

# TEXAS A&M UNIVERSITY ASSOCIATION OF PROFESSIONAL SUPPORT STAFF

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### BY-LAWS

#### EXECUTIVE BOARD MEETING POLICY

- 1.01 Shall be scheduled once a month, during the noon hour. Meetings can be changed as stated in the Constitution.

#### DUTIES OF OFFICERS

- 2.01 **President:** Shall comply with the duties of President as described in the Constitution.
- 2.02 **President-Elect:** Shall comply with the duties of the President-Elect as described in the Constitution.
- 2.03 **Secretary:** Shall comply with the duties of the Secretary as described by the Constitution.
- 2.04 **Treasurer:** Shall comply with the duties of the Treasurer as described in the Constitution. In addition shall:
- A. Responsible for coordinating the annual audit of the financial statements, to include the following TAPSS Officers or members: exiting Treasurer, the new Treasurer, the new Vice President and one other TAPSS member. The audit should be completed within 30 days of the installation of the new officers.
  - B. Remove the endorsing privilege of the outgoing Treasurer following the election of new officers within 30 days.
  - C. Arrange with a convenient bank to handle the Association's account. This may include transferring the account from one bank to another. Take necessary action to qualify to sign checks and withdraw funds as needed.
  - D. Obtain signatures of the President, President-Elect, and Past-President on the checking account signature card. Each check over \$250.00 must have approval of the Executive Board.
  - E. Work closely with Membership Committee and assume any related duties stated in the Constitution.
  - F. Keep accurate records of the Association's financial activities. Obtain and keep receipts for disbursements and issue receipts for income, as appropriate. In order

that there is a check and balance system in place, the financial statement and bank statement must be reviewed and balanced each month by the Treasurer.

G. Each January the Treasurer needs to prepare and submit to the IRS the Association's tax forms.

- 2.05 **Historian:** Shall comply with the duties of the Historian as described in the Constitution.
- 2.06 **Immediate Past President:** Shall comply with the duties of the Immediate Past President as described in the Constitution.

### **GUIDELINES FOR ALL COMMITTEE CHAIRS**

- 3.01 Following the acceptance of chairmanship, contact the outgoing committee chairs to discuss committee responsibilities and arrange for transfer of official records of the appropriate committee.
- 3.02 Select committee members, in cooperation with the Executive Board, to determine the number of members needed and to avoid using a few members on several different committees. A list of volunteers should be obtained from the membership committee. Committee members must be active members of the Association.
- 3.03 Assign committee members certain responsibilities, as needed. It is preferable to have up to three (3) active members on each committee so that responsibilities can be shared.
- 3.04 Set committee meeting times, arrange for meeting locations and notify committee members of details. Schedule meetings as needed in advance of regular Association meetings so plans and progress can be reported to the Association. Notify the President and overseeing officer of all committee meetings. They may not be able to attend, but should be informed of all meeting dates.
- 3.05 Prepare a written annual report of committee accomplishments and recommendations to submit to the Executive Board.
- 3.06 The chair of each committee is to attend the monthly Executive Board Meetings. If unable to attend, a written report from the chair shall be submitted to the overseeing Executive Board member, or submitted by a substitute from that committee.

