

Montana University System Staff Association Bylaws

Article I – Purpose

The Montana University System Staff Association (MUSSA) is organized exclusively for the following purpose: to represent and be the voice of the staff of the Montana University System (MUS) through their elected staff governance (Staff Senates or campus representatives) for each of the campuses within the MUS, to the Montana Board of Regents, and to the Office of the Commissioner of Higher Education on issues that pertain to the affairs of the MUS.

Article II – Name

The name of this organization shall be the Montana University System Staff Association (MUSSA).

Article III - Membership

Section 1 - Eligibility

All staff governance associations within the Montana University System shall be eligible for membership in MUSSA.

Section 2 – Voting Membership

Two representatives, determined by each campus, shall have voting privileges.

Section 3 – Other Members

Honorary, ex-officio, or other members may be appointed or designated by a majority of the voting membership identified in Article III, Section 2. These members shall be non-voting.

Article IV – Officers

Section 1 – Officers

The officers of the organization shall be a chair and a vice chair elected from a quorum of the voting membership.

Section 2 – Elections

Elections of officers shall be held annually by August 15.

Section 3 – Terms of Office

Officers will assume their one year term immediately following elections.

Section 4 – Duties of the chair

1. Preside over all meetings.
2. Call all special meetings.
3. Serve as the representative of MUSSA to the Montana Board of Regents and the Office of the Commissioner of Higher Education.
4. Attend, or designate an alternate MUSSA representative to attend, Montana Board of Regents meetings as determined by MUSSA.

Section 5 - Duties of the vice chair

1. Assume the duties of the chair in the chair's absence.
2. Assist the chair in administering the business of MUSSA.

Section 6 – Vacancies

If the position of chair becomes vacant, the vice chair will immediately assume the position of chair. In the event the position of vice chair becomes vacant, a replacement will be elected by the voting membership as soon as possible.

Section 7 – Impeachment and Removal

Officers of MUSSA may be removed for failure to perform their responsibilities by an affirmative vote for removal by a majority of the voting membership.

Article V – Conduct of Business**Section 1 – Quorum**

A quorum shall consist of a simple majority of the voting membership and must include at least one officer.

Section 2 – Conduct of Business

Business may be conducted whenever a quorum is assembled whether in person, by electronic participation or combination thereof. Except as otherwise stipulated in these bylaws, actions and motions of the body are deemed to be approved by a simple majority vote of the body. Roberts Rules of Order will be used as a guideline for conducting business.

Section 3 – Meetings

MUSSA meetings will be held in conjunction with Board of Regents meetings at which MUSSA representatives are scheduled to meet with the regents; upon mutual agreement of the chair and vice chair; or when requested by a majority of the membership.

Section 4 – Voting

Votes may be taken by written ballot, voice vote, electronically, or email. Email votes may be taken by agreement of the chair and vice chair or by request of the majority of the membership. A vote by way of email will be considered valid when a simple majority of the membership responds within 2 business days of the call for the vote. The measure being voted upon will be deemed as having passed if affirmed by a majority of those voting.

Section 5 – Committees

There are no standing committees. Ad hoc committees can be impaneled by the chair or the vice chair or by the vote of a majority of the membership.

Article VI – Amendment of Bylaws

Amendments to these bylaws may be proposed by voting members. A majority of the voting members shall be necessary to approve amendments to these bylaws.

We, the staff association representatives of the Montana University System, in order to improve the organization and define the duties, authority, and the responsibilities of MUSSA, adopt these Articles of the Montana University System Staff Association (MUSSA) on January 8, 2013.