

By-Laws

SWOSU Support Personnel Organization

Preamble

Universities depend on the efficiency and commitment of support personnel. Commitment comes from meaningful involvement and participation in the policies of the University. The purpose of the SWOSU Support Personnel Organization is to enable the support personnel to participate in the achievement of the goals of Southwestern Oklahoma State University.

ARTICLE I: SWOSU Support Personnel Organization (SSPO)

This organization shall be called SWOSU Support Personnel Organization of Southwestern Oklahoma State University. This organization shall be comprised of support personnel employees of the University. Support Personnel are generally defined as those employees who are not faculty or administrative officers.

Section 1: SSPO shall have biannual general meetings, one in the Fall and one in the Spring, open to all support personnel. The date of each meeting shall be set by the Executive Committee. Notification of each meeting will be transmitted to support personnel at least ten days prior to such meeting. This will include notification of election of officers and/or by-laws changes.

Section 2: At all meetings of SSPO or any of its committees, Roberts' Rules of Order will be followed unless, by majority vote, other rules for proceedings are established.

Section 3: Whereas SSPO exists to enable support personnel to participate in the achievement of the goals of Southwestern Oklahoma State University by making recommendations to the Administration of the University, it establishes certain committees, defined herein, to perform and carry out the duties and concerns of the members of SSPO.

Section 4: The fiscal year of SSPO shall begin July 1 of each year.

ARTICLE II: Committees

Section 1: Executive Committee

A. Powers and Duties

The Executive Committee shall have the power to make recommendations to the Administration on all matters of concern to support staff. The normal channel for recommendations to the Administration shall be through the office of the Director of Human Resources/Affirmative Action.

B. Officers

The Executive Committee shall be comprised of Executive Officers as follows: a Chair, Chair-Elect, Past-Chair, Secretary, and Chairs of all other standing committees. The Past-Chair shall serve as a member of the Executive Committee for one year after their term as Chair. The Chair-Elect shall serve

as a member of the Executive Committee for one year prior to their term as Chair.

C. Meetings

The Executive Committee shall meet no less than six (6) times a year. The time of the meetings will be called by the Chair and notice to all members shall be made at least five days in advance of the time of such meetings.

D. Quorum

A majority shall constitute a quorum to do business.

E. Experience

Executive Officers shall have a minimum of six (6) months experience at Southwestern Oklahoma State University. This provision may be waived if it is determined that such provision would deprive proper representation of support personnel of the University.

F. Terms-

Executive Officers shall hold their offices for the following terms:

Chair-Elect	One Year
Chair	Two Years
Secretary	Two Years
Committee Chairs	Two Years
Past Chair	One Year

G. Election of Officers

Election of Executive Officers shall take place at the Spring SSPO meeting in even years. The Chair-Elect and Secretary shall be elected at this meeting and assume their duties the following July. The Chair-Elect will assume the position of Chair on July 1 of odd years. New Committee Chairs shall be elected from the respective committees in the Spring of odd years to take office on July 1 of odd years.

H. Proxies

An Executive Officer may be represented by an authorized proxy at any meeting.

I. Absence from Meetings

In the event that an Executive Officer, or his or her proxy, misses two (2) meetings within one year, the Chair may declare that position vacant and the position will be filled in accordance with F. above.

J. Chair Duties

The Chair shall preside over all meetings of the SSPO and the Executive Committee. The Chair shall also: serve as the committee representative on the

Southwestern Oklahoma State University Administrative Council; appoint support staff to the standing committees; appoint staff to special ad-hoc committees as directed by the Executive Committee; receive and transmit forthwith the recommendations of the support staff to appropriate university officials; shall be responsible for SSPO funds (maintaining records of receipts and expenditures); counsel with, involve, and train the Chair-Elect in such a fashion as to provide continuity in the efforts of the committee from year to year, and fulfill whatever other duties the committee may vest in the office; and, transmit to SSPO, or any of its committees, recommendations from the Administration of the University.

K. Chair-Elect Duties

The Chair-Elect shall attend all bi-annual meetings of the SSPO and the Executive Committee. The Chair-Elect shall also fill in when the Chair is unable to attend meetings and fulfill whatever other duties the Chair may vest in the office.

L. Secretary Duties

The Secretary shall be responsible for: minutes of the meetings, keeping committee member and volunteer lists, keeping records of past minutes and all motions and resolutions passed by the Executive Committee and SSPO.

M. Budget

The Chair and Secretary shall submit a budget to the meeting of the Executive Officers for approval each Spring. Upon approval of the budget, it will be transmitted to the Administration. The budget shall be detailed to whatever degree the committee shall require in order to carry out its duties and responsibilities.

N. Vacancies

Vacancies on the Executive Committee due to removal, death or resignation shall be filled in the following manner:

Chair: A vacancy during the first year of office shall be filled by a member of the official board by a vote of that board. A vacancy during the second year of office shall be filled by the Chair-Elect.

Chair-Elect: A vacancy during the year of this office shall be filled by calling a special election of SSPO members.

Secretary: A vacancy during the first year of office shall be filled by calling a special election of SSPO members. A vacancy during the second year of office shall be filled by appointment by the Chair with Executive Board approval.

