

# TEXAS A&M UNIVERSITY ASSOCIATION OF PROFESSIONAL SUPPORT STAFF

## CONSTITUTION

### ARTICLE I: PURPOSES AND OFFICE

- 1.01 **Name:** The organization shall be named the Texas A&M University Association of Professional Support Staff, hereinafter referred to as the "Association".
- 1.02 **Purposes:** The purposes of the Association are:
- A. Promote professionalism by enhancing the standards of support staff.
  - B. Provide an organized means of verbal and written communication among Association members and throughout Texas A&M University, hereinafter referred to as TAMU, and related organizations.
  - C. Foster better relationships and understanding among members and within TAMU, related organizations and the community.
- 1.03 The Association shall be based at Texas A&M University, College Station, Texas, with the mailing address of P. O. Box 1335, College Station, Texas 77844.

### ARTICLE II: GOVERNMENT

- 2.01 **Government:** The Association shall be governed by this Constitution.
- 2.02 **Amendments:** An amendment to the Constitution shall be proposed in writing by any active TAPSS member and submitted to the Constitution and By-laws Liaison for presentation to the Executive Board for review. There must be a quorum vote of the Executive Board to pass (see 5.08).

### ARTICLE III: MEMBERSHIP

**Member:** Any person employed in a support staff position by Texas A&M University or related agency. Upon employment at Texas A&M University, support staff personnel are eligible to become active members.

- 3.01 **Active Member:** A person who is eligible to be a member of the Association, as defined above, shall be designated an "active member" during the year within which such person has paid dues. Active membership entitles a member to vote, attend meetings and programs, serve on committees and hold office.

- 3.02 **Honorary Member:** Honorary membership may be granted to non-members if nominated and recommended by five (2) active members and approved by the Executive Board. Honorary members are not required to pay dues, may not vote or hold office but can attend meetings.
- 3.03 **Retirement:** Upon retirement from the University and related agencies, active members are entitled to honorary member by personal request to the Executive Board pending its approval.
- 3.04 **Inactive Membership:** The Executive Board may grant inactive membership status to a member for a specified period of time upon written request by that member. An inactive member is not required to pay dues and may not vote or hold office during the period of inactivity.

#### ARTICLE IV: OFFICERS AND DUTIES

- 4.01 Any Texas A&M University support staff employee, who has been an active member of TAPSS for at least six months, may be considered for an elected position.
- 4.02 **President:** To hold the office of President, the member must have met the duties of the President-Elect. The President shall preside at all meetings of the Association and perform all duties pertaining to that office and shall review and approve all communications prior to distribution. She/He shall serve as chair of the Executive Board. The President shall review the financial statement and bank statement each month.
- 4.03 **President-Elect:** The President-Elect shall serve a three-year term, the first year as President-Elect, and chair of the annual Professional Development Conference committee (see Conference committee duties). The President-Elect shall serve as an apprentice to the President in preparation for her/his term of office as President the succeeding year. The President-Elect shall, in the absence of the President, perform the duties of the President. The President-Elect shall serve as an ex-officio member of all committees. The President-Elect may be selected to serve on additional committees for special functions throughout the year. The President-Elect will oversee the Recognition and Nomination Committee. The second year the President-Elect will become the President of the Association and the third year will become the Past-President. (See duties of President and Past-President).

**Secretary:** The Secretary shall keep an accurate record of all proceedings of the Association, including minutes of the Executive Board meetings. The Secretary shall be responsible for checking the Association mailbox and respond to all correspondence of the Association with the approval of the President. The Secretary shall have the responsibility to oversee the operations of the association's publication and newsletters.

- 4.04 **Treasurer:** The Treasurer shall receive and disburse in a timely manner all funds, or those which may be necessary, at the direction of the President. However, monies for travel

expenses and for large purchases (over \$250.00) must first be approved by a majority of the Executive Board. The Treasurer shall sign all disbursements of monies. In the absence of the Treasurer, the President, President-Elect, or the Immediate Past President may make necessary disbursements of monies. The Treasurer shall make a report each month to the Association. The financial records shall be open for audit as requested by the President and/or Executive Board. The financial statement and bank statement should be verified each month by the Treasurer and then by the President. TAPSS financial information should be kept in a locked cabinet in the office of the Treasurer.. Each January the Treasurer needs to prepare and submit to the IRS the Association's tax forms, verified by the executive board. The Treasurer will need to have a back ground check done.

- 4.05 **Historian:** The Historian shall obtain an original of all official Association minutes and maintain an account of activities during the year. The records shall be displayed to the Association during the last month of the Association year. The records must be maintained in an orderly manner with all pertinent information contained, including newspaper articles and special programs. The Historian shall oversee the Membership Committee.
- 4.06 **Immediate Past President:** The immediate Past President shall serve as an ex-officio member of the Executive Board for one year, advise the Conference committee, and act as an advisor and mentor to the President to provide support and continuity to the Executive Board as requested. She/He shall be responsible for updating the by-laws as needed and may be called upon to assist with other projects as necessary. The Immediate Past President shall also assume the duties as Constitution and By-laws Liaison.

