



# BYLAWS

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## Definitions

<b>Alternate Member</b>	<p>Alternate Member means a person who has been appointed by UUSC to serve on the Council in the capacity of a short-term Member who can fill mid-term vacancies of a regular Member immediately. Alternates must be eligible to serve on the Council and be in good standing with the Council to be appointed.</p> <p>Alternates are appointed to Committees at the discretion of the Executive Committee and must attend all General and Committee meetings but shall have no vote at any such meeting.</p> <p>At least one alternate per Department Org shall be appointed to serve a one-year term and may attend and volunteer on UUSC until there is a mid-term vacancy.</p>
<b>Executive Board</b>	The UUSC Executive Board is composed of the UUSC President, Immediate Past-President, President-Elect, Secretary, and Treasurer.
<b>Executive Committee</b>	The UUSC Executive Committee includes all members of the UUSC Executive Board, Treasurer-Elect, Secretary-Elect, and Staff Council Committee Chairs. Committee Chairs-Elect are invited to attend Executive Committee Meetings, but do not have a vote on the Executive Board or Committee. They retain voting power on the General Council.
<b>Ex-Officio Member</b>	Ex-officio Members hold a non-voting role. They are invited to attend both Executive and General Council meetings.
<b>Obligations</b>	Obligations are defined as a meeting or event members are required to attend or to which they have committed to attend.
<b>Department Org</b>	<p>Also known as a “Rollup Org” or “Dept ID”.</p> <p>The classification category of a Staff member’s department of employment at the University. The Org is used to ensure UUSC membership is comprised of equitable representation of the Staff experience across the University. Areas of representation on UUSC are:</p> <ul style="list-style-type: none"> <li>• Administration</li> <li>• Academic &amp; Student Affairs</li> <li>• Academic Health Sciences</li> <li>• Hospitals &amp; Clinics</li> </ul>
<b>Member or Alternate in Good Standing</b>	Member or Alternate in “good standing” includes any person who has fulfilled the requirements for membership in UUSC, and who neither has voluntarily withdrawn from membership nor has been removed or suspended from membership after appropriate proceedings consistent with the Bylaws of the Council or the University of Utah.
<b>Staff</b>	Staff or Staff Member – An employee employed and paid through the University of Utah in a position which is not included in the category of

	Faculty, Non-Faculty Academic Employee or Administrative Officer, as defined by University <a href="#">Policy 5-001</a> .
<b>Staff Community</b>	An encompassing term referring to all Staff of the University of Utah, including the University of Utah Health system (Hospitals & Clinics), as defined in University <a href="#">Policy 5-001</a> .
<b>Staff Council Member</b>	Individual University of Utah Staff member selected to serve a term on the UUSC. Each Staff Council Member represents a particular area of the University.
<b>Term</b>	Members of the 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. A Council “term” is defined as July 1 <sup>st</sup> through June 30 <sup>th</sup> .
<b>UHESA</b>	The Utah Higher Education Staff Association. <a href="https://www.uhesa.org/">https://www.uhesa.org/</a> .

## Article I. Name of the Organization

The name of this organization shall be the University of Utah Staff Council (hereafter “Staff Council” “Council”, “The Council”, or “UUSC”).

## Article II. Function and Mission

### A. Function

The University of Utah Staff Council (UUSC) is established to provide a forum for University Staff Members to express their concerns, recommendations, and advice regarding wages and salaries, benefits, working conditions, and other matters which may affect them in their capacity as Staff. UUSC shall determine which matters shall be brought to the attention of the University administration and Board of Trustees through this process. ([U Policy 5-003](#)).

### B. Mission

The University of Utah Staff Council proactively pursues, and researches new and existing initiatives, policies, programs, and service projects designed to enhance, promote, and support Staff development, welfare, and organizational responsibilities.

The Staff Council also creates and administers opportunities for Staff participation and leadership within the University setting.