Committee Chair: A vacancy in the respective chair position shall be filled by the respective committee. If the committee is unable to fill the position, an

appointment shall be made by the Executive Board Chair with Executive Board approval.

The newly elected or appointed officers shall serve the remainder of the term of the vacated office.

Section 2:

Standing Committees

A. Nominating Committee

The Nominating Committee shall consist of the past-chair of the Executive Committee and two (2) others appointed by the current chair of the Executive Committee. The Nominating Committee shall make recommendations to the Executive Committee with regard to the Chair-Elect and Secretary position. This committee shall meet when necessary to conduct its purpose.

B. Staff Development Committee

The Staff Development Committee shall consist of those staff members that are interested in the professional growth of support personnel. This committee shall have at least four members and no more than six. This committee shall meet no less than six (6) times a year. All matters relating to staff development shall be referred to this committee which shall make appropriate recommendations to the Executive Committee.

C. Staff Recognition Committee

The Staff Recognition Committee shall consist of those staff members that are interested in the public recognition of support personnel. This committee shall have at least four members and no more than six. This committee shall meet no less than six (6) times a year. All matters relating to staff recognition shall be referred to this committee which shall make appropriate recommendations to the Executive Committee.

D. Staff Discussion Committee

The Staff Discussion Committee shall consist of those staff members who are interested in developing staff discussion groups. This committee shall hold, on a regular basis, staff discussions with administrative staff and others, and/or seminars in conjunction with the Staff Development committee. This committee shall have at least four members and no more than six. This committee shall meet no less than six (6) times a year. All matters relating to staff discussions shall be referred to this committee.

E. Sayre Committee

The Sayre Committee shall consist of those staff members who are interested in the concerns of support staff on the Sayre Campus. This committee shall meet no less than six (6) times a year on the Sayre Campus. All matters relating to support personnel on the Sayre Campus shall be referred to this committee which shall make appropriate recommendations to the Executive Committee.

Section 3:

A. Standing Committee Chairs

Committee chairs shall call committee meetings as required. All matters relating to a specific area shall be referred to the appropriate committee. The committee chairs shall present a report at the Executive Committee meeting.

B. Removal from Office

Committee chairs may be removed from office with the concurrence of two-thirds of the committee members present or Executive Board Action. The Chair shall be entitled to a hearing preceding a vote. The committee may remove one of its members upon the concurrence of two-thirds of its members, but the person in question shall be entitled to a hearing preceding a vote.

C. Vacancies in Office

In case of a vacancy in a committee chair position, the committee appoints a new chair from the members of that specific committee. If the committee is unable to fill the position, an appointment shall be made by the Executive Committee Chair with Executive Board approval.

D. Standing Committee Membership

Members of the Standing Committees shall have a minimum of three (3) months experience at Southwestern Oklahoma State University.

E. Terms

Members of the committees shall hold their positions for a term of two (2) years. If a vacancy occurs, it shall be filled within a period of two months by appointment of interested support personnel. The Nominating Committee shall poll support personnel at the bi-annual meetings for interested parties.

F. Nominations for Committee Membership

Those staff wishing to participate in the SSPO may volunteer at the bi-annual staff meetings or by making their wish known to any Executive Committee member. Once added to a committee, new members will assume their duty at the next committee meeting.

G. Proxies

Committee members should authorize a proxy at any meeting in which the member cannot attend.

Section 4:

Ad Hoc Committees

Ad Hoc Committees may be appointed by the Chair of the Executive Committee when deemed necessary by the Executive Committee or if requested by the Administration. An Ad Hoc Committee will terminate when its assigned task is completed. If a committee project extends into a new

committee year, continuance of the committee is subject to review by the Executive Committee at the July meeting.

ARTICLE III: Additional Issues

If an issue develops that is not addressed by these By-Laws, the issue shall be resolved by the Executive Committee.

ARTICLE IV: Amendments to the By Laws

Proposed amendments to these By-Laws may be presented to the Executive Committee at any meeting of that committee. Proposed amendments must be in writing. The Executive Committee may or may not elect to bring the proposed amendment before the organization at its next regularly scheduled meeting. If the Executive Committee elects not to bring it before the organization at that meeting, the Chair of the Executive Committee shall notify the individual or individuals who presented the proposal to the Executive Committee at least thirty (30) days prior to the time of such meeting. With written petition of at least ten (10) support personnel members, the individual or individuals who made such proposed amendment may present the proposal to the organization at its next regularly scheduled meeting. When ratified by a two thirds majority of members in attendance at the regular meeting, the proposed amendment shall be made a part of or correction to these By-Laws subject to the approval of the President of the University. If approved, the amendments will become effective in July following the regular meeting.

ARTICLE V: Approval

These By-Laws shall be in effect when sanctioned by the President of Southwestern Oklahoma State University. We, the undersigned, bear witness this ___th day of _____, 2002, that these By-Laws have been duly sanctioned by the President of Southwestern Oklahoma State University.

Dr. John Hays, President
Southwestern Oklahoma State University

_____, Witness