

BYLAWS

University Staff Committee

ARTICLE I. NAME

The name of this organization is the University Staff Committee (henceforth referred to as the Committee).

ARTICLE II. PURPOSE & OBJECTIVES

The Committee's purpose is to provide representation of University Staff within the administrative and shared governance structure at the University of Wisconsin-Parkside.

The Committee's objectives are as follows:

- Promote an exchange of information and ideas among university staff with the broader University Community, including recognized governance groups.
- Provide an organized, systematic way for University Staff to participate and serve at the institutional level as well as appropriate campus-wide committees.
- Promote and facilitate professional development activities to University Staff employees (whether historically represented or non-represented, limited term and project appointment).
- Encourage, affirm and sustain the University's mission, student success, diversity, inclusiveness, teaching and community engagement.
- Allow a forum for University Staff to discuss topics, concerns and interests.

ARTICLE III. MEMBERSHIP

SECTION 1: MEMBERSHIP

Members of the Committee shall be elected by current University Staff and consist of **eleven** permanent University Staff employees. The **eleven** members must have been UWP permanent University Staff employees for a minimum of six months prior to nomination. Committee members will serve three-year terms, beginning with the July meeting. Members may serve consecutive terms.

Committee members are expected to serve their elected term if they remain employed as University Staff at UW-Parkside.

Should a vacancy occur, the Committee will notify the next highest vote getter of the most recent election to fill the remainder of the term. If the position does not get filled, a special election may be held.

SECTION 2: ELECTION

To preserve continuity of the committee membership, only one third of the members will be up for election each year. The Committee Secretary will determine which positions are up for election.

The Committee shall invite all eligible members of the University Staff to nominate colleagues or self-nominate for membership. Nominations may be made by any University Staff employee.

Official ballots will be distributed by secure electronic ballot with a return date of not less than one week from the date of distribution. Official ballots will be counted and/or verified by two Committee members not currently up for election. The results will be tallied and stored in the permanent record as kept by the Committee.

Special elections may be held in certain circumstances where membership and/or participation is so low that the Committee is unable to have a quorum and vote.

SECTION 3: RESPONSIBILITIES

Members are expected to attend all general meetings, serve on one or more committees annually and participate in voting. Members who cannot attend a meeting are responsible for notifying the Chair, Co-Chairs or Secretary of the Committee in advance of the meeting.

Membership may be vacated by written resignation, addressed to the Chair or Co-Chairs of the Committee. Unexcused non-attendance and/or lack of participation on committees or sub-committees may result in dismissal from the Committee.

ARTICLE IV. EMERITUS STANDING

SECTION 1: ASSOCIATION

Emeritus status may be granted to retiring members of the University Staff in recognition of meritorious achievement after ten or more years of service at UW-Parkside.

SECTION 2: CRITERIA

The conditions are as follows:

- A. The retiree has ten or more years of service as a University Staff employee at UW-Parkside prior to retirement; exceptions may be made depending on the member's employment record of service.
- B. The retiree has engaged in exceptional, distinguished service to UW-Parkside. The title shall not be awarded as a matter of due course and shall not be granted automatically upon retirement.
- C. The retiree retired within the previous two years.

SECTION 3: RESPONSIBILITIES

The Committee shall consider the drafted proposal for emeritus status and if approved shall move it forward to the Chancellor.

SECTION 4: PROPOSAL PROCESS

The Proposal may originate from the retiree or a designee from campus.

The Proposal shall consist of a letter from the retiree and/or designee detailing contributions made to the campus and community organizations. Letters of support may be included.

SECTION 5: APPROVAL PROCESS

Once the Proposal is completed, it should be forwarded to and reviewed in the following order:

- A. The retiree
- B. The supervisor
- C. The Committee
- D. The Chancellor

Consideration in this process shall move forward to the next appropriate level of approval expeditiously and in no more than 15 working days, unless previously mutually agreed upon. A non-response after the 15 working day limit shall cause the proposal to move forward to the next appropriate level as approved or accepted.

SECTION 6: RIGHTS & PRIVILEGES

Rights and privileges of emeriti are subject to change. Please consult with the Human Resources Department for the current list of benefits.

ARTICLE V. EXECUTIVE BOARD

The Executive Board of the Committee consists of the following elected officers: Chairperson and Vice-Chairperson (or Co-Chairs) and Secretary. The past Chairperson (or Co-Chairs) serves as an ex-officio member.

