

Bylaws

Article I. Name of the Organization

The name of this organization shall be the University of Utah Staff Council (abbreviated UUSC), hereinafter referred to as Staff Council.

Article II. Mission and Vision

- A. Mission: The University of Utah Staff Council advises the President, the Board of Trustees, and Central Administration at the University of Utah on all matters reflecting staff concerns.
- B. Vision: Staff Council will:
 - 1. Provide a means for staff at .75 FTE or above to communicate their concerns and make suggestions regarding matters of general concern.
 - 2. Represent staff on matters of significant concern by bringing issues to University Administration and the Board of Trustees.
 - 3. Provide advancement and enrichment opportunities for staff.
 - 4. Seek additional advantages and opportunities for staff through partnerships from inside and outside the University.
 - 5. Distribute information to staff concerning plans, programs and issues affecting staff and the University as a whole.
 - 6. Consider, study, and make recommendations to the University President, Board of Trustees, and other University officials on behalf of all staff, regarding procedures, policies, and other general issues and concerns.

Article III. Membership

- A. Makeup of Staff Council
 - 1. Staff Council shall consist of 35 members, 27 of whom are appointed directly from representative areas of the University as explained in the “Areas Represented on Staff Council” below.
 - 2. Each of these members must work in the area they represent while on the Staff Council.

3. Members on Staff Council will serve a three (3) year term with a maximum of two (2) terms. Terms may be served consecutively or not. Term(s) may be extended by one (1) year at the discretion of the Executive Board.
4. A Council year is defined as July 1 through June 30. Any reference in these bylaws to “year” shall be understood as Council Year unless otherwise indicated.
5. In addition to the 35 Council members, both the main campus and hospital Chief Human Resources Officers or their designee will act as ex-officio members and have a permanent seat on Staff Council.

B. Areas Represented on Staff Council

1. Staff Council Membership shall be based on the following:
 - a. Health Sciences – eleven (11) representatives, recommend minimum of two (2) from patient care.
 - b. Academic Affairs – six (6) representatives.
 - c. Administration – six (6) representatives
 - d. Student Affairs/Services – three (3) representatives.
 - e. Committee Chairs – five (5) representatives, can come from any area of the University and represent a committee for Staff Council.
 - f. President, President-elect and Secretary/Treasurer – three (3) representatives.
2. The number of Staff Council members from each district is based upon the district’s percentage of the total number of University staff.. This representation breakdown should be reviewed annually, prior to the annual call for new member applications and the numbers adjusted as needed.

C. Eligibility of Employees for Staff Council

1. Staff must meet the following requirements before they will be accepted as candidates for selection to Staff Council:
 - a. They are benefits eligible (.75 FTE or greater).
 - b. They have successfully completed the probationary period of employment prior to the beginning of the term of service (July 1 of each year).
 - c. They have submitted a completed “Supervisor’s Notification” form.
 - d. They have completed the “Staff Council Membership Agreement” form.

D. Selection of Council Members

1. The Communications and Selection Committee will notify all staff members when applications are available.
2. The Communications and Selection Committee will accept and screen all applications.
3. The selection process begins when a staff member completes the necessary forms by the application deadline. The process is as follows:
 - a. Applications are due by April 15 in the year of appointment to Staff Council.
 - b. All applications will be collected and assessed for eligibility.
 - c. The Communications and Selection Committee will vote for all open seats on Staff Council and also for a minimum of one alternate from each of the four (4) areas of the University by May 1 and submit nominees to the respective Human Resource Office.
 - d. In the event there are insufficient applicants from any of the given areas, the chair of the Communications and Selections Committee and UUSC President-elect will approach the Vice President of that district and request nominees. UUSC may provide nominations to the Vice President at their discretion.
 - e. The main campus and hospital Chief Human Resource Officers or their designees will approve the selections, send joint letters of appointment to the selected individuals, and send a copy to each respective Vice President and the staff member's immediate supervisor(s).
 - f. Letters will be sent by June 15 of the year of selection to Staff Council. New members are expected to attend the first Staff Council meeting after their appointment.

