Article I – Statement of Purpose

1. Statement of Purpose: To represent, communicate with, and inform the staff members of Gonzaga University.

1. The Staff Assembly shall exist to contribute to the success of Gonzaga University, to the growth and welfare of its staff employees, and to the promotion of a positive and supportive work environment. As a constituent organization, along with the Faculty Assembly and GSBA, the Staff Assembly shall operate as a recognized part of the University system to provide a forum for open communication and ongoing dialogue among staff and between staff and administration. The Assembly shall be a consultative and deliberative body with authority to make recommendations to the President of the university on all matters that have a significant bearing on the working environment of the staff. The Staff Assembly will serve as the official nominating body for staff representation to University committees that deal with topics of impact on staff employees and to other task forces and search committees, as needed.

Article II – Membership

1. The membership of the Staff Assembly shall include all staff, professional, and administrative employees of Gonzaga University other than faculty, vice presidents, deans and directors of major divisions or programs.

Article III - Staff Assembly Executive Council Officers

1. The voting members of the Executive Council of the Staff Assembly shall be comprised of twelve (12) members: President, Vice President, Secretary, Treasurer, eight (8) Council Representatives. The non-voting members of the Executive Council shall be two (2) Staff Regent Representatives, all efforts should be made to select a member of “exempt” status and the other “non-exempt.” Status. The Executive Council as a team shall:

1. Nominate and elect a qualified member of the Executive Committee to a two (2) year term as President.
2. Organize and oversee the election of Executive Committee members as stipulated in these bylaws.
3. Plan and execute a Fall Staff Assembly Meeting, a Spring Staff Assembly Meeting, Presidential updates to the staff, and any additional greater Staff Assembly gatherings as deemed appropriate by the President of the Executive Council.
4. Listen and respond appropriately to members of the Staff Assembly who have concerns regarding Gonzaga University policies and procedures.
5. Create and execute initiatives that build morale, community, and spirit among the members of the greater Staff Assembly. (I.E: Anniversary gifts, Heads up Gonzaga, Staff Barbeques, etc…)

1. Duties of the officers shall be as follows:
   1. The President shall preside over all regular and special meetings of the Assembly and of the Executive Council.
   2. The Vice-President shall perform all the duties of the President when the President is temporarily absent or unable to act.
   3. The Treasurer shall maintain and process the budget for the staff assembly and preserve all transactions according to established accounting procedures. The treasurer will give a monthly report on budget activity, preserve all relevant reports and documents, and pass all records to the next Treasurer.
   4. The Secretary shall maintain a written record of all acts of the Assembly and Executive Council; conduct, receive, and dispose of all correspondence as directed; preserve all relevant reports and documents; and pass all records to the next Secretary.
   5. Council Representatives shall serve and report on Gonzaga University standing committees as assigned by the President of the Executive Council. These committees include, but are not limited to: Sustainability, Budget, Mission, Benefits and Compensation, and Athletic Advisory. Representatives shall also serve and report on any ad hoc committees created by the President of the Executive Council.
   6. Staff Regent Representatives shall serve and report on the Gonzaga University Board of Regents after each meeting, in keeping with relevant confidentiality expectations of that body.

1. Eligibility of Executive Council Officers:
   1. Any Gonzaga University staff member who has been employed for at least two (2) full years, has one (1) full year of Staff Assembly Executive Council experience, and has received the endorsement of their supervisor shall be eligible to hold the office of President.
   2. Any Gonzaga University staff member who has been employed for at least one (1) full year, has Banner Finance access, and has received the endorsement of their supervisor shall be eligible to hold the office of Treasurer.
   3. Any Gonzaga University staff member who has been employed for at least one (1) full year and has received the endorsement of their supervisor shall be eligible to hold the office of Vice President, Secretary, or Council Representative.
   4. Any Gonzaga University staff member who has been employed at Gonzaga for at least (1) one full year and has received the endorsement of their supervisor shall be eligible for the position of Staff Regent Representative.

1. Nomination, Appointment, and Election of Executive Council Officers (after election and confirmation of all twelve (12) voting members):
   1. For the position of President, the Executive Council will nominate member(s) who have at least two (2) years of experience as a Staff Member and at least one
(1) year as an Executive Council Member. Members may nominate themselves. By vote of the Executive Council, with a minimum of six (6) council members voting, a candidate who receives the majority of the votes cast shall be President.

