

# **Eastern Wyoming College Staff Alliance Bylaws**

## **ARTICLE I- Objective and Purposes**

- Section A: To promote professional practices; active participation of all in the solution of institutional matters; and allegiance to a genuine spirit of professional ethics.
- Section B: To encourage high performance standards among Eastern Wyoming College staff employees, hereinafter designated as “Staff”; support administration in securing and maintaining adequate salaries and sound benefit systems; to support legislation for the betterment of higher education; and to encourage improvements that will enable Staff to function properly as a vital component to the progress of education at Eastern Wyoming College.
- Section C: To be an active communication link for meaningful exchange between staff, faculty, and administration relative to issues of mutual concern.
- Section D: To encourage Staff to exercise their rights and privileges as citizens and to accept leadership in campus and civic affairs.

## **ARTICLE II- Membership**

- Section A: All Professional and Classified benefited staff are members of the Staff Alliance, hereinafter designated as “Alliance”. While Alliance membership is automatic participation is voluntary.
- Section B: Each member shall be eligible to vote during elections, hold office, and participate in all the rights and privileges of the Alliance.

## **ARTICLE III- Executive Committee**

- Section A: The governing body of the Alliance shall be the Executive Committee.
- Section B: The officers of the Executive Committee shall consist of a Chair, Vice-Chair, Secretary-Treasurer, Parliamentarian, At-Large Professional Staff Representative, and At-Large Classified Staff Representative.

## **ARTICLE IV- Terms of Officers and Executive Committee**

- Section A: Officers and representatives shall take office December 1<sup>st</sup> of the academic year in which they are elected and serve for a period of one year.
- Section B: The elected Vice-Chair shall serve one year as Vice-Chair and then the immediately following academic year as Chair.
- Section C: The Parliamentarian is a permanent position. Eastern Wyoming College’s Human Resources Director shall serve as Parliamentarian.
- Section D: The Secretary-Treasurer and the representatives may be candidates for re-election for a maximum of three consecutive terms in any one position.

Section E: Any position held by an Executive Committee member may be vacated after the member has three unexcused general membership Alliance or Executive Committee missed meetings in any 12-month period. Unexcused is defined as failure to notify the Chair of a missed meeting. In the absence of the Chair, the member must notify the Vice-Chair.

### **ARTICLE V- Duties of Officers**

Section A: Office of the Chair

1. To preside at all Executive Committee meetings and Alliance meetings
2. To serve as an ex-officio member of all Alliance committees
3. To appoint ad hoc committees
4. To serve as a liaison to Eastern Wyoming College administration and Board of Trustees by attending EWC Board of Trustees meetings and Leadership Team meetings and to provide the Alliance monthly updates on such meetings
5. To sign authorizations for disbursement of all Alliance funds
6. To disseminate information and meeting notices to the Alliance in the absence of the Secretary-Treasurer

Section B: Office of the Vice-Chair

1. To assume all duties of the Chair in the absence of the Chair
2. To serve one term as Vice-Chair and the consecutive term as Chair
3. To conduct Alliance elections and report election results to nominees and to Executive Committee

Section C: Office of the Secretary-Treasurer

1. To keep and preserve an accurate record of all proceedings of the Executive Committee meetings and Alliance meetings
2. To distribute meeting notices, minutes, and relevant information to Alliance members via electronic mail
3. To serve as Alliance correspondent
4. To collect authorized Alliance fund monies
5. To prepare and sign authorization for any disbursement of Alliance funds as co-signed by Chair
6. To keep and preserve an accurate record of Alliance funds
7. To monitor Executive Committee meeting attendance and provide written notification of absences to the Chair

Section D: Office of the Parliamentarian

1. To review and study the bylaws of the Alliance annually
2. To recommend bylaw changes to Executive Committee
3. To provide Alliance members and Executive Committee with training on simple parliamentary procedures
4. To advise presiding officer, when requested, on questions of parliamentary procedure
5. To set procedure at Alliance meetings by keeping track of the order of those wishing to speak, motions, amendments, voting, etc.