E. Mid-term Vacancies

1. In the event of a mid-term vacancy, the Communications and Selection Committee will forward the alternate's name, from the area of the University with the vacant seat, to either the main campus or hospital Chief Human Resource Officer in that area or designee for approval.
2. In the event there are insufficient alternates from any of the given areas, the chair of the Communications and Selections Committee and UUSC President-elect will approach the Vice President of that district and request nominees. UUSC may provide nominations to the Vice President at their discretion.
3. A letter of appointment will be sent to the selected individual, the staff member's immediate supervisor, and a copy to the respective Vice President.
4. The new Staff Council member's term will begin the month after the letter of acceptance has been sent. The term served by the alternate may be two additional years from the year of appointment. Executive Board has the option to adjust an alternate's term start/end date to allow service of a full three (3) year term, to allow participation in

leadership opportunities, or to balance number of members rolling on/off council, so long as member is in agreement.

F. Removal of Council Members

1. Staff Council members are held to a high standard as they have been selected to represent all staff members, and as such, must take that responsibility seriously by acting professionally and serving with commitment to their role on Staff Council. Members have the responsibility of acting in the best interests of staff members and the University as a whole.
2. Staff Council members who transfer positions outside of the area they represent will no longer be eligible to serve on Staff Council. The President, President-elect, Secretary/Treasurer, Historian, and Chairs of the Committees are exempt from removal due to position transfer, as they do not represent specific areas of the University.

G. Reasons for removing Staff Council Members

1. A member of Staff Council may be removed for the following reasons:
 - a. For unacceptable personal conduct or behavior that materially disrupts the workings of Staff Council as a whole or its committees.
 - b. For excessive absences, defined as three (3) or more excused and/or unexcused absences from Staff Council obligations during a Council year. Obligations are defined as a meeting or event member is required to attend or to which they have committed.

H. Process for Removing Staff Council Members

1. Membership on Staff Council is a privilege and can be revoked when a member is unable to function effectively due to the reasons mentioned above. The removal of a fellow member of Staff Council is a serious matter and this action is taken with great care.
2. Any Staff Council member may call for the removal of a member. The matter will be brought before the Executive Board for deliberation and voting.
3. To remove a member of Staff Council the following steps must be taken:
 - a. The item must be brought up at an Executive Board meeting.
 - b. Evidence must be presented proving a reason for removing a member of Staff Council.
 - c. The Executive Board will vote on whether there is sufficient evidence to remove the member. A two-thirds majority will carry the motion.
 - d. If the motion is carried, the President will notify the member and request they attend the next Executive Board meeting to defend their reason not to be dismissed.

- e. The Executive Board will vote a second time to remove the member. A two-thirds majority vote will carry the motion.
- f. The President of Staff Council may table either vote for removal of a member until the next Executive Board meeting.

Article IV. Organization

- A. Staff Council shall be sponsored by the main campus Chief Human Resources Officer.
- B. Staff Council shall be defined and led by its Executive Officers, and will include smaller manageable specialized committees to best serve the needs and achieve the goals of Staff Council and the University of Utah.
- C. The Executive Officers
 - 1. President – is responsible for the general direction of Staff Council and the actions of the various committees and committee chairs.
 - 2. President-Elect – assists the President on any matters deemed necessary by the acting President and works to learn the role of President in order to adequately perform the position the following year.
 - 3. Secretary/Treasurer – keeps an accurate record of the proceedings of the general Staff Council and Executive Board meetings. Maintains both the Staff Council and Committee budgets.
 - 4. Committee Chairs
 - a. The specialized committees include:
 - i. Executive Board– determines the strategic direction of Staff Council as a whole and is chaired by the Staff Council President.
 - ii. Communications and Selection Committee – is the information source for university staff and works to keep all staff members informed of actions taken by Staff Council and changes affecting staff as a whole. This committee also fills open member positions on Staff Council, maintains the list of alternates if an opening becomes available during the year, and determines the selections of staff scholarships.
 - iii. Events Committee – is responsible for organizing staff events.
 - iv. Development Committee – furthers the advancement of Staff Council through fundraising activities so Staff Council can continue to promote university staff as a whole.
 - v. Legislative Committee –represents staff to the Vice President for Government Relations on matters related to the State Legislature and University of Utah.