## COMMITTEE GUIDELINES

### 4.01 **Recognition & Nomination Committee:**

- A. Committee must consist of up to three (3) paid TAPSS members.
- B. Administer the following awards developed from a nomination form and based on the criteria and recommendations from the Association
  - 1. Outstanding TAPSS Member Award
    - a. One person per nomination form.
    - b. All TAPSS members are eligible for nomination.
    - c. Nominee and Nominator must be paid members of TAPSS. Since this is an award for recognition, self-nomination is not allowed.
    - d. Nominator must be able to provide a brief summary of nominee's accomplishments within the Association. Prior to the selection process, the committee should verify this information.
    - e. The TAPSS President (ex-officio committee member) will cast the deciding vote in case of a tie.
    - f. If more than one (1) member of the Recognition Committee is nominated for this award, the selection process will be handled by the Executive Board.
    - g. If there is more than one outstanding candidate, an additional award can be given.
  - 2. Outstanding TAPSS Committee Member Award
    - a. One person per nomination form
    - b. All TAPSS members are eligible for nomination.
    - c. Nominee and Nominator must be paid members of TAPSS. Since this is an award for recognition, self-nomination is not allowed.
    - d. Nominator must be able to provide a brief summary of nominee's accomplishments within the Association. Prior to the selection process, the committee should verify this information.
    - e. The TAPSS President (ex-officio committee member) will cast the deciding vote in the case of a tie.
    - f. If more than one (1) member of the Recognition Committee is nominated for this award, the selection process will be handled by the Executive Board.
    - g. If there are no qualified applicants for this award, the award will not be given for that year.
  - 3. Outstanding New TAPSS Member Award
    - a. One person per nomination form.

- b. Nominee must be new to Association as of January 1st of current nomination year.
  - c. Nominee and Nominator must be paid members of TAPSS. Since this is an award for recognition, self-nomination is not allowed.
  - d. Nominator must be able to provide a brief summary of nominee's accomplishments within the Association. Prior to the selection process, the committee should verify this information.
  - e. The TAPSS President (ex-officio committee member) will cast the deciding vote in the case of a tie.
  - f. If more than one (1) member of the Recognition Committee is nominated for this award, the selection process will be handled by the Executive Board.
  - g. If there are no qualified applicants for this award, the award will not be given for that year.
- C. Arrange the Annual Recognition Luncheon with the chairs of the Nominating Committee and Special Events Chair.
  - D. Recommend social activities and project costs to the Executive Board. Provide estimated costs of the Recognition Luncheon to Executive Board prior to the event.
  - E. Responsible for purchasing the outgoing President's plaque.

#### 4.02 **Nomination:**

- A. Distribute to the members of the Association a request for possible candidates. A reminder shall be provided for nominations for officer candidates.
- B. Obtain from each nominee the willingness to serve if elected.
- C. Select a minimum of two candidates for each office, to be presented to the Executive Board prior to the election. If two candidates cannot be identified, provide a place on the ballot for a write-in candidate.
- D. Distribute a ballot to each Association member during the month of November along with a brief statement describing each nominee's involvement in the Association.
- E. Tally ballots and reports results to the Executive Board and Association by the end of November.
- F. The President-Elect will oversee the Nominating Committee

#### 4.03 **Public Relations Committee:**

- A. Co-chairs shall be selected for this committee. One co-chair will handle the Newsletter activities as stated below and one co-chair will handle the construction of the TAPSS web page.
- B. The Newsletter co-chair shall distribute an electronic newsletter at least quarterly to all members, active or inactive, and interested support staff.

- C. Shall continue efforts to increase membership by reaffirming our commitment to Affirmative Action and Equal Opportunity by encouraging women, minorities and men to apply for membership.
- D. Content of the Newsletter will be constructed by information gathered from the membership, committee chairs and officers to report member activities and upcoming events and news of the Association. New members should be listed.
- E. Content and design of the Newsletter must meet the approval of the Executive Board and changes should be reviewed and voted on accordingly.
- F. Prepare and distribute a brochure about the Association to make staff, campus-wide, aware of the Association.
- G. The web site co-chair, along with other committee members, is responsible for the design and updating of the TAPSS web site. This includes design, construction, updates, content, and any other features not mentioned here.
- H. Content and design of the web site must meet with the approval of the Executive Board and changes should be reviewed and voted on accordingly.
- I. Either co-chair, as designated by the President, is responsible for maintaining a membership e-mail alias listing for the purpose of gathering and disseminating information.
- J. Provide publicity to announce upcoming Association meetings and special events. Keep local media (Eagle, Battalion, Aggie Hotline, KBTX, employee newsletters, and various radio stations) informed of upcoming events.

