

**COLLEGE OF SCIENCE STAFF ASSOCIATION (COSSA)
BY-LAWS**

Approved by the Staff Senate February 15, 2007

I. Mission Statement

The Association's purpose is to represent the views, opinions, queries, and concerns of the staff to the College of Science administration, the Staff Senate and the Commission on Staff Policy and Affairs (CSPA) and to facilitate two-way communication.

The Representative's role is to encourage staff participation and development and promote camaraderie among all College staff employees.

II. Membership

Association membership shall consist of all non Faculty salaried and non student wage staff in the College of Science.

III. Officers and Duties

A. The officers shall consist of a Chair, Vice-Chair, Secretary, Treasurer, Staff Senators, and alternate senators.

B. The Chair shall:

1. Preside at all meetings.
2. Call special meetings when necessary.
3. Be responsible for the selection of a five-member Staff Senate and COSSA Officer Election Committee.

C. The Vice-Chair shall:

1. Assume the duties of the Chair when necessary and shall be the principle assistant to the Chair.
2. Will serve as Chair of the Officer Election Committee

D. The Secretary shall:

1. Keep minutes of all meetings and distribute them, prior to the next meeting, to the membership.
2. Ensure that correspondence relating to pertinent matters is completed.
3. Take attendance at all meetings.
4. Ensure that representatives are notified of meetings.

E. The Treasurer shall:

1. Have the responsibility of accurately recording the finances of the organization.
2. Be responsible for collecting and depositing all money associated with the organization.
3. Provide a financial update when requested.
4. Provide a financial statement at the general meeting in April.
5. Shall have the books audited prior to June 30.

- F. Staff Senators shall:
1. Attend Staff Senate meetings.
 2. Disseminate information to, and discuss concerns with, area representatives.
 3. Carry forth concerns, polling information, etc. to Staff Senate.
 4. Numbers of senators elected in accordance with the Staff Senate Constitution.

IV. Governing Body

- A. The Governing Body shall be known and referred to as the Executive Committee. It shall be composed of the elected officers (the Chair, Vice-Chair, Secretary, and Treasurer), standing Committee Chairs, Science Staff Senators, and the Dean for the College of Science (ex-officio).
- B. The Constitution of the University Council calls for part of the membership of the Commission on Staff Policy and Affairs to be made up of nine Staff members elected by the Staff Senate. The Executive Committee shall send to the Staff Senate nominations for election to open positions. Should a member of the CSPA be elected from one of the Association's units, that person shall also be a member of the Executive Board during his or her term on CSPA.
- C. Should a member of University Council, a University Commission (other than CSA), a University Advisory Council, a University Standing Committee, a University Operating Committee, or other University or administrative committee or task force be elected or appointed from one of the Association's units, that person shall also be a non-voting member of the Executive Committee during his or her term of service. This is to facilitate communication between the commissions, councils, committees and association members.

V. COSSA Representative

COSSA Representatives shall be elected/appointed from the various areas of the College of Science.

- A. It is the responsibility of each representative to keep the staff in their area informed of the activities of COSSA, Staff Senate, and the College administration and to actively solicit the views of their constituents.
- B. The office of a representative will be declared vacant whenever that person has absences from two consecutive regular meetings or from any three regular meetings within one year unless an alternate attends in the representative's place.
- C. It is the area representative's responsibility to poll the staff in his/her area and to present the outcome to the Executive Committee.