- vi. History Committee – A historian is designated by the Executive Board each year. The Historian, together with a representative from each of the other UUSC committees, makes up the History Committee. This committee collects, identifies materials for, and maintains a historical archive of the membership and activities of Staff Council.
 - vii. Any other Ad hoc committees necessary to complete the mission of the Council.
5. Committees may be created, dissolved, or combined as needed with the approval of the general Staff Council.

Article V. Executive Officers

- A. Executive officers are responsible for the general direction and strategies for success of Staff Council and will work to ensure that strategic goals are met. They shall serve the entire council and therefore:
 - 1. Fulfill directives adopted by Staff Council.
 - 2. Ensure adherence to Staff Council Bylaws.
 - 3. Perform all responsibilities subject to the oversight of Staff Council as a whole.
 - 4. Participates as a voting member of the Executive Board.
- B. Officer eligibility and terms of service
 - 1. Eligibility to serve as an Executive Officer (President, President-elect, or Secretary/Treasurer) shall be limited to members who have served on the Staff Council for at least one year.
 - 2. The term of office for President is: one year as President-elect, followed by one year as President, and a final year as the immediate past President ex-officio member.
 - 3. If the President-elect takes office beginning in the third year of service, a term extension of one year shall be granted to allow fulfillment of the presidential year.
 - 4. The term of office for Secretary/Treasurer is one year.
- C. Election of officers
 - 1. Nominations shall be due, one (1) week prior to the general Staff Council meeting in March. Nominations may be made electronically or by phone to the President-elect. This deadline may be waived or amended by the Executive Board.
 - 2. Staff Council members shall contact those individuals they wish to nominate, prior to submitting nominations, to confirm the nominees' willingness to serve.
 - 3. All nominees shall confirm to the Communications and Selection Committee their willingness to serve, or shall decline the nomination.

4. The Communications and Selection Committee shall announce the nominees at the March Staff Council meeting. The list of nominees will be included in the minutes.
5. The Communications and Selection Committee shall conduct the election at the April meeting as follows:
 - a. A nomination from the floor may be accepted, with the approval of the person being nominated.
 - b. A short speech may be given by each nominee prior to voting, but is not required.
 - c. Voting shall be conducted by secret ballot.
 - d. Officers shall be elected by a majority vote of Staff Council members present. The President does not participate in this voting. Designees or alternates do not participate in this voting.
 - e. Present ex-officio members will gather and tabulate the ballots and announce the results of the election.
 - f. In the event of a tie vote, the ex-officio members shall not announce any of the results, but privately notifies the President, who will cast the tie-breaking vote. The results will then be announced. This is the only circumstance under which the President may cast a vote for a Staff Council officer.
6. Officers shall begin their terms of office on July 1 following their election.

D. Vacancy of officers

1. A vacancy in the office of Staff Council President shall be filled by the President-elect for the unexpired term. The President-elect shall have the option of serving only the unexpired term of their predecessor.
2. A vacancy in the office of President-elect and/or Secretary/Treasurer shall be filled through a specially held election. The vacancy shall be announced and nomination forms distributed at the first regular Staff Council meeting following the announcement of the vacancy. Nominations will be due two (2) weeks after the announcement. An election at the next monthly meeting will follow the procedure outlined above in Article V, Section C.
3. If both the President and President-elect positions are vacant, an interim President will be appointed by the main campus Chief Human Resources Officer until a suitable replacement can be elected.

E. The Executive Officers of Staff Council are:

1. President
 - a. Report directly to the President of the University of Utah or designee.
 - b. Preside, organize, and lead the Executive Board and general Staff Council meetings.

