

CONSTITUTION AND BY-LAWS  
BATTELLE NORTHWEST STAFF ASSOCIATION  
January 2002

ARTICLE I. Name of Organization

This organization shall be known as the Battelle-Northwest Staff Association, hereafter referred to as the Staff Association, an organization maintained by the staff and management and directly responsible to the management of Battelle-Northwest.

ARTICLE II. Mission Objective

Manage and coordinate a group of diversified activities and programs that provide a balance of athletic, social, and cultural outlets for Battelle Staff Association (BSA) members.

ARTICLE III. Eligibility

All Staff Association activities shall be for Battelle-Northwest staff members, retirees, and their immediate families only. Participation by other persons shall only be by approval of the Staff Association officers.

ARTICLE IV. Administration

The administration of the Staff Association shall be vested in the Staff Association officers.

ARTICLE V. Meetings

The Staff Association shall meet at least monthly. A quorum shall consist of at least half plus one officer of the Association.

ARTICLE VI. Voting

Official voting shall only occur when a quorum is present. Each officer shall have one and only one vote. Unless specifically stated in the by-laws, a simple majority is required to pass or veto actions. Voting by proxy is prohibited.

ARTICLE VII. Staff Association Officers

*Section 1. Officers*

The officers of the Staff Association shall be President, Vice President, Secretary, Treasurer, Administrator, Facility Coordinator, Men's Athletic Chair, Men's Athletic Vice Chair, Women's Athletic Chair, Women's Athletic Vice Chair, Special Event

Chair, Special Event Vice Chair, two (2) Social Chairs, two (2) Social Vice Chairs, Discount Coordinator, and Webmaster.

### *Section 2. Nomination and Election of Officers*

Each year, the first working day after July 4<sup>th</sup>, the Staff Association President shall appoint a four-member Election Committee. The committee shall be chaired by the VP with the balance consisting of one vice-chairman from each committee (athletics, social, and special). The duties and responsibilities of this committee are as follows:

- A. Notify the staff of the offices for which vacancies will exist in the coming fiscal year.
- B. Solicit and recruit nominees for the vacant positions.
- C. Confirm in writing, prior to election that each nominee has obtained their immediate supervisor's approval to run for office, understands the commitment they are making, and intends to serve if elected.
- D. The Election Committee shall endeavor to nominate a minimum of two candidates for each office two weeks in advance of the election. All nominees must be regular salaried full-time staff members. The nominees for Vice President must have served as a Staff Association Committee Chairman.
- E. Distribute ballots to the staff. The ballots shall include a statement from the candidate and their organizational affiliation.
- F. In case of a tie vote, the winner will be decided by a special vote of the Staff Association Officers.

Note: It is recommended that the election of officers be held so that the results will be available by the first week of September. Newly elected officers shall take office on October 1. Any reference to "year" is intended to mean "fiscal year".

### *Section 3. Election and Terms*

All officers except the Secretary, Treasurer, Administrator, Facilities Coordinator, Webmaster, and Discount Coordinator shall be elected by a secret ballot vote of the entire Battelle-Northwest staff and will serve in succession a one-year term as Vice Chairman and a one-year term as Chairman of their specific committee. If only single candidates exist for positions, or there are an inadequate number of candidates for the open positions, candidates need not be elected to serve, but can be appointed by voice vote of the serving officers. Notification of the election results, or the appointed slate of officers, shall be made to all staff at least once per year.

Battelle-Northwest management shall appoint the Secretary, Treasurer, Administrator, and Facilities Coordinator from specific groups of staff qualified for the position upon loss of the incumbent due to retirement, choice or termination. The Discount Coordinator and Webmaster are appointed and accepted by a vote of the Staff Association Officers from a slate of qualified candidates prepared by the Vice President upon loss of the incumbent.

#### *Section 4. Resignation and Appointments*

##### A. Resignation of President/Vice President

In the event that a Staff Association President resigns before the end of his/her term, the Vice President shall assume the presidency for the remainder of his/her elected term. Should the Vice President resign, a new Vice President shall be selected by the Staff Association officers to serve the unexpired term of the vice presidency and succeed to the presidency for the following year. If either resignation comes late in the year, it may not be necessary to appoint someone to replace the position. If a replacement for the Vice President is not appointed, the Vice President elected for the following year shall assume duties of the President in addition to the duties of the Vice President.

##### B. Resignation of Chairman

In the event that a Staff Association chairman resigns before the end of his/her term, the vice chairman shall assume chairmanship for the remainder of his/her elected term. Should any vice chairman resign, or assume chairmanship because of a resignation: (1) a new vice chairman shall be appointed by the Staff Association President to serve the unexpired term of the vice chairmanship and succeed to the chairmanship the following year; or (2) the vice chairman's function or activity will remain vacant upon majority concurrence of remaining Staff Association officers. The vice chairman position will go to the next candidate who was not elected by the Battelle Northwest staff. If these candidates are not willing, then the above actions will apply. When a vice chairman has assumed a chairmanship between elections and no vice chairman is appointed, the elevated chairman will not only serve the unexpired term of chairman, but will remain in the chairmanship throughout the following year.