## ARTICLE V: EXECUTIVE BOARD

- 5.01 **Composition:** There shall be an Executive Board composed of all elected officers and all appointed committee chairs.
- 5.02 **Meetings:** The Executive Board shall meet once a month. Proposals for action by the Executive Board shall be distributed to the President one week prior to the Executive Board meeting for inclusion on the agenda.
- 5.03 **Election:** The Officers shall be elected by majority vote of the active members who cast ballots. The Nominating Committee shall distribute the ballots the next to last month of the Association year. If the newly elected President-Elect cannot serve as Conference Director, then the candidates chosen for conference director will be chosen by the Recognition and Nominating Committee. Candidate must have served as chair or co-chair of at least one (1) committee.
- 5.04 **Tenure:** Officer elections shall be during the next to last month of the Association's year. Officers shall serve a term of one (1) year, with the exception of the President-Elect, who will serve three (3) consecutive years. No other officer shall serve more than two (2) consecutive terms in her/his particular office (9.01).

- 5.05 **Duties:** The Executive Board shall be responsible for reporting to the Association, by written report, any discussions made at its meeting. Information concerning actions taken by the Executive Board will be announced in the membership newsletter.
- 5.06 **Resignation:** Each Officer, upon retiring from office, or upon termination from Texas A & M University or related organizations must vacate her/his office. She/He shall deliver within thirty (30) days to her/his successor all monies, accounts, record books, papers and/or other property belonging to the Association. If an officer is unable to complete the duties of the elected office, she/he should send their resignation to the President.  
Vacancies, which occur on the Executive Board, shall be filled by appointment and concurrence of the majority of the remaining members of the Executive Board to serve the unexpired term of the office.
- 5.07 **Removal From Office:** Upon recommendation by a majority of the Executive Board and approved by ballot vote of a three fourths (3/4) majority of the active voting membership, any officer of the Association, elected or appointed, may be removed from office for just cause (not fulfilling the duties of the elected office as stated previously or for some type of criminal act). Vacancies, which occur on the Executive Board as a result of removal from office, shall be filled by appointment and concurrence of the majority of the remaining members of the Executive Board to serve the unexpired term of the office.
- 5.08 **Voting of the Executive Board:** Each officer and committee chairperson shall have one vote and shall exercise their vote at Executive Board Meetings. The officer or chairperson must be present to exercise their vote and it is not transferable to other committee members. Committees which have more than one committee chairperson will only be allowed one vote. A quorum shall exist of at least three officers and two committee chairpersons.

## **ARTICLE VI: NOMINATING COMMITTEE**

- 6.01 The Recognition and Nominating Committee will consist of up to three (3) active members of the Association that are approved by the President and the Executive Board. No member of the Recognition and Nomination Committee can be a current officer or a nominated officer.

## **ARTICLE VII: MEETINGS**

- 7.01 **Meetings:** The Association shall have regularly scheduled meetings These meetings are held on the day of the month as approved by the majority of members present and voting.
- A. The President (with the consent of the Executive Board) or the Executive Board, may change the date of a regular meeting or call a special meeting.

Members shall be notified of the changed meeting date in advance as early as possible (one week preferable).

- B. At the discretion of the President, non-members attending a meeting may be excused before the transaction of any Association business.

#### **ARTICLE VIII: DUES AND FEES**

- 8.01 **Dues:** Dues shall be determined by the Executive Board. Such dues shall be paid annually at the end of each calendar year for the following year. New members who pay dues after November 1 will be credited membership through the following calendar year.
- 8.02 **Additional Fees:** Special events or programs may require additional fees.

#### **ARTICLE IX: ASSOCIATION YEAR**

- 9.01 The calendar year of the Association shall be from January 1 through December 31.

#### **ARTICLE X: COMMITMENT TO DIVERSITY**

- 10.01 The Texas A&M University Association of Professional Support Staff (TAPSS) subscribes to the concept of equal opportunity and affirmative action. Membership is accepted without regard to race, color, religion, sex, age, handicap, or national origin. We believe this is the most positive way to attract and retain good members. Our objective is to ensure all members an equal opportunity to develop professionally and enhance leadership skills within TAPSS.
- 10.02 TAPSS is an organization that exists to benefit the Support Staff of Texas A&M University and System Components. It is not the policy of TAPSS to become involved in any lobbying activities.

#### **ARTICLE XI: PARLIAMENTARY AUTHORITY**

- 11.01 Parliamentary procedure shall be set by the President to conduct the meeting in an orderly, professional and expeditious manner following Robert's Rules of Order.