- c. Set the agenda for the Executive Board and general Staff Council meetings.
- d. Serve as the official spokesperson for Staff Council.
- e. Appoint, and serve as ex-officio member of, all Ad hoc committees.
- f. Act as a liaison to the University administration.
- g. Attend the monthly meetings of the University of Utah, Board of Trustees.
- h. Coordinate with the Academic Senate President on matters of mutual concern.
- i. Approve all Staff Council expenditures. With the help of the History Committee, prepare a year-end report including Staff Council accomplishments, standing and Ad hoc committee reports, and recommendations.
- j. Request from various departments of the University any reports on University staff allocation and salaries needed to fulfill the purposes and objectives of the Staff Council.
- k. Request from the Division of Human Resources a summary of benefits changes since the beginning of the previous academic year.
- l. Accomplish any other duties necessary to fulfill the purposes and objectives of the organization.

2. President-Elect

- a. Act as assistant to Staff Council President.
- b. Execute the duties of Staff Council President in their absence.
- c. Attend meetings of the Utah Higher Education Staff Association (UHESA), or appoint an official designee.
- d. Attend Institutional Policy Committee (IPC) meetings.
- e. Coordinate Staff Council efforts related to recruitment and retention of members.
- f. Accomplish any other duties necessary to fulfill the purposes and objectives of the organization.

3. Committee Chairs

- a. Election of Committee Chairs occurs in the first committee meeting following the April election of President-elect and Secretary/Treasurer.
- b. When committee chairs are elected, they become members at large on Staff Council and cannot be removed because of job changes at the University of Utah.

- c. Committee Chairs are responsible for preparing budgets from their committee for the Staff Council Secretary/Treasurer and overseeing the submittal of an annual activities report to the UUSC Historian.
4. Secretary/Treasurer
- a. Record attendance at the Executive Board meetings and collect attendance report from committee chairs from their monthly meetings at that time.
 - b. Track attendance at the monthly Staff Council meetings:
 - i. Call for a vote for removal of a council member on the third unexcused absence from a meeting.
 - ii. In the event a council member has three (3) or more excused absences, it is the responsibility of the Secretary/Treasurer to bring this to the attention of the Executive Board who will then decide on a course of action.
 - c. Distribute the agenda for each monthly meeting at least one week prior to the meeting or as directed by the Staff Council President.
 - d. Take and record minutes at all Executive Board meetings.
 - e. Distribute the minutes of each monthly meeting at least three (3) working days prior to the next meeting.
 - f. Compile and maintain a Staff Council membership roster with the assistance of the Communications and Selections Committee Chair.
 - g. Assist the Staff Council President and President-elect as requested.
 - h. Maintain all Staff Council fiscal records and present a quarterly financial report to Executive Board, with a copy to the Staff Council sponsor(s).
 - i. Submit a year-end financial report to Staff Council at the June meeting, with a copy to the Staff Council sponsor(s).
 - j. Prepare a yearly calendar of the organization listing dates of the Executive Board, Staff Council, standing committee meetings, deadlines for representative and officer nominations and elections as outlined in Article V, Section C (Elections of Officers), and any other event involving Staff Council.

Article VI. Council Member Responsibilities

- A. Council members shall represent the staff employees of the sub-districts from which they were selected.
 - 1. Each representative shall establish and maintain communication within their sub-district.
 - 2. Each representative shall communicate to and discuss with their constituents, managers, administrators, and Vice President(s) the work of Staff Council, information from University administration, and upcoming events in which staff may participate.

3. Each representative shall post and/or ensure delivery, electronic or hard copy, of Staff Council and/or Staff Council sponsored notices and flyers.
4. Each representative shall serve on at least one Staff Council committee.
5. Each representative shall bring issues of general staff concern to Staff Council and/or to the attention of the appropriate Staff Council committee.
6. Each representative may suggest agenda items for Staff Council meetings to the President of Staff Council.
7. Staff Council members or their designee are responsible to attend their Staff Council obligations. Obligations include monthly UUSC meetings, committee meetings, or any other event, special committee/task group, or commitment that a member has made to UUSC or a UUSC sponsored event. Council members may designate someone to attend an obligation on their behalf when circumstances arrive preventing them from attending/participation, so long as absences are not excessive.
8. Failure to attend Staff Council or committee meetings, without prior notification to the Staff Council President and Secretary/Treasurer or Committee Chair, will be considered an unexcused absence. Unexcused and/or excessive absences may lead to being removed from the Staff Council pursuant to Article III, Section F (Removal of Council Members).
9. In the event a member of Staff Council can no longer fulfill their council responsibilities, the member should notify the Executive Board so an alternative may be selected.