#### ARTICLE VIII. General Duties of All Officers

Duties of each Chairman are as follows:

- Assure operating procedure are followed
- Assure fiscal year activities budget is submitted by June 1
- Administer funds allocated for activities
- Assure final reports are submitted

##### Section 1. Administrator of Staff Association

The Administrator shall:

- A. Review and present proposed changes to the bylaws, goals and objectives.
- B. Propose policies and procedures to be discussed and voted upon by the Officers.
- C. Develop and maintain requirements for documentation.
- D. Review and propose organizational structure changes consistent with Battelle-Northwest's current operating environment.

- E. Address all Staff Association specific complaints via appointment of a task team from BSA.
- F. Act as liaison between the Director of Economic Development & Communications and the BSA officers with a constant endeavor to keep the arrangement in a positive benefit to both parties.
- G. Develop and propose new program concepts and ideas

## Section 2. President of Staff Association

The President shall:

- A. Preside over all Staff Association meetings.
- B. Sign the budget request for submission to the Director, Economic Development & Communications.
- C. Appoint special Staff Association committees when the need arises.
- D. Make recommendations to the Staff Association officers concerning matters of improving staff athletics and social activities plus other matters which directly or indirectly concerns the Battelle staff.
- E. Sign contracts for all Staff Association sponsored activities after approval from the Legal Office. This authority may be delegated to the committee chairman when necessary.
- F. Report and be responsible to the Director, Economic Development & Communications for all Staff Association actions and operations.
- G. Request an audit of Staff Association records each time a new treasurer is appointed and at any other time as appropriate for good business practice.
- H. Maintain oversight of operating procedures.

## Section 3. Vice President of Staff Association

The Vice President shall:

- A. Assist the President in his/her duties and act in the capacity of the President during the President's absence.
- B. Be a member of the Facilities Action Committee.
- C. Prepare the budget request for submission to the Director, Economic Development & Communications.
- D. Chair the committee for new officer elections held each fiscal year.
- E. Be responsible for the BSA Clubs in addition to the offsite locations supported by the Staff Association, and for all activities involving offsite staff.

## Section 4. Social Chair and Vice Chair

The Social Chair and Vice Chair shall:

- A. Formulate a budget for the fiscal year social activities by June 1.

- B. Maintain an accurate inventory of reusable equipment, materials and supplies. Contact the Facilities Coordinator to return items to central storage facility at the end of each event.
- C. Administer the funds allocated for social activities.
- D. Select and appoint suitable chairmen for the various functions under their jurisdiction. Advise the selected chairman of pertinent policy and financial procedures.
- E. Provide the Secretary and Treasurer a final report upon the completion of each activity. Including at least the following:
  - Narrative summary of activity including facilities used, special ground rules and copy of any contracts
  - Summary of cash receipts, expenditures, advances, etc.
  - Cost/Budget comparison
  - Summary of ticket sales
  - Approximate number of participants

#### Section 5. Athletic Chairman and Vice Chairman

The Chairman and Vice Chairman of Men's and Women's Athletics activities shall:

- A. Formulate a budget for the fiscal year athletic activities by June 1.
- B. Maintain an accurate inventory of reusable equipment, materials and supplies. Contact the Facilities Coordinator to return items to central storage facility at the end of each event.
- C. Administer the funds allocated for athletic activities.
- D. Select and appoint suitable chairmen for the various functions under their jurisdiction. Advise the selected chairman of pertinent policy and financial procedures.
- E. Provide the Secretary and Treasurer a final report upon the completion of each activity. Including at least the following:
  - Narrative summary of activity including facilities used, special ground rules and copy of any contracts
  - Summary of cash receipts, expenditures, advances, etc.
  - Cost/Budget comparison
  - Summary of ticket sales
  - Approximate number of participants

#### Section 6. Special Events Chair and Vice Chair

The Chairman and Vice Chair of Special Event shall:

- A. Prepare a budget for the fiscal year Special Events activities by June 1.
- B. Appoint chairman as appropriate for Special Events activities.
- C. Prepare a summary report for every activity or event sponsored by the Special Events committee. The report shall be presented to the Secretary and Treasurer upon completion of the event and include the following:
  - Narrative summary of activity including facilities used, special ground rules and copy of any contracts
  - Summary of cash receipts, expenditures, advances, etc.

- Cost/Budget comparison
  - Summary of ticket sales
  - Approximate number of participants
- D. Either the Chair or Vice Chair of this committee shall serve on the Facilities Action committee.

