

Council on Staff Affairs  
Minnesota State University Moorhead  
By-Laws

The Council on Staff Affairs consists of twelve classified staff members and the Vice President of Administrative Affairs or representative (ex officio). Members are recommended by the Council, and serve for a three-year term or more if they choose to do so. If a member has three or more unexcused absences in a calendar year, they will be removed from the CSA council.

The Council will elect officers. Additional appointments to the Council may be made as necessary to fill vacancies due to expiration of term or resignation.

The Council will develop a committee structure to accomplish its responsibilities.

**Council Responsibilities:**

1. Sponsor socials for the purpose of fundraising; usually three per year.  
(Holiday-December, Spring-May, and Ice Cream Social-July).
2. Fundraising for staff and staff dependents scholarships.

**Description of Offices:**

**President:** General duties include:

1. Convene and preside over monthly meetings.
2. Prepare and send monthly meeting agenda to CSA Committee.
3. Oversee all subcommittees.
4. Represent CSA at CSA events/socials.

**Vice President:** The vice president assists the president as needed and will conduct monthly meetings in the absence of the president. It is recommended that the vice president will become the president the following year to maintain continuity of the committee. (However, this is not required).

**Secretary:** The secretary is responsible for taking and preparing minutes at the monthly meetings. The secretary will distribute the minutes to the committee by email. The secretary will submit a copy of the minutes to the President as a permanent record for CSA.

**Treasurer:** The CSA maintains an account in the Business Office. The treasurer verifies the CSA account monthly and reports the balance to the President and committee members by email. The treasurer is also responsible for making deposits and processing check requests/purchase orders for payments as necessary

**Description of Committees:**

At the time of annual elections, CSA members will select the Chairperson and members for each committee. A member may participate on more than one Committee. The committees include but are not limited to:

**Fundraising Committee:** Organize fundraising events (coinciding with the socials) sponsored by the Council. All proceeds from fundraising are deposited into the scholarship account. All CSA members

are expected to assist the Fundraising Committee with fundraising efforts. This is the primary purpose of CSA.

**New Staff Orientation Committee:** Welcome new classified staff employees to MSUM. New employees will be given a gift bag and have their picture taken for the website. Items will be purchased and/or donated when needed for the gift bags.

**Scholarship Committee:** Distribute scholarship information to MSUM staff in a timely manner. This committee will also meet and according to the guidelines select and award the scholarships to individuals. Suggest scholarship process revisions to the CSA membership as deemed necessary.

**Social Events Committee:** Determine dates for annual social events and coordinate logistics for those events. Make recommendations to CSA membership for changes to current social event format/schedule. All CSA members will serve on this committee.

**Web Page Committee:** Work with Information Technology Department to keep the CSA website current. Other members may assist with pictures and news items for the website.

**Intra-Campus Marketing & Promotions Committee:** Promotes CSA events and sales to campus community via campus resources (ex. AFSCME list, Dragon Digest, Advocate, flyers and posters to faculty/staff PO boxes).

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