1. The Staff will nominate members who have at least one (1) year of experience as an employed Staff Member to run for the positions of Vice President, Secretary, Treasurer, and the eight (8) Council Representative. Members may nominate themselves.
2. The Vice President, Secretary, Treasurer, and Council Representatives, will be elected from the nominations submitted, pending acceptance and eligibility of the nominated members.
3. Positions will be selected by vote of the Executive Council, with a minimum of six (6) council members voting
   i. A candidate must receive the majority of the votes cast in order to be elected.
   ii. In the case of a tie, secondary run-off elections will be held until a candidate has received the majority of votes cast.
1. Staff Regent Representatives shall be appointed by the University President.
   i. If requested, the Executive Council will put forward names of appropriate candidates to be considered for appointment.
1. Terms of Office
   1. The term of office for the President, Vice President, Secretary and Treasurer shall be two (2) years. The Staff Regent position will serve a term of three years. The President, Vice President, Secretary, Treasurer, and Staff Regent Representatives will be elected and appointed in even calendar years (when possible). Council Representatives shall serve two year staggered terms. Four (4) Council Representatives shall be elected in even calendar years and four (4) in odd calendar years (when possible).
   2. The election for Executive Council members shall occur in May of each academic year. The election of the President by the Executive Council (when needed) shall occur at the first regular meeting of the newly-elected Executive Council. Results of officer elections shall be reported to the general Gonzaga Staff Assembly immediately after the elections are confirmed.
   3. All Executive Council Officers, Members and Staff Regents are expected to be employees in good standing.
1. Executive Council Vacancies
   1. Vacancies in the position of President that occur subsequent to a regular election will be filled through a vote by the elected Executive Council, in keeping with the qualifications stated in Article III, Section 3. Should none of the qualified members of the Council be willing to serve as President, a newly-elected Council member can be elected to serve as President.
2. Vacancies of Vice President, Secretary, Treasurer, and Council Representative, shall be filled by Council Presidential appointment of qualified members of the Staff Assembly (see Article III, Section 3). Should there be no qualified members of the Council willing to accept the position(s), the President may appoint any member of the greater Staff Assembly to fill vacancies.
3. Vacancies of Staff Regent Representative shall be filled by the University President (see Article III, Section 4.C.c).

Article IV - Staff Assembly Meetings

1. Four meetings of the greater Staff Assembly shall be planned and carried out per year by the Executive Council. These shall include four (4) Open Meetings, of which two may include Presidential Updates at the discretion of the University President.

1. Staff Assembly meetings shall include the following:

   a) A report from the President of the Executive Council that includes an update on the work completed by the Executive Council since the previous Staff Assembly Meeting, as well as any other pertinent information.

   b) An informational element or guest speaker to benefit the members of and work done by the greater Staff Assembly.

   c) An opportunity for Staff Assembly Members to voice concerns regarding Gonzaga University policies and procedures.

1. Additional Staff Assembly Meetings may be planned for the benefit of the Staff Assembly, as deemed necessary by the President of the Executive Council or the President of the University.

Article V - Parliamentary Authority

1. The rules contained in the Modern Edition of Robert's Rules of Order shall govern the Staff Assembly in all cases where they are not inconsistent with these bylaws and any special rules of order that the Staff Assembly may adopt.

Article VI – Amendment and Proposals

1. New proposals or amendments for these by-laws may be initiated by:
   1. an absolute majority of the Executive Council of the Staff Assembly, or
   2. an individual, along with twenty (20) co-sponsor members of the Staff Assembly.

Subsequently, the following apply:

1. All policy proposals and/or amendments must be submitted to the President of the Staff Assembly in writing.
2. The proposal will be reviewed by council members no later than the next Staff Assembly Executive Council meeting. That meeting must be announced by written and email announcement distributed to all staff members prior to a council meeting at which proposals are presented; such meetings of the Council are open to all members of the Staff Assembly. The proposals will be distributed to all staff members through the campus mail and email for review and input to the Council, which will allow for a two week review and input period subsequent to the first meeting at which a proposal is presented.

3. If a majority of Council members present at the meeting wish to have further meetings on the proposal(s), these will be scheduled and announced in keeping with the above.

4. Ratification of either the amendment or policy proposal will require a vote by the voting members of the Council (with 50% (six members) being present to constitute a quorum), with a simple majority (four members) needed for passage of the amendment or proposal.

5. If the amendment passes and does not require administration approval, it will be implemented into the bylaws within thirty (30) days of the vote. Proposals requiring approval by the administration must be submitted to the proper administrator(s) within thirty (30) days after the Council vote. The Council will follow up with the administration on proposals in a timely manner.