### Section 7. Secretary

The Secretary shall:

- A. Record and preserve the minutes of all Staff Association meetings.
- B. Maintain a file of all Staff Association correspondence and activity records.
- C. Notify members of the meetings.
- D. Administer, or delegate within the Human Resources Directorate, the administration of the flower fund for the Richland-based staff.
- E. Sign checks for authorized withdrawal of Staff Association funds in the absence of the Treasurer.
- F. Maintain current list of all clubs and officers that are recognized and supported by the Staff Association.
- G. Maintain a file of each Staff Association Club's operating procedures, constitution and/or bylaws.

### Section 8. Treasurer

The Treasurer shall:

- A. Keep records of the receipts and expenditures of all Staff Association supported activities and clubs.
- B. Sign checks for authorized withdrawal of Staff Association funds.
- C. Provide Staff Association officers with information required preparing the annual budget request.
- D. Prepare a cost/budget analysis at least quarterly.
- E. Prepare financial report for presentation to the Staff Association at the end of each fiscal year.
- F. Issue written guidelines to Staff Association officers that include instructions on the following:
  - Coding of time
  - Procedures for requesting and accounting for cash advance
  - Procedure for charging expenditures to the Staff Association.
  - Staff Association work package code.
- G. Prepare and retain a copy of bank deposit listings.

### Section 9. Facilities Coordinator

The Facilities Coordinator shall:

- A. Provide information on facility capabilities, present use, perceived needs, etc.
- B. Act as a liaison between the Facilities and Operations and ES&H Directorates and the Staff Association officers, to assure that projects and facility maintenance are being completed correctly.
- C. Act as chairman of the Facilities Action committee, as needed to bring about improvements and repairs to present and future facilities.
- D. Submit any scheduling, maintenance, or improvements for approval to the Staff Association officers.
- E. Act as contact to direct any inquiries to the right committee on Staff Association controlled facilities.
- F. Maintain an accurate inventory of reusable equipment, materials, and supplies.
- G. Maintain storage facilities.

#### Section 10. Discount Coordinator

The Discount Coordinator shall:

- A. Ensure that the discounted products and services offered to BSA members meet the BSA Discount Standards.
- B. Chair the BSA Discounts Committee (the committee will consist of the following BSA positions: Vice-President, Administrator, and Discounts Coordinator. Other BSA Committee Chairs who express an interest in participating may also be included.
- C. Coordinate the Marketplace
- D. Appoint a Chairperson for the Holiday Bazaar.

#### Section 11. Webmaster

The Webmaster shall maintain the web pages that provide information about BSA activities, events and services.

### ARTICLE IX. Operations

#### Section 1. Contracts

All contracts for halls, parks, orchestras, etc., must be signed by the President of the Staff Association or a delegated officer and approved by the Legal Office. Contracts can be entered into only for facilities that will accept individuals without regards to race, color, national origin, age, religion, disability or sex.

#### Section 2. Executive Committee

The Executive Committee will consist of the President, Vice President, and Administrator. The Executive Committee will ensure that all other BSA committees are operating under BSA procedures, bylaws, and guidelines.

Each member of the Executive Committee will be assigned to participate in a BSA committee for the fiscal year. The annual assignment selection will be made in October by

the President. Whenever possible the President or Vice President cannot be assigned to a committee he/she has served in during the past two years.

Section 3. Clubs

Before Staff Association funds can be expended for the benefit of any club, the club must be recognized by the Staff Association as an organization. Each club's constitution and bylaws and all changes thereto must be filed with the Staff Association Secretary who will review them with the Battelle-Northwest Legal Office. In addition, a complete listing of officers must be filed and prompt notice given whenever new officers are elected.

Section 4. Withdrawal of Funds

The President, Vice President, Committee Chair and Vice Chair are the only ones authorized to withdraw Staff Association funds from the Treasurer. Request for funds shall be made in writing and shall include the amount, intended use, and activity to be charged.

Section 5. Flower Fund

Flowers are sent within the state to staff members and their immediate families for hospitalization or death. Immediate family includes spouse, children, and parent if the parent lives with the staff member.

ARTICLE X. Finances

The Staff Association shall keep an accurate financial record of all income and expenses. In the preparation of the budget, an itemized listing for all activities will be prepared with the appropriations requested for each account and the reasons for any drastic changes in appropriation for proceeding year.

ARTICLE XI. Amendments

The Constitution and bylaws may be amended at any regular meeting of the Staff Association officers, by a two-thirds vote. Following approval of any amendments, the Secretary shall distribute revised copies of the Constitution and Bylaws to all Officers.

Approved: Monica L Chavez BSA President Date January 10, 2002

Approved: Harrold K. Fichter BSA Secretary Date January 10, 2002