

**The By-Laws
of the
Fontbonne Staff Association
Fontbonne University
St. Louis, Missouri**

ARTICLE I – NAME

This organization shall be known as the Fontbonne Staff Association, Fontbonne University, St. Louis, Missouri. This Association shall also be known as “FSA”.

ARTICLE II – MISSION AND PURPOSE

Recognizing that the staff is an integral part of the Fontbonne University community. The Fontbonne Staff Association exists to provide a forum for the expression of ideas, the dissemination of information, the support of professional development, the building of community among staff members and the representation of all staff members.

ARTICLE III – MEMBERSHIP

All staff employees of Fontbonne University other than the President and Vice-Presidents are, by virtue of their employment, automatically members of the Fontbonne Staff Association. All members of the organization have voice and vote.

ARTICLE IV – OFFICERS

The officers of the Fontbonne Staff Association shall be a president, a Vice-President, a treasurer, and a secretary. Officers shall be full-time employees.

Article V – Duties of the Officers

1. The elected president shall preside at the meetings of the FSA, implement the agenda established by the executive committee, appoint committees, and call unscheduled meetings of the FSA and/or its officers when necessary.
2. The Vice-President will plan the implementation of the meeting agenda with the president and will preside at meetings of the FSA in the absence of the president, and perform other duties as necessary.
3. The secretary shall maintain a roster of all staff, take minutes of meetings, distribute all minutes, announcements, ballots, and agendas to members, the vice-presidents, and the president; notify members of meetings, collect ballots, and maintain FSA archives in a designated area.

4. The treasurer shall manage the budget of the FSA, record all expenditures, paying bills, and make a financial report at the FSA meetings.
5. The Planning and Budget Staff Representative shall serve for one year upon approval by the President of Fontbonne University. Their responsibilities are to attend Planning and Budget Committee meetings.

ARTICLE VI – ELECTION OF OFFICERS

The FSA officers shall solicit nominations from the entire membership, including self-nominations, in order to present a slate to the membership. The FSA officers shall secure the permission of each person whose name appears on the slate. Additional nominations will be accepted from the membership and incorporated into the slate prior to the voting process. Voting will occur after the nomination period has closed. Voting will be held electronically and a ballot will be emailed to all staff at least a week before the last meeting.

Election results will be shared at the May meeting and announced by the outgoing president.

President

The president will serve as president for one year.

Vice-President

The Vice-President will serve as vice-president for one year and president for the subsequent year

Secretary

The secretary will serve a one-year term of office.

Treasurer

The treasurer will serve a one-year term of office.

Planning and Budget Committee Representative

This person will serve a one year term and is appointed by the FSA president.

TERMS

1. If an officer is unable to complete that person's term of office, a replacement will be appointed by the FSA officers to complete the term.
2. For the election of officers or changes in the by-laws, absentee ballots must be requested from the secretary a minimum of one week prior to the election and returned to the secretary at least one day before the election.

ARTICLE VII - MEETINGS

Meetings of the full FSA shall be held at least bi-monthly during the academic year and when needed during the summer. Emergency meetings may be called by the president.

ARTICLE XIII – VOTING PROCEDURES

A quorum must be present for voting to take place. Quorum shall consist of 10% of full-time staff. The number of staff will be calculated as of the start of the fiscal year.

ARTICLE IX – AMENDMENTS

These by-laws may be amended by the quorum vote the FSA. Proposed amendments must be submitted to the membership, in writing, one week prior to the vote of the membership.

ARTICLE X – LIAISON

A vice-president appointed by the president will serve as a liaison between the FSA and the Office of the President of Fontbonne University. This vice-president will be present at FSA meetings and will have voice. As liaison, the vice-president will represent the FSA's concern to the President's Executive Leadership Team and will communicate information from the Executive Leadership Team to the FSA.