Article VII. UUSC Executive Board & Committees

A. Executive Board

1. The Executive Board shall consist of the President, President-Elect, Secretary/Treasurer, the Chairs for the standing Staff Council Committees, Chairs of Ad Hoc Committees and the main campus and hospital Chief Human Resource Officers or their designee.
2. The Executive Board shall meet monthly to discuss the strategic direction of Staff Council. The information exchanged between the board members will be used to set the agenda for the monthly Staff Council meetings.
3. The President is responsible for setting the agenda for the Executive Board.
4. The Staff Council Executive Board shall annually review these bylaws, including membership percentages, and update as needed.
5. Standing committee chairs brief the Executive Board about the status of each committee.
6. The Executive Board shall make decisions, vote on issues, and/or represent the entire Staff Council in the event that decisions must be made before the next regular general meeting, and before a special meeting of Staff Council can be called. Decisions shall be made based on a majority vote of the Executive Board members present, provided the President or President-elect is among the members present.

7. Executive Board meetings may go behind closed doors when voted unanimously by the Board. Minutes will not be recorded for that period of time.

B. Communications and Selection Committee

1. Comprised of a minimum of three (3) members.
2. One member to be designated as History Representative and will be responsible for collecting information about events and proceedings from this committee and passing the information on to the History Committee Chair. This may include a summary of committee activities, documents, posters, photos, flyers, or any other material that documents the work of the committee.
3. Responsible for maintaining or overseeing maintenance of the Staff Council website, marketing and other forms of social media.
4. The chair will review all content for completeness and compliance with these bylaws and University Policy.
5. The Communications and Selection Committee will produce and distribute information to staff members notifying them of the open application process for selection to Staff Council.
6. The Communications and Selection Committee shall seek nominations for qualified staff within each of the represented areas pursuant to Article III, section D.3.a.
7. In the event no applications have been received for a represented area, the Vice President(s) or designees over the vacant area will nominate a minimum of one person for each vacancy at the request of Staff Council.
8. The deadline for applications will be May 15 of each year.
9. The Communications and Selection Committee will determine the eligibility and select qualified staff members' applications based on the requirements found in Article III, Section C.
10. Once new member applicants have been vetted by Human Resources, the Communications and Selection Committee shall present the chosen nominees to Staff Council for approval.
11. The Communications and Selection Committee will prepare correspondence notifying all applicants of their application status (selected, selected as alternate, not selected) and forward to the Council President for review and distribution. Formal notification to new members will be sent out pursuant to Article III, Section D.
12. In addition to the 35 regular representatives, one alternate from each of the five areas representing the University will be used to fill open positions as needed to maintain the represented weights found in Article III, Section B.
13. The Communications and Selection Committee will maintain an alternates list. It will carry the full eligibility and approvals required for full staff member status. When

someone from Staff Council is pulled for membership because of ineligibility, the Communications and Selection Committee will replace them pursuant to Article III, Section E.

14. The Communications and Selection Committee, with assistance from the Secretary/Treasurer will maintain a current Staff Council roster that includes member name, contact information, area of service, member's dates of service, and committee service.
15. The Communications and Selection Committee will also manage and select the recipients for the Staff Council Scholarships from the received applicants.

