Section 6: The **Custodian of Records** shall:

- (a) Ensure Committee books are turned in when completed and distributed to new committee chairs as appropriate;
- (b) Be responsible for Staff Council correspondence with regard to greeting cards, get well wishes, sympathy cards, etc.;
- (c) Receive and label all photographs and articles regarding Staff Council functions;
- (d) Perform other duties as may be deemed necessary and assigned by the President.

Section 7: The **Executive Board** shall:

- (a) Screen all proposals and committee reports, determine whether they are within the jurisdiction of Staff Council, and make appropriate recommendations to Staff Council;
- (b) Approve two members from Staff Council to serve with the Membership Secretary on the Nominating Committee;
- (c) Have all those powers expressly granted by the Constitution and by these Bylaws, and general authority to formulate the program and administer the affairs of Staff Council between meetings;
- (d) Have power between meetings of Staff Council to interpret and define policies in circumstances of uncertainty;

- (e) Adopt such rules and delegate such powers as it deems consistent with the Constitution and Bylaws.

A voting member of the Executive Board absent from 4 regular meetings in any fiscal year may be considered for removal from office by the Executive Board.

A voting member may not be represented by a proxy at Executive Board meetings.

#### **Section 8: The Past President (Ex-officio)**

The principal duty of the Past President is to advise the President.

#### **Section 9: Committees**

It shall be the duty of each committee to receive and analyze matters referred to it; make reports and recommendations to the Executive Board; and submit a final written report to Staff Council no more than 30 days after the conclusion of the activity.

### **Article IV (Bylaws)**

#### **Meetings**

Section 1: The General Meeting of Staff Council shall be held once each month.

Section 2: The Executive Board shall meet once each month about two weeks prior to the General Meeting of Staff Council, unless otherwise arranged.

Section 3: A special meeting of Staff Council may be called by the President or any three members of the Executive Board.

### **Article V (Bylaws)**

#### **Quorum**

Section 1: A simple majority of total members at any meeting of Staff Council shall constitute a quorum authorized to transact any business duly presented.

Section 2: A simple majority of board members at any meeting of the Executive Board shall constitute a quorum authorized to transact any business duly presented.

Section 3: A majority on any and all committees shall constitute a quorum.

**Article VI (Bylaws)**  
**General Elections**

Section 1: Nominations for election to membership in Staff Council shall be by petition which contains the signature of the candidate certifying a willingness to serve and the signature of the candidate's immediate supervisor.

Section 2: A vacancy in an unexpired term on Staff Council or the Executive Board will be filled by appointment of the President with the approval of the Executive Board.

**Article VII (Bylaws)**  
**Amendments**

Amendments to these Bylaws shall be made only at an Executive Board Meeting of Staff Council and shall be approved by a two-thirds vote of the Board.

Adopted November 1962

Revised March 2, 1967

Revised May 2, 1968

Amended December 19, 1968

Amended March 20, 1969

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Amended October 22, 1969

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Revised June 28, 1979

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Amended May 28, 1987

Revised January 21, 1988

Revised March 30, 1989

Amended July 27, 1989

Revised August 24, 1989

Amended May 24, 1990

Revised November 5, 1992

Amended August 10, 1994

Amended August 1995

Revised September 2003

Revised July 2006

Revised September 2008

## **Article VIII (Bylaws)**

### **Fiscal Year**

The Staff Council fiscal year shall be from July 1st through June 30th, and all terms of officers and members shall coincide with the fiscal year.

## **Article IX (Bylaws)**

### **Parliamentary Authority**

Parliamentary Authority shall be Robert's Rules of Order, Revised.