VI. Election/Appointment Procedures and Terms of Office

- A. Election of COSSA Officers
1. A slate of officers shall be nominated from the College of Science classified staff at large by the Staff Senate and COSSA Officer Election Committee.
 2. Nominations for officers will be presented at the Awards Banquet meeting held in April. Nominations will be accepted from the floor during the April banquet. Candidate will need to be present and agree to serve to be nominated from the floor.
 3. Elections will be held by ballot.
 4. Officers will assume their responsibilities on July 1 and continue through June 30 of the second year (two-year term).
 5. In case of a vacancy of office, COSSA representatives will elect a replacement from their number. The replacement will serve until the next scheduled election of officers is held.
- B. Election and Terms of Office for Staff Senators

1. The Staff Senate and COSSA Officer Election Committee will call for nominations and volunteers from all staff of the College of Science for vacant Senator positions.
 2. Ballots will be prepared for voting at the Awards Banquet. Nominations will be accepted from the floor. Elections will be held by secret ballot with results reported to Staff Senate.
 3. The College of Science will be represented by three Staff Senators and at least two alternates. Beginning in 2004 Staff Senators shall be elected for three-year terms commencing July 1 and ending June 30 three years later.
 4. In the case of a vacancy, the alternate shall assume the duties of the vacant position. When that is not possible, an election of a replacement will be held. The elected representative will serve out the remainder of that term.
- C. Election/Appointment of COSSA Representatives
1. Shall be the responsibility of each designated area.
 2. Representatives will assume their responsibilities on July 1 and continue through June 30
 3. Each area shall submit the name of the elected representative and (if applicable) the alternate to the Chair of COSSA by April 15.
 4. In case of a vacancy, each area will immediately elect/appoint a new representative and report the change to the Chair of COSSA.

VII. Meetings

- A. The Executive Committee shall meet in mid September, February and June or as the need arises.
- B. Area representatives shall meet with the Executive Committee biannually or as the need arises.
- C. There will be a general meeting of the College of Science Staff Association once a year to hold the election of officers.

VIII. Conducting Business

- A. A simple majority shall constitute a quorum for handling business.
- B. A majority vote of members present will carry a motion except on a motion to amend the By-Laws. In this case a vote will be submitted to the full membership.
- C. Votes may be by acclamation or show of hands unless a member requests a secret ballot vote.
- D. Roberts Rules of Order Revised will be consulted in the event that an orderly and courteous procedure is not maintained.
- E. Committees and sub-committees may be appointed by the Chair as necessary to carry out the work of the Association.
- F. Meetings are open to observers or visitors.

IX. Standing Committees (pending Dean's approval)

- A. Staff Senate and COSSA Officer Election Committee
 1. The Vice-Chair of COSSA will serve as Chair of the Election Committee and will appoint committee members from COSSA at large.
 2. The committee gets nominations for Staff Senate and COSSA officers prior to the annual business meeting.
 3. The committee shall prepare ballots and provide biographies for the election during the annual meeting.

4. If no more than one candidate is willing to serve, the candidate will be ratified by ballot at the annual meeting.
 5. Nominations will be accepted from the floor on the day of the annual meeting if the candidate is available and is willing to serve.
- B. Special Events Committee (SEC)
1. Shall be confirmed by the Executive Committee of COSSA.
 2. The Chair (Vice-Chair as alternate) of SEC shall be a member of the COSSA Executive Committee and shall attend Executive Committee meetings to report on the activities of SEC
 2. The SEC will organize activities in conjunction with the Dean's office, such as the Fall Picnic, Holiday Social, and the Awards Banquet.
- C. Community Service Projects Committee (CSPC)
1. Shall be confirmed by the Executive Committee of COSSA.
 2. The Chair (Vice-Chair as alternate) of SEC shall be a member of the COSSA Executive Committee and shall attend Executive Committee meetings to report on the activities of the CSPC.
 3. The CSPC shall be charged with developing and carrying out special projects identified by the COSSA.
- D. Staff Development Committee (SDC)
1. Shall be confirmed by the Executive Committee of COSSA.
 2. The Chair (Vice-Chair as alternate) of SDC shall be a member of the COSSA Executive Committee and shall attend Executive Committee meetings to report on the activities of SDC.
 3. The SDC shall report to and work with the Dean's Office to carry out the work of the SDC.
 4. The SDC will organize activities in conjunction with the Dean of Science to provide educational and professional development for all staff in the College of Science.
 5. The committee Chair will recruit volunteers from COSSA at large to plan each event.