C. Development Committee

1. Comprised of a minimum of three (3) members.
2. One member to be designated as History Representative and will be responsible for collecting information about events and proceedings from this committee and passing the information on to the History Committee Chair. This may include a summary of committee activities, documents, posters, photos, flyers, or any other material that documents the work of the committee.
3. Works closely with University Development to identify potential staff and other donation supporters and funding sources.
4. Searches for benefactors to support staff and Staff Council.
5. Discuss and develop fundraising events/strategies to raise money for the Staff Council scholarship fund.
6. Create and maintain updated Development website.

D. Legislative Committee

1. Comprised of a minimum of three (3) members.
2. One member to be designated as History Representative and will be responsible for collecting information about events and proceedings from this committee and passing the information on to the History Committee Chair. This may include a summary of committee activities, documents, posters, photos, flyers, or any other material that documents the work of the committee.
3. One member of the Legislative Committee must participate with the University of Utah U for Higher Education committee and report updates to the UUSC.
4. Acts as a liaison between the Vice President for Government Relations and the University of Utah Staff.
5. Works with the Communications and Selection Committee to update the Legislative Committee section of the UUSC website. The website is the main resource for Legislative matters to be disseminated to staff.

6. An information source for staff members regarding legislative matters that affect the University of Utah.
 7. The chair of the Legislative Committee must be willing to participate as a member of the Utah Higher Education Staff Association (UHESA) and attend the quarterly meetings.
- E. Events Committee
1. Comprised of a minimum of three (3) members.
 2. One member to be designated as History Representative and will be responsible for collecting information about events and proceedings from this committee and passing the information on to the History Committee Chair. This may include a summary of committee activities, documents, posters, photos, flyers, or any other material that documents the work of the committee.
 3. Responsible for planning, promoting, and organizing a minimum of three (3) events for staff per academic year.
- F. History Committee
1. A historian is designated by the Executive Board each year. The historian, together with a representative from each of the other UUSC committees, makes up the History Committee.
 2. The History Committee is comprised of one (1) representative from each UUSC Committee. Representatives from each committee will be appointed by each committee chair.
 3. This committee collects, identifies materials for, and maintains a historical archive of the membership and activities of Staff Council.
 4. Committee members will collect information about events and proceedings from their respective committee and work with the UUSC Historian to compile and document these activities in a way that preserves the history and work of UUSC.
 5. Documents and materials will be kept in digital format, when possible, in a centralized location determined by the Executive Board.

Article VIII. Meetings

- A. General Sessions of Staff Council Meetings
1. Frequency, scheduling, and venue of meetings
 - a. Meetings are held on a monthly basis and open to the entire University community.
 - b. Non-Council members may participate in Staff Council discussions only if they are included on the agenda and are not eligible to vote.
 - c. The regularly scheduled meeting date and time may be changed by the Executive Board with the agreement of the majority of Staff Council members.

- d. Special meetings may be called by Staff Council President, the Executive Board, the Chief Human Resources Officers, or the University President.
2. Duration of general session meetings
- a. Quorum = 2/3 voting members.
 - b. Agenda
 - c. The President shall brief the entire council about the status of each committee.
 - d. Standard order of business
 - e. Procedures
 - i. The rules contained in the current edition of Robert's Rules of Order (Newly Revised, 10th Edition) shall govern the Staff Council in all cases to which they are applicable, and in which they are not inconsistent with these bylaws, and any rules of order Staff Council may adopt.
 - ii. Issues requiring a vote by Staff Council may be carried by a simple majority of Staff Council, meeting the requirement of a quorum in the meeting of the vote.
- B. Executive Board Meetings
- 1. Meetings will be held at least monthly.
 - 2. The method of meeting will be as a quorum.
- C. Committee/Task Force Meetings
- 1. Frequency of committee/task force meetings will be determined by each committee.

Article IX. Council Financial Policy

- A. The general operating budget shall be approved by the Staff Council President and the main campus Chief Human Resources Officer.
- B. Expenditures outside the approved budget shall be approved by the Staff Council President, the Executive Board and the main campus Chief Human Resources Officer.

Article X. Amendment of Bylaws

- A. These bylaws may be amended at any regular Staff Council meeting by a two-thirds vote if the amendment has been submitted in writing at the previous regular Staff Council meeting.