The Staff Council was established and is delegated authority by the President of the University to bring to the attention of the Administration and Board of Trustees matters of general Staff concern. The Council acts in an advisory capacity to the University President and the Board of Trustees. As such, the Council takes such actions as are necessary to accomplish the following objectives:

- Provide a forum for communicating with, soliciting input from, and distributing information to the University of Utah Staff Community. Distributes information to Staff concerning plans, programs, and issues affecting Staff and the University as a whole.
- Provide a means for the University Staff Community to communicate their concerns and make suggestions regarding matters of general concern.
- Represent the Staff Community on University committees, planning groups, task forces, and in the Community on matters of significant concern or interest.
- Consider, study, and make recommendations to the University President, Board of Trustees, and other University officials on behalf of Staff regarding procedures, policies, and other general issues and concerns.
- Provide development, advancement, and enrichment opportunities for the University Staff Community.
- Seek additional opportunities for staff through partnerships from inside and outside the University.

## Article III. Membership

### A. Representation and Terms of Service

1. Staff Council membership shall be representative of the Staff employed by the University and appointed directly from representative areas of the University as explained in the section titled “Department Orgs Represented” below.
2. Each member is expected to work in the area they represent while serving on the Staff Council. If a member changes Department Orgs during their term of service on the Council, they must notify the Executive Board within 30 days of the change. The Executive Board may choose to retain the member on the Council or may ask the member to step down from the Council, at which point the vacancy is addressed per [Article III.E](#) of these Bylaws.
3. Members of Staff Council serve a three (3) year term that begins on July 1.
4. Members can serve a maximum of two (2) consecutive terms.
5. Terms do not have to be served consecutively, but term maximums only reset after a resting period of at least six (6) consecutive years off the Council, at which time a Staff member may apply to serve on the Council again for a new term, with a maximum of another two (2) terms.
6. Each three-year term may be extended each year by an additional one (1) year at the discretion of the Executive Board for a maximum of three (3) additional years per term.
7. In addition to the members, Staff Council shall welcome Ex-Officio non-voting members as required by [University Policy 5-003](#). These members are appointed and can be replaced at the discretion of the Executive Board, the Ex-Officio member, and/or their supervisor.

### B. Department Orgs Represented

1. Council membership is based on the total percentage of Staff employed within each Department Org out of the entire University and Hospitals & Clinics system.
  - i. For example, if there are 10,000 Staff at the University and 5,000 Staff are employed in the Administration Department Org, half of the total voting membership of the Staff Council should be employed within the Administration Org.
2. This representation breakdown should be reassessed annually by the Executive Board and Selections Committee Chair so the Selections Committee can adjust membership to correctly reflect Staff Community changes. The Selections Committee will present the results of the assessment to the Council prior to membership selections each year.

### C. Eligibility of University Employees

1. Staff must meet the following criteria before applying to join UUSC, and will be vetted by Human Resources prior to joining the Council:



- i. Benefits eligible (.75 FTE or greater);
- ii. Successfully completed any pending probationary period of employment prior to the beginning of their term of service;
- iii. At least one (1) year of employment at the University;
- iv. No formal disciplinary action within the past two (2) years;
- v. Submitted a Staff Council Membership Application Agreement;
- vi. Supervisor has officially acknowledged their application by signing the Staff Council Term Acceptance Agreement; and,
- vii. Completed the “Staff Council Membership Agreement” form.

