

Montana University System Staff Association – Bylaws

<https://www.mus.edu/mussa/mussa-bylaws.html>

Table of Contents

| | |
|--|---|
| Article I – Name..... | 2 |
| Article II – Core Principles..... | 2 |
| Section 1 – Mission..... | 2 |
| Section 2 – Vision..... | 2 |
| Section 3 – Values..... | 2 |
| Section 4 – Goals..... | 3 |
| Article III – Membership..... | 3 |
| Section 1 – Eligibility..... | 3 |
| Section 2 – Voting Membership..... | 3 |
| Section 3 – Other Non-Voting Membership..... | 3 |
| Section 4 – Membership Expectations..... | 4 |
| Article IV – Officers..... | 4 |
| Section 1 – Officers..... | 4 |
| Section 2 – Elections..... | 4 |
| Section 3 – Terms of Office..... | 4 |
| Section 4 – Duties of the Chair..... | 4 |
| Section 5 – Duties of Vice Chair..... | 4 |
| Section 6 – Duties of Co-Chairs..... | 5 |
| Section 7 – Vacancies..... | 5 |
| Section 8 – Impeachment and Removal..... | 5 |
| Article V – Conduct of Business..... | 5 |
| Section 1 – Quorum..... | 5 |
| Section 2 – Conduct of Business..... | 5 |
| Section 3 – Meetings..... | 5 |
| Section 4 – Voting..... | 5 |
| Section 5 – Committees..... | 6 |
| Article VI – Amendment of Bylaws..... | 6 |

Article I – Name

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

Article II – Core Principles

Section 1 – Mission

The Montana University System Staff Association (MUSSA) is a professional association that represents the interest of MUS staff through partnerships with the Board of Regents (BOR), Office of Commissioner of Higher Education (OCHE), individual campus administrations and other representative groups across the Montana University System (MUS) community. MUSSA serves as a valuable partner of the MUS by enhancing their efforts in staff inclusion, development, and retention in order to maximize individual and organization potential.

Section 2 – Vision

MUSSA exists to promote and strengthen communication between the BOR, provide a channel for the communication of accomplishments, interests, feedback, and issues that impact all staff; gather a broad base of input in the strategic initiatives of the MUS and its institutions. With our partners, we cultivate a safe, respectful, and progressive work environment where staff are empowered to grow and develop. With our partners, we cultivate a safe, respectful, and progressive work environment where staff are empowered to grow and develop.

Section 3 – Values

Service Excellence

We believe excellence is achieved through collaboration, innovation, and open communication.

Integrity

We model integrity by upholding the highest standards and principles that guide our association- demonstrating professionalism, ethical conduct, and accountability.

Empowerment

We empower staff to take an active role in influencing institutional matters. We encourage and promote ideas that lead to the advancement of staff, institutions, or the MUS.

Inclusivity

We value, support, and celebrate our unique differences and strive to create a diverse, equitable, and inclusive workplace that is open to new ideas, transparent, and collaborative in decision making.

Section 4 – Goals

- Serve as an advisory council for all staff by incorporating a broad and diverse group of individuals as representatives;
- Strengthen communication among and between various staff, BOR, and OCHE.
- Ensure discussion, decision-making, and communication move forward in a timely manner to a final resolution;
- Promote the participation of all staff in initiatives and decisions through the incorporation of staff members from within the MUS to serve on MUSSA committees and task forces, as appropriate;
- Provide input and ideas in MUSSA strategic initiatives and goals;
- Support, sponsor, and promote staff recognition efforts;
- Assist with diversity, equity, and inclusion efforts across the MUS community;
- Provide an opportunity for staff within the MUS to engage in professional development by serving on MUSSA.

Article III – Membership

Section 1 – Eligibility

Two representatives from each MUS institution shall be eligible for voting membership.

Institution Proxy

A MUSSA voting member may send a representative from their institution as an Institution Proxy to a MUSSA meeting. It is ideal for the MUSSA member to have notified a MUSSA officer about this Institution Proxy at least one business day prior to the MUSSA meeting. (It is recommended each institution identify their proxy at the same time they identify their voting MUSSA members.) This attendance by the Institution Proxy ensures that MUSSA is able to meet the quorum needed to conduct business (see [Article V: Conduct Business, Section 1: Quorum](#)). Voting rights for the Institution Proxy are outlined in [Article V: Conduct Business, Section 4: Voting](#).

