

ARTICLE I: MISSION STATEMENT

The University of Wisconsin System Administration (UWSA) University Staff Council (Council) endeavors to promote communication among all UWSA University Staff and University Staff system-wide, and to be an active participant in the governance of and in the policy development for UWSA. The Council will also promote professional development opportunities for University Staff.

ARTICLE II: ROLES AND RESPONSIBILITIES

- A. The Council maintains the following roles and responsibilities:
 - 1. To participate in the development of future plans for UWSA while also promoting and sustaining a positive environment for all University Staff employees (permanent, limited term and project employees) based on equality, respect and a spirit of collegiality between and among members of the UWSA community;
 - 2. To promote programs and services that support professional development activities for University Staff;
 - 3. To encourage informed communication among University Staff and with the broader UWSA community, including the recognized governance groups;
 - 4. To serve as advisors to the University of Wisconsin System Administration President (President) and other UWSA administrators;
 - 5. To solicit nominees and make recommendations for UWSA Search and Screen Committees and other committees as requested by the President;
 - 6. To perform such other duties and functions as befits a voluntary organization committed to creating and sustaining an affirming and supportive operational environment; and
 - 7. To establish, maintain, and support the UWSA University Staff Council standing committees.

ARTICLE III: UNIVERSITY STAFF COUNCIL MEMBERSHIP AND ELECTIONS

- 1. The Council will consist of seven (7) elected members, each serving a four-year term with no maximum of consecutive terms, and two non-voting, ex-officio members.
- 2. All University Staff are eligible, and encouraged, to seek election to the University Staff Council (members).
- 3. Terms of service on the Council are staggered.

4. In the interest of equal representation, at least one Council member should come from each of the following three office locations: Van Hise Hall, 780 Regent St., 660 West Washington Ave.
5. Council members are elected by vote of all participating and interested UWSA University Staff. All University Staff are eligible to vote, including LTE and Project employees.
6. In each biennial election cycle, all University Staff will be emailed notification that they may begin nominations for names to appear on the ballot for a member position with the Council. Employees may self-nominate. Employees who do not self-nominate must accept the nomination in order for their name to appear on the ballot.
7. All University Staff will receive an email announcing the upcoming elections.
8. Voting for Council members shall be every other year with a target completion of July 31 of the election year, unless a UW System emergency situation exists preventing the participation of the full membership of the Council or University Staff employees in the election process.
 - i. During such an emergency, by a unanimous vote of Council members present in quorum, the election may be postponed one fiscal quarter at a time.
 - ii. The postponed election would then take place by the normal processes defined in Article III with completion by the final day of the final month of the term extension.
 - iii. If an emergency situation continues, and with subsequent unanimous vote of Council members present in quorum, the postponement of the election may be extended additional fiscal quarters as necessary.
9. Terms for Council membership begin on August 1 and end on July 31 .
 - i. In the case of a postponed election per item 8, term service for newly elected members would begin as of the election results certification and end at the normal term end date on July 31 at the completion of any portion of an elected term longer than two years.
10. The Nominations and Elections committee shall certify and announce the results of the election.
11. Council members can be removed for cause (e.g., nonattendance or unacceptable performance) through a vote of majority plus one of the voting Council members.
12. If an elected member leaves or is removed before the term is completed, the Chair may appoint an interim member from the previous ballot to complete the remainder of the term. If no one is able to serve who had been on the ballot, the Chair may appoint any eligible University Staff employee. This appointment must be confirmed by majority vote of the existing members of the Council. With a majority vote of the Council, the position may be left vacant until the next election for the vacancy.

ARTICLE IV: EX OFFICIO MEMBERS

A. Administrative Liaison

The Administrative Liaison to the University Staff Council is:

1. A member of the UW System President's Office requested and confirmed by the University Staff Council. This position is a non-voting member of the University Staff Council with no fixed length term.
2. Expected to have regular and recurring access to the President and to other administrative leadership.
3. Expected to be familiar with the shared governance rights of University Staff.

B. Human Resources Representative

The Human Resources Representative to the University Staff Council:

1. Is appointed by the UWSA Human Resources Director as a non-voting member of the University Staff Council. The Director may appoint himself or herself. There will be no fixed length for the term of this position.
2. Acts as a resource regarding policies and procedures.
3. Advocates, when appropriate, that University Staff receive sufficient release time to be active participants in the governance of UWSA.

