Trinity University
Staff Engagement Committee

Bylaws

Article I – Name

The name of this organization is Trinity University Staff Engagement Committee (TSEC).

Article II – Mission Statement

Trinity University Staff Engagement Committee (TSEC) serves as an advocate for Trinity University staff, recognizing their contributions to furthering and upholding the mission and values of Trinity University. It is the mission of TSEC to positively and proactively advocate for the needs and interests of the staff regarding administrative policy, employment, professional development, campus-wide communication, and the social community, all while promoting the role of staff as part of the wider Trinity University community. TSEC serves to work in concert with established protocols and the administration to raise awareness of issues related to staff.

Article III – Membership

TSEC membership consists of classified and contract staff members on a volunteer basis. TSEC does not discriminate on the basis of race, color, national origin, gender, veteran status, religion, age, sexual orientation or disability in appointments or elections for its members and officers.

All members must be in good standing with the University. They must participate with their supervisor’s consent and support. Membership shall reflect, as much as possible, the full diversity of staff at the University. Members must have successfully completed their six-month probationary period as defined by Human Resources.

Members who do not adequately contribute, or who have “excessive absences” from regular meetings, as determined by the officers, may be asked to resign from the committee.

Individuals who have previously served on the committee and wish to serve again should contact a member of the Nominations Committee.

Article IV – Officers

Section I: The officers shall consist of the following positions:

A. President
B. Vice President
C. Secretary

Section II: Responsibilities

A. The President oversees TSEC meetings, events, and activities while being the primary representative of the committee to the University President and other University officers. In addition, the President approves all expenditures, and maintains financial records and budgets of
the committee.
B. The Vice President shall serve as principal assistant to the President and assume the duties of the President in her/his absence. The Vice President shall be responsible for maintenance of the TSEC Web presence and other communications as appropriate. Also, the Vice President shall be responsible for collecting implementation and summary outlines from active sub-committee chairs.
C. The Secretary serves as recording/corresponding secretary for all association meetings or other business (i.e., annual report, preserving materials to the appropriate archives, minutes, bylaws, etc.). The Secretary shall be responsible for tracking meeting attendance and monitoring the Engage e-mail account inbox.

Section III: Term of Office

A. Terms begin on June 1 and end on May 31.
B. The length of the term for the President, Vice President, and Secretary are each one year. Upon the recommendation of the Nominating Committee, and with the approval of the TSEC Committee, terms may be extended. Upon completion of the President’s term of office, the Vice President or Secretary may succeed into the position of President. (See Article VII – Officer Selection below.)
C. Members may serve no more than four consecutive years as an officer.

Section IV: Vacancy of Office

In the event that an officer position becomes vacant during a term, the Nominations Committee will propose an existing committee member to serve as interim officer for the remainder of the term.

Article V – Committees

Section I: TSEC shall consist of the following standing committees, composed of a minimum of 3 members, which report to the TSEC membership.

A. Employment
Provides a forum to support discussion of staff employment to foster a positive work environment at Trinity University.

B. Staff Development
Organizes various development programs for staff. The Committee also organizes staff recognition ceremonies and awards given through TSEC (e.g., Kudos, TU Staff Advisers)

C. Service & Philanthropy
Organizes extracurricular and volunteer activities for staff (e.g., volunteerism, placard for flags at half mast)

D. Social & Community
Coordinates and promotes social activities and events for the staff (e.g., Halloween costume challenge, December holiday ornament contest, Health and Fitness day).
E. Marketing and Branding
Promotes awareness of TSEC within the campus community and provides consistent branding for the TSEC Committee.

F. Bylaws
Develops recommendations for revisions to TSEC bylaws and presents them to the membership for consideration. Maintains ongoing record of all changes made to bylaws over time.

G. Nominations
Chaired by the immediate past president (or if unavailable, another former officer), this committee recommends candidates for available officer positions and general membership. An additional two members shall be elected to the Nominating Committee by the TSEC Committee from the TSEC Committee membership. Nominees will be presented to the membership for approval. This Committee solicits recommendations for general membership from TSEC members, the Trinity staff community, and also considers staff members who express interest in serving.

Additional standing committees may be created upon approval of the membership; changes to existing standing committees shall require approval of the membership. The President will appoint the chair of each standing committee, with the exception of Nominations, for which the immediate past president will serve as chair. Each standing committee may form sub-committees upon approval of the officers.

Section II: Ad Hoc Committees may be formed and dissolved at the discretion of the President and serve on current projects for which a Standing Committee does not already exist.

Article VI – Meetings

TSEC will meet monthly during the Fall and Spring semesters, and may meet during summers. Regular attendance at all meetings is expected (see also Article III - Membership). Officers may meet periodically to discuss current issues, provide updates from committees, and review budgets, policies, and/or programs and will report back to full committee at regular committee meetings. Minutes from regular meetings will be approved by the full committee at the next regular meeting.

Article VII – Officer Selection

Officers will be selected by the end of the Spring semester for the next academic year. Outgoing President or past President is chair of Nominations Committee. The Nominations Committee selects candidates for available officer positions by soliciting recommendations from TSEC members, making reasonable efforts to select nominees that will best fulfill the responsibilities of the positions. Candidates selected by the Nominations Committee will be submitted for approval by a majority of TSEC members. A member of the Nominations Committee cannot be considered for an officer position while serving on the Nominations Committee.

Article VIII – Budget
TSEC receives a budget allocation from the University. Officers will be responsible for developing and approving an annual budget with the funds available. The President will maintain all financial records of the Committee.

Article IX – Amendments to the Bylaws

Bylaws may be amended by majority vote of the membership.

Article X – Grievances

Any grievances will be addressed by the officers.