



RAWLS STAFF COUNCIL BYLAWS

I. GENERAL INFORMATION

A. Name

This organization was formed under the guidance of the dean of the Rawls College of Business and shall be known as the Rawls Staff Council (RSC).

B. Purpose

The purpose of the Rawls Staff Council is to serve as an advisory and advocacy leadership group to Rawls administration and to the staff it represents; and provide the functional framework for building a better Rawls.

C. Responsibilities

In partnership with Rawls administration, the Rawls Staff Council is responsible for the creation, promotion and implementation of intentional, sustainable, and ongoing initiatives that improve the organizational culture for Rawls staff.

II. MEMBERSHIP

A. Eligibility

The Rawls Staff Council and its Chair positions shall be comprised of all staff members currently employed at the Rawls College of Business.

B. Leadership Positions and Term Limits

The Rawls Staff Council Executive Committee shall be comprised of the following leadership positions and shall take effect on June 1st and run through May 31st, unless otherwise noted.

1. Chair, Rawls Staff Council (one-year term)
2. Vice Chair, Rawls Staff Council (one-year term)
3. Chair, Appreciation & Recognition (one-year term)
4. Chair, Climate & Communications (one-year term)
5. Chair, Development & Engagement (one-year term)
6. Chair, Operations & Support (one-year term)

C. Selection of Chairs

1. Past Chair, Rawls Staff Council

The past chair is an advisory role carried out by the most recent chair of the Rawls Staff Council. The past chair does not cast a vote on Executive Committee voting matters and is not required to attend Staff Council meetings.

2. Chair, Rawls Staff Council

The chair shall serve as the chief elected officer of the Rawls Staff Council and shall preside over all meetings of the membership and Executive Committee. The chair shall be filled by the sitting vice chair if the vice chair elects to serve as chair. Approval by a majority vote by the sitting Executive Committee is required to complete the appointment. If the vice chair declines to serve as the chair, candidate self-nominations and nominations shall be solicited and submitted per the schedule stated below. The incoming chair is not required to be a current member of Rawls Staff Council to be eligible. Approval by a majority vote of the sitting Executive Committee is required to complete the appointment. The chair shall only cast a vote on Executive Committee voting matters that result in a tie or in the absence of an Executive Committee member.

3. Vice Chair, Rawls Staff Council

The vice chair shall exercise the powers and authority and perform the duties of the chair in the absence or disability of the chair. The vice chair shall be approved by the incoming Rawls Staff Council chair. Nominations and self-nominations shall be submitted per the schedule stated below. The incoming vice chair is not required to be a current member of Rawls Staff Council to be eligible.

4. Chair Positions

Chair positions shall be selected by the incoming Rawls Staff Council chair and vice chair. Nominations and self-nominations will be submitted per the schedule stated below.

5. Transition Action Timeline

Date	Role	Action
March 1	Vice Chair	Decides if they will accept candidacy for the role of RSC Chair for the upcoming year (pending Exec Committee approval)
If YES		
March 31	Exec Committee	Evaluates candidate to approve for the role of RSC Chair for the upcoming year (majority vote required)
If NO		
March 1	Exiting Chair	Call for nominations for RSC Chair for the upcoming year (due by March 15th)
March 15-31	Exec Committee	Evaluates candidates and decides on the role of RSC Chair for upcoming year (majority vote required)
April 1	Exiting Chair	Announces upcoming RSC Chair
April 1	Exiting Chair	Call for nominations for RSC Vice Chair and RSC Committee Chair positions
April 15	Exiting Chair	Nominations close
April 16	Incoming Chair	Selects RSC Vice Chair
April 16-30	Chair & Vice Chair	Select RSC Committee Chairpersons
May 1	Chair	Announces Rawls Staff Council for upcoming year
May 1-31	Chair & Vice Chair	Meet with incoming and exiting committee chairs to transition duties/roles.
May 31	RTS	Update permissions for access (remove old exec, add new exec)
June 1	All positions	New Rawls Staff Council takes effect

D. Termination (resignation, expulsion, and delinquency)

- Any member may resign upon written request to the Rawls Staff Council chair and vice chair.
- Any member holding a designated position may be removed by a majority vote of the Executive Committee for conduct unbecoming of a member. Prior to removal, the member must first be given notice

of the offense and counseled by the Rawls Staff Council chair or vice chair. The member shall be given the opportunity for a meeting with the Executive Committee, prior to the removal vote.

E. Voting

1. For any proceeding in which voting by the Executive Committee is called for, each member of the Executive Committee shall be entitled to cast one vote. In the event of a tie, the deciding vote shall be cast by the chair.
2. Except where it may conflict with procedures stated within these bylaws, the most recent edition of *Robert's Rule of Order* shall form the guidelines for any proceeding in which voting by the Rawls Staff Council is conducted.