- Section E: At-Large Professional Staff Representative
1. To act as a liaison between professional staff members and the Alliance Executive Committee
  2. To remain focused and productive during meetings and to work together to attain desired ends
  3. To follow up on action agreed to and complete assignments made during meetings
  4. To be knowledgeable of Alliance bylaws and procedures
  5. To promote input to the Executive Committee on issues pertinent to professional staff

- Section F: At-Large Classified Staff Representative
1. To act as a liaison between classified staff members and the Alliance Executive Committee
  2. To remain focused and productive during meetings and to work together to attain desired ends
  3. To follow up on action agreed to and complete assignments made during meetings
  4. To be knowledgeable of Alliance bylaws and procedures
  5. To promote input to the Executive Committee on issues pertinent to classified staff

### **ARTICLE VI- Election Procedures**

Section A: All Alliance members are eligible to vote in Alliance elections. Any Alliance member may have their name placed in nomination for election to all positions in the Alliance for which they're eligible.

Section B: Names of those persons wishing to be on the ballot for Vice-Chair, Secretary-Treasurer, At-Large Professional Staff Representative, and At-Large Classified Staff Representative should be submitted by November 1<sup>st</sup> to the Secretary-Treasurer. Persons seeking nominations must be employed by EWC at least one year as a benefited employee.

Section C: The Vice-Chair, Secretary-Treasurer, Professional Staff Representative, and Classified Staff Representative shall be elected at large.

Section D: Voting shall take place via electronic balloting and all nominees shall be notified of election results prior to the Alliance meeting held in December.

Section E: The nominee receiving the majority of votes shall take office.

Section F: A vacancy in any elected office may be filled by an appointed replacement chosen by the Executive Committee. Consideration will be given to those persons on the most current ballot.

Section G: The Executive Committee may, by a simple majority vote, declare an office vacant when any elected individual is unable to carry out or improperly performs the duties of the office.

### **ARTICLE VII- Meetings**

Section A: The Executive Committee shall meet the first Tuesday of every month or on call of the Chair.

Section B: The Alliance shall meet the second Wednesday of every month or on call of the Chair.

Section C: Order of business for all regular Alliance meetings

1. Approval of the minutes of the previous meeting
2. Messages and announcements
3. Committee reports
4. Unfinished business (including consideration and disposition of any resolutions/matters previously presented)
5. New business (including consideration and disposition of any resolutions/matters not previously presented)
6. Open discussion
7. Adjournment

Section D: Any resolutions/matters not resolved during the current Alliance fiscal year (December 1 to November 30) must be resubmitted in the new fiscal year to be further considered.

#### **ARTICLE IX- Finances**

Section A: The Alliance may assess dues and raise money if necessary.

Section B: The Executive Committee authorizes expenditures for Alliance business.

#### **ARTICLE X- Quorum**

Section A: A simple majority of Executive Committee membership shall constitute a quorum at Executive Committee meetings. At Alliance general membership meetings, 10% of total Alliance membership is needed to constitute a quorum.

Section B: Members present shall constitute a quorum at Alliance meetings.

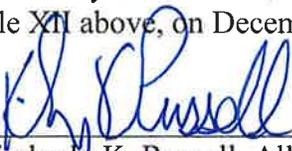
#### **ARTICLE XI- Parliamentary Authority**

The Robert's Rules of Order shall be the authority in cases of parliamentary dispute.

#### **ARTICLE XII- Amendments**

An amendment to these bylaws shall be submitted in writing to the voting Alliance membership at least ten days prior to the time of voting and shall be passed by a simple majority of those casting votes.

These amended bylaws are effective, and were approved by a general membership vote in accordance with Article XII above, on December 14, 2016.

Signed:   
Kimberly K. Russell, Alliance Chair

Date: 12/15/16

Signed:   
Edward A. Meyer, Parliamentarian

Date: 15 Dec 2016