Section 2 – Voting Membership

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

Section 3 – Other Non-Voting Membership

Honorary, ex-officio, or other members may be appointed or designated by a majority of the voting membership identified in [Article III: Membership, Section 2: Voting Membership](#). These members shall be non-voting. When voting to install one of these members, a clear term limit or project end limit shall be established. "Once the agreed-upon time limit or project concludes, MUSSA voting members may vote to reinstate a non-voting member.

Section 4 – Membership Expectations

Each voting member shall participate in at least one project, task force, or subcommittee each academic year.

Article IV – Officers

Section 1 – Officers

The officers of the organization shall be a chair and a vice chair – or two co-chairs – elected from a quorum of the voting membership and shall be from different institutions.

Section 2 – Elections

Elections of officers shall be held annually by August 15.

Section 3 – Terms of Office

Officers shall assume their one-year term immediately following elections. A term may be shorter, if an officer is completing a term that was vacated by a previous officer. (See [Article IV: Officers, Section 7: Vacancies](#))

Officers shall have the option to serve in an officer position up to two consecutive years as voted on in congruence of the guidelines of [Article V: Conduct of Business, Section 4: Voting](#). Outgoing officers are not required to take a break from serving on MUSSA; however, their continued membership shall be dictated by if their institution approves them continuing to serve.

It is recommended that any Chair or Co-Chair be able to participate at least one year on MUSSA after their officer term ends, as either a voting or non-voting member, to aid in the transition of new leadership.

Section 4 – Duties of the Chair

- Preside over all meetings
- Call all special meetings
- Serve as the representative of MUSSA to the BOR and OCHE
- Attend, or designate an alternate MUSSA representative to attend, BOR meetings.

Section 5 – Duties of Vice Chair

- Assume the duties of the chair in the chair's absence
- Assist the chair in administering the business of MUSSA

Section 6 – Duties of Co-Chairs

- If a co-chair arrangement is voted on, then the co-chairs shall decide between the two of them how they will handle the duties of the chair and vice chair.

Section 7 – Vacancies

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

If there is a co-chair arrangement and one co-chair position becomes vacant, a replacement shall be elected by the voting membership as soon as possible. The voting membership shall vote to elect another co-chair or change the officer relationship to chair and vice chair.

The newly elected officer shall complete their term at the end of the originally scheduled term end date set forth in [Article IV: Officers, Section 2: Elections](#).

Section 8 – Impeachment and Removal

Officers of MUSSA may be removed for failure to perform their responsibilities by an affirmative vote for removal by a 2/3 majority of the voting membership. Such a vote may be called by any voting member.

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, electronically, or a combination thereof. Actions and motions of the body are deemed to be approved by a simple majority vote of the body, except as otherwise stipulated in these bylaws.

Section 3 – Meetings

MUSSA meetings of the voting membership shall be held monthly via electronic, in-person, or combination thereof. Meetings with the BOR shall be by invitation from the BOR and all MUSSA voting members shall be invited to attend. MUSSA may request a special meeting with the BOR and shall include the proposed agenda for the special meeting. Meetings shall be open to the public.

Section 4 – Voting

Votes may be taken by written ballot, voice vote, electronically, or email. The measure being voted upon shall be deemed as having passed if affirmed by a majority of those voting, unless otherwise stipulated in these bylaws.

Proxy Voting

If a vote happens during a meeting which an Institution Proxy is attending and they are voting on a given topic, the Proxy should be fully briefed on the previous conversations on this topic, or they need to defer their vote to the MUSSA voting-member from their institution.

Section 5 – Committees

There are no standing committees. Ad hoc committees may be impaneled by a MUSSA officer or by the vote of a majority of the membership.

Article VI – Amendment of Bylaws

Amendments to these bylaws may be proposed by any voting member. A 2/3 majority of the voting membership 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 October, 17, 2025.