ARTICLE V: UNIVERSITY STAFF COUNCIL OFFICERS AND ELECTION OF OFFICERS

1. The Council shall have the following officers who serve single-year terms:
 - i. Chair
 - ii. Vice-Chair
 - iii. Secretary/Treasurer
2. The member elected as Vice-Chair will serve a one-year term as Vice Chair/Chair-Elect. and the following year will serve as the Chair.
3. The Council shall elect a Vice-Chair and a Secretary/Treasurer at the first meeting after July 1.
4. In the event that the Vice-Chair cannot serve as Chair, the Council will elect a new Chair from among the remaining Council members.
5. The duties and responsibilities of each officer are set forth below:

Chair

1. Calls and presides over meetings of the Council
2. Coordinates activities

3. Attends meetings with the President or the Administrative Liaison.
4. Prepares and distributes agenda for all Council meetings.

Vice-Chair

1. Serves as Acting Chair
2. Performs all of requisite duties when the Chair is absent or unable to perform the duties of the position.
3. Attends meetings with the President or the Administrative Liaison, as scheduled by the President.
4. Becomes Chair after completing one year of service as Vice-Chair (i.e., serves two-year term as a Council Officer).

Secretary/ Treasurer

1. Tracks attendance of Council meetings,
2. Takes minutes of meetings
3. Ensures approved minutes are posted to the Council webpage
4. Maintains copies of all relevant Council files on the shared directory.
5. Attends meetings of the Council and accompanies the Chair and Vice-Chair to meetings with the President or the Administrative Liaison, as scheduled by the President.
6. Manages, reconciles and reports on the budget to Council as needed.
7. Oversees all payments for the Council.

ARTICLE VI: MEETINGS

A. Scheduling

1. General Meetings
 - i. General meetings of the University Staff shall be held annually, and as needed, and shall be open to all UWSA employees.
 - ii. Meetings are held during normal business hours, typically between 7:45 a.m. and 4:30 p.m.
 - iii. With the approval of their supervisors, all University Staff will be allowed to attend meetings without a loss of pay.
 - iv. If a special unscheduled general meeting is needed, an email notification will be sent out 48 hours prior to the meeting to all University Staff.
2. Council Meetings

- i. Council meetings shall be held quarterly, and as needed, and shall be scheduled by the Chair.
- ii. Meetings are held during normal business hours; typically, between 7:45 a.m. and 4:30 p.m.
- iii. Council members will be allowed to attend meetings without a loss of pay.
- iv. If a special unscheduled meeting is needed, an email notification will be sent out 24 hours prior to the meeting to all University Staff.
- v. Quorum – A quorum for any meeting of the Council shall be a simple majority of the voting members.
- vi. Attendance – Council members must attend at least 75% of the regularly scheduled meetings, unless excused, in a given calendar year to retain their seat.
- vii. Leave of Absence:
 1. If a Council member knows they will not be able to attend meetings for a period of time, he or she may request a leave of absence from these assigned responsibilities. A leave of absence may be requested for up to one calendar year. This does not extend the original term.
 2. The Chair will appoint an eligible University Staff employee to serve on the Council during the leave of absence, chosen from the most recent election ballot, if possible.
 3. Replacement members will have full voting rights and privileges.
 4. Council members requesting a leave longer than one year are encouraged to resign from the Council.

ARTICLE VII: STANDING COMMITTEES

1. The standing committees are the Bylaws Committee, the Nominations and Elections Committee, and the Program Committee. Additional Council committees may be established by a majority vote of the Council members.
2. All University Staff are eligible to serve on a committee and may self-nominate. There are no term limits for membership on standing committees; however, committee members must have an expectation of continued employment.
3. All committees select their own chair from among their members.
4. During the setup period, each committee will establish a rotation schedule within the committee consisting of 1-, 2-, and 3-year terms. Subsequent terms of service on a standing committee will be on a 4-year rotating schedule.
5. Committee meetings shall be held during normal business work hours.

6. Standing committees are reviewed annually and those that are no longer necessary will be eliminated by majority vote of the Council members.
7. A representative from each standing committee will attend the University Staff General meetings and Council meetings, as requested, to provide updates on the activities of the committee.
8. The following are standing committees:

Bylaws Committee

The Bylaws Committee annually reviews Council bylaws, including membership allocation, and proposes changes to the Council bylaws as necessary. The Bylaws Committee shall consist of a minimum of three members.

Nominations and Elections Committee

The Nominations and elections committee oversees the election process and is composed of a minimum of three University Staff employees not seeking re-election. The Nomination and Election Committee Chair reports directly to the Council Chair and certifies and announces the results of the election.

Program Committee

The Program Committee plans or provides professional development opportunities to University Staff employees, including networking, training, and other programs. The Program Committee shall consist of a minimum of three members.

ARTICLE VIII: AMENDING THE BYLAWS

Council bylaws may be changed by a majority-plus-one vote of Council members. This vote will be held at a Council meeting. Before such a vote takes place, Council members must be given notice regarding the intent to vote on proposed changes to the bylaws. All proposals must be discussed during at least one Council meeting prior to a vote on the proposed changes. At a minimum, the bylaws shall be reviewed annually by the Bylaws Committee of the Council.