

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

Revised June 28, 2009

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.

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 Election Committee

D. The Secretary shall:

1. Keep minutes of all meetings and distribute to COSSA listserv prior to the next meeting.
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. Provide a financial update when requested.
3. Provide a financial statement at the general meeting in April.

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. Should a member of University Council, a University Commission, 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 and Staff Senators
 1. The COSSA Election Committee will call for nominations and volunteers from all staff of the College of Science for vacant Senator and Officer positions.
 2. Candidate must agree to serve and supply biographical information for the ballot.
 3. Elections will be held by electronic ballot.
 4. Officers will assume their responsibilities on July 1 and continue through June 30 of the second year (two-year term). Staff Senators shall be elected for three-year terms commencing July 1 and ending June 30 three years later.
 5. In case of an Officer vacancy, COSSA representatives will elect a replacement from their number. The replacement will serve until the next scheduled election of officers is held.
 6. In the case of a Staff Senator 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.
 - B. 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 as the need arises.
- B. Area representatives shall meet with the Executive Committee as the need arises.
- C. There will be a general meeting of the College of Science Staff Association once a year.

VIII. Conducting Business

- A. A simple majority shall constitute a quorum for handling business.
- B. A majority vote of members 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. During official business meetings votes may be by acclamation or show of hands unless a member requests a secret ballot vote. All other votes will be requested and calculated through a secure online survey.
- 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

- A. COSSA Election Committee
 1. The Vice-Chair of COSSA will serve as Chair of the COSSA Election Committee and will appoint committee members from COSSA at large.
 2. The committee will call for nominations for Staff Senate and COSSA officers prior to upcoming vacancies.
 3. The committee shall prepare ballots and provide biographies for the electronic ballot.
 4. If no more than one candidate is willing to serve, the candidate will be ratified by ballot.
- 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
 3. The SEC will organize activities in conjunction with the Dean's office, such as the Fall Picnic, Holiday Social, and the Awards Banquet.
 4. The committee Chair will recruit volunteers from COSSA at large to plan each event.
- C. 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 review grants proposals and plan educational events.