#### **D. Selection of Staff Council Members**

1. Members of the Staff Council will be selected using the following procedures:
  - i. The Communications Committee will notify the Staff Community when applications are open.
  - ii. Applications are due no later than May 15 each year.
  - iii. The selections process begins when a Staff member completes the necessary forms by the application deadline.
  - iv. The Selections Committee will receive and review all applications to ensure applicants meet minimum requirements.
  - v. Current Alternates in good standing may be invited to fill open member vacancies at the discretion of the Selections Committee and President-Elect.
  - vi. In the event there are insufficient applicants from any of the Department Orgs, the Chair of the Selections Committee and President-Elect may fill vacancies as needed from applicants from other Department Orgs, may re-open applications and advertise for applicants again, or may approach the leadership of the underrepresented Org and request nominees.
  - vii. The President-Elect may provide nominations to the Org leadership at their discretion.
  - viii. The Selections Committee will select new Staff Council members and Alternates as needed.
  - ix. The Selections Committee will vet all selected Staff members through the Human Resources (HR) office in accordance with [Article III.C.1](#) of these Bylaws. Candidates should be submitted to HR for vetting no later than June 1.
  - x. The University Human Resources and Hospitals & Clinics Human Resources Officers or their designees will approve the selections, and the Selections Committee will assist HR in sending letters of appointment signed by HR and Staff Council to the selected individuals.
  - xi. A copy of the selection letter will also be sent by Selections/HR to each respective Department Org leadership and the Staff member’s immediate supervisor(s).
  - xii. The Selections Committee will ensure all selected or non-selected applicants have been notified no later than June 25 of the year of selection to UUSC.

- xiii. New members are expected to attend the first UUSC General Meeting after their appointment has been completed.
2. The ABC Committee will periodically review the UUSC application process and the application.

#### **E. Mid-Term Vacancies and Alternates**

1. If a mid-term vacancy arises, a current Alternate from the same Department Org shall be appointed to immediately fill the vacancy for the remainder of the current term year and will continue for an additional full term of three (3) years from the Alternate's appointment beginning on the following July 1.
  - i. The Selections Committee will provide the UUSC President with a list of current Alternates in good standing. The UUSC President shall identify an Alternate to fill the mid-term vacancy.
  - ii. In the event there are insufficient Alternates from any of the given areas, the Chair of the Selections Committee and UUSC President may appoint an Alternate from another Department Org to fill the vacancy or may approach the leadership of that Org and request nominees. UUSC members may submit nominations to the Department Org leadership at their discretion.
  - iii. A letter of appointment will be sent to the selected individual, the Staff member's immediate supervisor, and a copy to the respective Department Org leadership.
  - iv. Once the Alternate's term as a full member begins, their term is managed per [Article III.A](#) of these Bylaws.
2. If an Alternate's one-year term has expired and they have not been appointed to fill a vacancy, the Alternate may be offered the opportunity to become a full member of the Council. No formal re-application is needed.

#### **F. Removal of Council Members**

1. Staff Council members are held to a high standard as they have been selected to represent the entire Staff Community, 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 Department Org they were appointed to represent may complete their current term at the discretion of the Executive Committee. If the Executive Committee decides not to retain the member, they may opt to appoint an Alternate from the Org where the vacancy exists per [Article III.E](#) of these Bylaws. Members who are not retained will be excused from the Council in writing by the Secretary.
3. The members of the Executive Committee are exempt from removal due to Department Org change while serving in an Executive Committee position.
4. A member of Staff Council may be removed for the following when appropriate as determined by the Executive Board:
  - i. For unacceptable personal conduct or behavior that materially disrupts the workings of Staff Council as a whole or its committees.

- ii. For excessive absences, defined as three (3) or more unexcused absences from Staff Council obligations during a Council year.
  - iii. For ineligibility as described in these Bylaws.
  - iv. For failure to notify the Executive Board of employment changes that affect Department Org representation as described in [Article III.A.2](#) of these Bylaws.
5. Any Staff Council member may call for the removal of a member by making the request to a member of the Executive Board in writing. The matter will be brought before the Executive Board for deliberation and voting. If a simple majority of the Board agrees with the motion to propose removal of the member, the process to initiate official removal of the member is initiated by the Secretary.
  - i. To remove a member of Staff Council the following steps must be taken:
    - a. The call for removal and any accompanying evidence must be submitted in writing to the Secretary at least fourteen (14) days prior to an Executive Committee meeting.
    - b. The Secretary shall provide written notice to the member whose removal has been requested and the basis for the call for removal within five (5) business days of receipt of the call for removal. The member shall be afforded the opportunity to review all evidence submitted in support of their removal and to prepare and submit to the Secretary any evidence in defense of the call for removal. The member shall submit such evidence no later than two (2) business days in advance of the next scheduled Executive Committee meeting.
    - c. The Secretary shall circulate the call for removal and all evidence in support and defense of removal to the Executive Committee at least one (1) business day prior to the Executive Committee meeting.
    - d. The Executive Committee will vote on whether there is sufficient evidence to remove the member. A simple majority will carry the motion.
    - e. The President may table the vote for removal of a member at their discretion until the next Executive Committee meeting.