SECTION 1: ELECTION OF OFFICERS/TERMS/VACANCY

Solicitations for officers shall be at the first meeting after the annual election. Nominations and officer elections will be held at the subsequent meeting. Officers will assume their duties immediately. Officers are elected to serve one-year terms and may serve more than one consecutive term in the same office. Should vacancies occur within the executive board, nominations and an election will be held at the next regular meeting of the Committee.

SECTION 2: RESPONSIBILITIES

The Executive Board will solicit and consider input from all University Staff to prioritize issues and establish a direction for the Committee. The Officers are expected to perform the duties listed below. Should an Officer be unable to perform a duty, it will be assigned to another in order to ensure the continuity of the Committee's purpose.

SECTION 3: OFFICERS' DUTIES

- A. Chairperson/Co-Chairs:
 - a. Create agenda and preside over official meetings
 - b. Communicate with the University administration and other organizations

- c. Serve on, or make recommendations for, appointments to University Staff committees
 - d. Act as an official representative and spokesperson for the Committee
 - e. Establish special committees and ad-hoc committees as necessary
 - f. Is a non-voting, ex-officio member of all sub-committees
 - g. Serve as Past Chairperson after term of office has ended
 - h. Perform other duties as assigned by action of the Committee
- B. Vice-Chairperson:
- a. Attend official meetings of the Committee
 - b. Assume duties and authority of the Chairperson in absence of (or vacancy of) that office
 - c. Perform other duties as assigned by action of the Committee
- C. Secretary:
- a. Attend meetings of the Committee
 - b. Coordinate and/or assist with all correspondence as required by the Chairperson (Co-Chairs) or the Committee
 - c. Prepare and make available to members the required notices of meetings
 - d. Prepare the Committee's meeting minutes and make available to all members and participants
 - e. Maintain and act as custodian of the records and membership rolls of the Committee
 - f. Assume the duties of the Committee Historian
 - g. Assist Chairperson (or Co-Chairs) with official communications and correspondence of the Committee
 - h. Perform other duties as assigned by action of the Committee
- D. Past Chairperson (or past Co-Chairs):
- a. Assist in preparing and mentoring new Executive Board Members on current and past issues
 - b. Attend official meetings of the Committee and Executive Board, as needed
 - c. Act as an advisor to the Committee
 - d. Perform other duties as assigned by action of the Committee

SECTION 4: COMPENSATION

Funding may be available centrally to provide compensation to Executive Committee members determined annually as part of the regular budgeting process.

ARTICLE VI. MEETINGS

SECTION 1: UNIVERSITY STAFF COMMITTEE MEETINGS

General meetings shall be held once a month at a location scheduled by the Chairperson (or Co-Chairs). Notice of general meetings should be made in advance of the meeting following UW System guidelines. General meetings are open to all university employees.

SECTION 2: QUORUM

A simple majority of the current membership shall be the quorum required to conduct business at all meetings of the Committee. Voting shall be by show of hands, except any member present

may request a secret ballot. Election of officers may be held by secret ballot. Only elected members shall vote. Each voting member shall have exactly one vote. A majority vote carries.

SECTION 3: CONDUCT OF BUSINESS

In instances not covered by these bylaws, the Committee may refer to the most recent edition of *Robert's Rules of Order Newly Revised*.

SECTION 4: ANNUAL MEETING

An annual meeting may be held for all University Staff members. The purpose of this meeting will be to communicate and disseminate information. In lieu of a meeting this information may be disseminated electronically.

ARTICLE VII. COMMITTEES

Standing committees and sub-committees' membership will be adopted by the Committee after the annual election. A standing committee may be any committee created either by the University Staff Committee, a University Governance Committee, or Administration which has requested representation of University Staff upon it. Ad-hoc committees may be created and dissolved as needed to complete the current tasks at hand. Standing committees and University committee participation currently includes, but is not limited to:

- A. University Staff Distinguished Service Award Committee
- B. Annual Meeting Committee
- C. Professional Development Committee
- D. University Staff serving on university committees
- E. Space Planning Committee

These committees can be changed at the discretion of the University Staff Committee with a two thirds (2/3) vote.

ARTICLE VIII. AMENDMENTS & REVIEW OF BYLAWS

Bylaws can be reviewed at any time.

- A. A sub-committee of the Committee shall be created in the even numbered years to review the bylaws and update them as appropriate. Updates should be effective at the beginning of the odd numbered years.
- B. Proposals to repeal and/or amend any section of the bylaws must be provided in writing to all members of the Committee one week in advance of the meeting at which they are to be voted upon. Any such proposal adopted by the Committee shall not take effect until it has been accepted by a two-thirds vote of the entire Committee and 30 days have passed. The Chancellor's Cabinet shall be notified in writing of all changes made to the bylaws.

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