4.04 **Development Conference Committee:**

- A. President-Elect shall chair the annual Development Conference committee. This event serves as the fundraiser for the organization.
- B. The Past President shall co-chair the Development Conference Committee. The Past-President will oversee this committee in an advisory and mentoring capacity.
- C. Subcommittees will be formed (as quickly as possible) for various functions such as registration, publicity, workshops, donations, entertainment, food, etc. (See conference chair's notebook for further details).
- D. Verify the Conference date.
- E. Oversee the conference budget. Appoint conference treasurer, if necessary, to work with TAPSS Treasurer. Request monthly financial statements in order to control expenses. Each month the financial statement and bank statement should be reviewed and reconciled by the conference Treasurer and then the Vice-President.
- F. After the Conference, verify that thank you letters are sent in a timely manner to speakers, exhibitors, and all others (businesses and individuals) that assisted with the conference.
- G. Recommend to Executive Board a date for next annual Conference.

4.05 **Education & Development & Special Events Committee:**

- A. Shall consist of up to three (3) TAPSS members.

- B. Provide a central information contact for Texas A&M University support staff interested in working toward any type of professional development (including seminars, higher education studies and IAAP and CPS/CAP® certification).
- C. Maintain good communication with liaisons of local professional organizations including local institutions of higher education and other entities such as IAAP and CPS/CAP®.
- D. Maintain a close communication with Texas a&M University Employee Organization Development Services to work toward educating support staff regarding opportunities for educational and professional development as well as publicity.
- E. Shall award "TAPSS Scholarships" as approved by the scholarship committee. Recognition of the awards will be made at the annual recognition luncheon.
- F. The committee shall work with the Treasurer to coordinate disbursement of scholarship funds to the institution the recipient is attending or to the individual. If for some reason the recipient is not accepted into the class(es), program, seminar, etc., the recipient shall provide a written or oral status report to the committee on their progress toward reaching their professional goal.
- G. Shall coordinate and schedule all Association special events and socials. Shall work with the Public Relations Committee to ensure that all members are aware of the upcoming special events.
- H. Shall coordinate, schedule, and arrange the speaker for the annual Staff Appreciation Luncheon and Bosses Day Luncheon.
- I. Shall aid in coordinating and scheduling of any other special events. Work with the chairs of the Special Events Committee and Nominating Committee to plan the annual Recognition Luncheon.
- J. Shall be responsible with the Treasurer for coordinating payment of any expense.

#### 4.06 **Membership Committee:**

- A. Maintain a computerized data file of Association members with a record of paid memberships (renewals or new members) and provide this list of paid members to the Executive Board each month. Distribute membership certificates signed by the President to all new members who have paid dues. A welcome letter and a copy of the Constitution and By-Laws should be mailed with the membership certificate within one month of a new member joining.
- B. Monies shall be delivered to the Treasurer in a timely manner.
- C. Shall provide an updated list of all active members to members of the Association as requested.
- D. Set membership goals and develop a plan to recruit members. Have yearly membership drives.
- E. Shall work with Newsletter Committee to ensure that all new members are recognized in the newsletter.
- F. Coordinate membership promotion efforts with the Public Relations Committee and Newsletter Committee.

- G. Near the close of each year, active members shall be informed to renew their membership dues at the end of the calendar year. New members who pay dues after September 1 will be credited membership through the following calendar year.
- H. Shall coordinate and schedule all Association monthly programs. Shall work with the Public Relations Committee and Newsletter Committee to ensure that all members are aware of the upcoming monthly program.
- I. Shall aid in coordinating and scheduling any other programs and/or conferences, as necessary.
- J. Shall be responsible with the Treasurer for coordinating payment, where necessary, between location of program or conference, and speakers participating in the program or conference.

4.07 **Additional Committees:**

- A. Special committees may be formed and assigned duties by the President of the Association as needed.