## **Article IV. Organization and Leadership**

### **A. Organizational Oversight**

1. UUSC is housed under the University's Chief Human Resources Officer.

### **B. Leadership**

1. Staff Council shall be defined and led by its Executive Board officers and will include specialized committees to best serve the needs and achieve the goals of UUSC and the University.

### **C. Executive Board Roles & Responsibilities**

1. The Executive Board is comprised of the President, President-Elect, Immediate Past-President, Secretary, and Treasurer.

#### **D. Executive Committee Roles & Responsibilities**

1. The Executive Committee is comprised of the Executive Board, the Secretary-Elect, Treasurer-Elect, and the Committee Chairs. Committee Chairs-Elect are invited to attend Executive Committee Meetings, but do not have a vote on the Executive Board or Committee. They retain voting power on the General Council.
2. Ex-Officio members may also be invited to join the Executive Committee at the discretion of the President.
3. Committees, sub-committees, ad-hoc committees, and/or working groups may be created, dissolved, or combined as needed at the direction of the UUSC President. These committees may include non-members as needed.
4. Specific duties and responsibilities of each committee as described in [Article VIII](#) of these Bylaws.

### **Article V. Executive Board**

#### **A. Executive Board Responsibilities**

1. Executive Board members are responsible for the general direction and strategies for the success of UUSC and will work to ensure that strategic goals are met. They shall serve the entire Council and therefore shall:
  - i. Fulfill directives adopted by UUSC.
  - ii. Ensure adherence to UUSC Bylaws.
  - iii. Perform all responsibilities subject to the oversight of UUSC membership.
  - iv. Participate as voting members of the Executive Board.
  - v. Annually review these Bylaws and update as needed.
  - vi. Meet regularly to discuss the strategic direction of UUSC.
  - vii. Make decisions, vote on issues, and/or represent the entire UUSC if decisions must be made before the next regular general meeting, and before a special meeting of UUSC 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.
  - viii. Executive Board meetings may go behind closed doors when voted unanimously by the Board members. Minutes will not be recorded for that period.

#### **B. Executive Board Eligibility and Terms of Service**

1. Eligibility to serve as an Executive Board Member shall be limited to members who have served on the Staff Council for at least one year.
2. When elected to the President-Elect office, the term of service is defined as a three-year Executive Board term with the first year as President-Elect, the second year as President, and the third year as the Immediate Past-President. This Executive Board three-year term is automatically granted, even if the President-Elect takes office beginning in the final year of regular service, to allow fulfillment of the Executive Board term.

3. The term of office for the Treasurer-Elect and Secretary-Elect is two years, where the first year is as Treasurer-Elect or Secretary-Elect, and the second year is as Treasurer and Secretary.
4. Those members who are completing their third year of service at the end of the current term year are not eligible to be nominated for Elect positions that would begin the following year.

