
SUBJECT: Constitution of the Snow College Staff Association

Name

The name of the association shall be the Snow College Staff Association (SCSA). The SCSA shall represent all full and part-time, non-faculty employees.

Purpose

The primary purposes of the SCSA are as follows:

- To facilitate communication, understanding, and cooperation among staff members of Snow College;
- To participate in college policy development through the College Council;
- To promote the development of unity and a sense of identity among SCSA members as a community of peers;
- To provide an authoritative voice for expressing problems and concerns of SCSA members;
- To promote professional growth, development, and training of the members;
- To promote a sound working relationship with the college administration;
- To provide an open avenue of communication between staff and the college community;
- To continue to promote a professional educational environment for students, faculty, and staff;
- To promote the objectives and general welfare of the college;

Membership

General membership in the SCSA is given to all full and part-time, non-faculty employees without regard to gender, age, ethnicity, creed, or national origin. Membership will be continuous until the member leaves or resigns from Snow College or until his/her position is redefined as a non-staff position by the Human Resources Department.

Staff Executive Council:

The Staff Executive Council can consist of any SCSA member including non-exempt and exempt employees. The Staff Executive Council is empowered to conduct official business on behalf of the general membership. The Staff Executive Council has the discretion to decide what matters come before the full membership, and what matters can be handled by the Staff Executive Council. A Staff Executive Council Secretary may be selected by the Association President. The Secretary is a non-voting member of the Staff Executive Council.

Ad hoc committees may be created as needed by the Association President or Staff Executive Council. All Staff Executive Council meetings require a simple majority of members to be in attendance to conduct official business.

Elections

Election of the Staff Executive Council members shall take place every year, unless vacated. The SCSA President is elected by the SCSA members. Nominations for replacing each of the

SCSA Executive council members shall be accepted from their respective committees during the month of May. Voting will occur within each committee. Elections shall be completed by the end of the first week in June.

If a special election is needed to fill a vacancy, the SCSA President, or Delegate, will solicit nominations from the respective SCSA members. Prior to placing any names on the ballot for any election, the SCSA President or his/her delegate shall obtain permission from each nominee. Recognizing that College operations must continue to function effectively, each nominee will coordinate with his/her supervisor prior to accepting the nomination.

Elections will take place via electronic or paper ballot; all votes will be confidential.

Amendments

Amendments to the Constitution may be proposed by any SCSA Member. Proposed amendments to the Constitution must be presented to the SCSA Executive Council before being presented to the general membership.

Amendments to the Constitution shall be approved by the Association by a simple majority vote of all those participating in the vote. Any proposed amendment to the Constitution must be distributed to all members at least two weeks prior to the scheduled vote. The vote may take place at any regular meeting of the Association, via electronic ballot, or paper ballot. Votes by proxy are allowed if voting takes place at an SCSA meeting.