III. MEETINGS

Scheduling of Rawls Staff Council meetings and events shall be determined by members of the Executive Committee.

IV. FUNCTIONS OF REPRESENTATIVES & CHAIRS

A. Appreciation & Recognition Chair

The Appreciation & Recognition Chair is responsible for the establishment, coordination, promotion and implementation of initiatives and activities that recognize and reward staff as a vital part of the Rawls community by:

1. expanding awareness of, celebrating, and acknowledging individual and group Rawls staff achievements and personal and professional milestones, through various means of publication and Rawls Staff Council-hosted events
2. facilitating the Rawls Staff Council's participation in college, university, and non-university staff recognition programs
3. coordinating existing and new staff award selection processes and award distribution budgets

B. Climate & Communications Chair

The Climate & Communications Chair is responsible for the establishment, coordination, promotion, and implementation of initiatives that address the need for communication and environmental improvements to and for Rawls staff by:

1. ensuring that Rawls Staff Council roles and responsibilities, academic and administrative policies and procedures, news, events and accolades, and personal and professional staff support resources are shared effectively via the Rawls Staff Council website
2. providing public and private, formal, and informal communication avenues for the ongoing and active solicitation of information, ideas, and concerns from Rawls staff on all matters
3. disseminating Rawls Staff Council news with college and university communications and marketing forums

C. Development & Engagement Chair

The Development & Engagement Chair is responsible for the establishment, coordination, promotion, and implementation of initiatives that improve and encourage collegiality, community, and cooperation among Rawls staff by:

1. delivering a variety of ongoing professional and personal development sessions throughout each year, and providing a diverse set of topics that are of interest to staff (monthly Rawls Staff Chat meetings, lunch and learns, guest speakers, etc.)
2. addressing current and future staff advancement issues, such as career and professional development, basic skill enhancements and technical training geared toward professional growth.
3. providing staff networking and engagement opportunities during and after business hours (happy hours, luncheons, community service, etc.)

4. facilitating existing and exploring future staff development program funding requests and/or opportunities

D. Operations & Support Chair

The Operations & Support Chair is responsible for the establishment, coordination, promotion and implementation of initiatives and activities that provide platforms for operational and financial support for Rawls staff by:

1. providing a forum where Rawls staff are guaranteed a voice in discussing questions, issues and ideas relative to policy, regulations and procedures
2. serving as an advocate by addressing and seeking resolutions for staff concerns
3. identifying and recommending revisions to existing (formal and informal) Rawls policies, procedures, and benefits, and developing proposals for new ones

E. Executive Committee

The Executive Committee is comprised of Rawls Staff Council leadership members and is responsible for the establishment, coordination, promotion and implementation of Rawls Staff Council initiatives and activities by:

1. providing direction for Rawls Staff Council committees and members
2. serving as the liaison between the Rawls Staff Council (representative of all Rawls staff members) and Rawls administration
3. transacting and maintaining records of the Rawls Staff Council's routine business and activities, and ensuring that Rawls Staff Council operates according to the established bylaws
4. reviewing and revising Rawls Staff Council bylaws (as necessary), and developing and implementing membership and operational guidelines and policies

V. FINANCES

A. Funds

All funds designated for the Rawls Staff Council shall be placed in a general Rawls Staff Council operating FOP. Unused funds from the fiscal year budget may be rolled into the budget for the following fiscal year.

B. Expenses

Final approval for all expenditures shall be given by the Rawls Staff Council chair, or in the absence of the chair, the vice chair. All expenditures must comply with Rawls and Texas Tech procurement and purchasing guidelines.

C. Fiscal Year

The fiscal year of the Rawls Staff Council shall close on August 31st of each year. The new fiscal year shall begin on September 1st of the same year.

D. Budget

As soon as possible after the beginning of a new fiscal year and the election of any/all Rawls Staff Council and committee chairs, the Executive Committee shall adopt the budget for the coming year and submit it to the Rawls College of Business dean for final approval.

VI. AMENDMENTS

A. Revisions

1. The Rawls Staff Council shall be the sole judge of its own rules and bylaws. Ratification or amendment of the bylaws shall be accomplished by the approving majority vote of the Rawls Staff Council chair, vice chair, and committee chairs, provided that notice for the meeting includes the proposals for amendments.
2. Any proposed amendments or alterations shall be submitted to the Rawls Staff Council chair in writing at least seven days in advance of the meeting at which they are to be acted upon.

Adopted: 2021-06-07

Last Amended: 2024-05-20