

The By-Laws of the Haverford College Staff Association

Article I

Name

The name of the organization shall be the Haverford College Staff Association.

Article II

Membership

The Haverford College Staff Association shall consist of all college employees except faculty and senior administrators.

Article III

Object and Purpose

- To share concern for the community life of the College and the responsibilities that are necessary to fulfill the highest aims of Haverford College
- To develop effective channels of communication to afford staff fuller participation in the life of the College
- To develop an effective mechanism through which staff members may participate in decisions that affect them
- To develop procedures through which staff may voice concerns and seek action on specific problems as needs may dictate

Article IV

Officers and Duties

Section 1

The officers shall be President, Vice President, Treasurer and Secretary each of whom shall be elected to serve upon election for a term of two years (**not to exceed more than two consecutive terms**) or in the case of resignation, death or incapacity until their successors are elected; and each serving as ex-officio members of the Executive Committee.

Section 2

The duties of the officers:

President: The President shall preside at all meetings of the Association and of the Executive Committee; shall have general directions of the business of the Association; shall be an ex-officio member of all committees except the Nominating Committee; shall have the powers and duties usually vested in the President of such an Association.

Vice President: In the event of the absence, resignation, death or incapacity of the President, this officer's duties shall be performed by the Vice President.

Secretary: The Secretary shall keep full minutes of the meetings of the Association and the Executive Committee and shall record all minutes of all proceedings in a book kept for that purpose; shall give notice of all meetings of the Association and Executive Committee, be responsible for the permanent records of the Association; and perform such other duties as may be prescribed by the Executive Committee or the Association.

Treasurer: The Treasurer shall keep a full and accurate account of receipts and disbursements in books belonging to the Association and shall deposit all monies and other valuable effecting in the name and to the credit of the Association; shall render at each meeting an account of all transaction as Treasurer and of the financial condition of the Association.

Article V **The Executive Committee**

Section 1

There shall be an Executive Committee composed of 14 members: the officers of the Association and 10 members elected by the Staff Association from the various departments and buildings so as to best represent the entire staff. The member of the Executive Committee other than officers shall serve terms of three years.

Section 2

The duties of the Executive Committee shall be as follows:

- To have general supervision of the affairs of the Staff Association between general meetings
- To discuss and bring to resolution old businesses
- To discuss and bring to resolution new business
- To prepare recommendations to be brought before the Association
- To recommend committees to the Staff Association
- The Executive Committee shall have such other authority as may be necessary to carry out the general purpose and interest of these By Laws

Article VI **Nominating Committee**

Section 1

The duties of the Nominating Committee shall be as follows:

The Nominating Committee shall be a standing committee composed of three members; the chairperson shall be elected from among the members of the Executive Committee, the other two members from the Association. The Nominating Committee shall serve a two year term with the officers with which they are elected.

Section 2

The Nominating Committee, during their term of office, shall be responsible for preparing the slate of officers to be elected.

They shall also be responsible for conducting the election of the Executive Committee members as their terms of office expire.

They shall be responsible for replacing an Executive Committee member unable to serve.

The Nominating Committee shall be responsible for the balance of representation on the Executive Committee so as to best represent staff from the various departments and buildings.

To nominate representatives to College Committees and Committees of the Board of Mangers.

Members of al Committees and their chairperson shall serve terms corresponding to that of the officers.

After the adoption of these By Laws and prior to the first Association election, there will be an election for the first Nominating Committee. This Committee will serve the same term as those officers electing in the Spring of 1982.

Exception

The first Nominating Committee shall be responsible for the election for retaining five members of the current Executive Committee for a term of two years prior to the first Association election in 1982.

In April 1982 the exception to the Staff Association By Laws is null an void.

Article VII **Elections**

Section 1

The election of all officers and Executive Committee members shall be by written ballot.

Section 2

The election of officers shall be in April of even numbered years. Their term of office shall begin at the close of the annual meeting at which they are elected.

Section 3

The election of five Executive Committee members shall be in April as their terms expire.

Section 4

The election of person to serve on the Nominating Committee shall be in April of even numbered years.

Section 5

No member shall be eligible to serve more than two consecutive terms in the same office or on the same committee

Section 6

If an officer, other than President, is unable to serve out their term of office, the Executive Committee shall elect a replacement from among its members to serve until the next election of officers.

Article VIII

Meetings

Section 1

The Staff Association meetings shall be held on the fourth Wednesday of: September, October, November, January, February, March and April.

Section 2

Thirty three people shall constitute a quorum.

Section 3

The Executive Committee meetings shall be held on the Wednesday preceding the Association meeting.

Section 4

The new Executive Committee shall meet in May of election years.

Section 5

A meeting of the Executive Committee can be called by any member of the Committee if a concern warrants.

Article IX

Changes in By Laws

The By Laws of the Staff Association may be changed by a majority vote of members by written ballot, after presentation of the change at a previous meeting.

Article X

Rules

Any provision or condition not expressly covered in the By Laws of this Association shall be interpreted and construed in keeping with the Newly Re-visited "Roberts Rules of Order".