### **C. Election of Executive Board Members**

1. Nominations for Executive Board positions are opened one (1) week prior to the General Meeting in March.
2. Nominations are sent to the President-Elect and are due by a date determined by the Executive Board.
3. Nominees are contacted by the President-Elect to confirm the nominees' willingness to serve. All nominees shall confirm to the President-Elect their willingness to serve or shall decline the nomination.
4. The President-Elect shall announce the nominees at a General Meeting. The list of nominees will be included in the minutes.
5. The President-Elect shall conduct the election at a General Meeting as follows:
  - i. Each nominee is briefly introduced by the President-Elect. A short speech or statement of intent may be presented by each nominee prior to voting at the discretion of the President-Elect.
  - ii. Voting shall be conducted by secret ballot.
  - iii. Executive Board Members shall be elected by a majority vote of UUSC members present. The President does not participate in this voting. Designees, Ex-Officio Members, and Alternates do not participate in this voting.
  - iv. The President-Elect will gather and tabulate the ballots and announce the results of the election to the membership.
  - v. In the event of a tie vote, the President-Elect shall not announce any of the results, but privately notifies the President, who will cast the tie-breaking vote.
  - vi. A nomination from the floor may be accepted, but in the case of an impromptu nomination, the election must be tabled until the next General Meeting to allow the President-Elect to determine the nominee's eligibility and willingness to serve.
6. Officers shall begin their terms of service on July 1 following their election.
7. When Committee Chairs and Chairs-Elect are elected, they become "members at large" on Staff Council and cannot be removed because of Department Org changes within the institution.

### **D. Vacancy of Executive Board Members**

1. A vacancy in the office of UUSC President shall be immediately 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, or the unexpired term as well as their own planned term at their discretion. If they serve only the unexpired term

- of their predecessor, they must immediately initiate the Executive Board Member nomination process to elect a new President-Elect.
2. A vacancy in the office of UUSC Secretary or Treasurer shall be immediately filled by the Secretary-Elect or Treasurer-Elect for the unexpired term. The Secretary-Elect or Treasurer-Elect shall have the option of serving only the unexpired term of their predecessor, or the unexpired term as well as their own planned term at their discretion. If they serve only the unexpired term of their predecessor, the President-Elect must immediately initiate the Executive Board Member nomination process to elect new Elect members.
  3. A vacancy in the office of President-Elect, Secretary-Elect, and/or Treasurer-Elect shall be filled through a specially held election. The vacancy shall be announced to the General membership, and election processes will be followed per [Article V.C](#) of these Bylaws with revision to the dates of the process at the discretion of the President.
  4. 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. Role and Responsibilities of Executive Board Members**

1. **Role of the President:**
  - i. The President promotes the Mission of UUSC and proposes the general direction and priorities of UUSC during their tenure. The President supports the goals of UUSC committees and committee chairs.
2. **Responsibilities of the President include, but are not limited to:**
  - i. Reporting directly to the Chief Human Resources Officer of the University, or their designee.
  - ii. Acting as a liaison to University Administration.
  - iii. Serving as the official spokesperson for UUSC. Approving all official UUSC meeting agendas, speakers, and public communications to the University Staff Community.
  - iv. Presiding over and leading the Executive Board and General Meetings.
  - v. Setting the agenda for the Executive Board and General Meetings. The President may select a designee to fulfill this duty at their discretion.
  - vi. Assigning Council members to serve on UUSC Committees each year.
  - vii. Appointing members to and serving as ex-officio members of all ad-hoc committees.
  - viii. Attending the monthly meetings of the University of Utah Board of Trustees and Academic Senate.
  - ix. Coordinates with the Academic Senate President on matters of mutual concern.
  - x. Representing the UUSC (or designating a Staff representative as appropriate) as a member of UHESA, the UU Employee Appreciation Day (EAD) Planning Committee, and any other committees or organizations as needed.

- xi. Approving all UUSC expenditures and preparing an annual budget proposal to submit to HR leadership by February of each year.
- xii. Preparing a year-end report highlighting the previous year's accomplishments, events, ad-hoc and committee progress, and recommendations for the coming year.
- xiii. Accomplishing any other duties necessary to fulfill the mission and objectives of the Council.

**3. Role of the President-Elect:**

- i. The President-Elect assists the President on any matters deemed necessary by the President and works to learn the role of President to perform the position the following year.

**4. Responsibilities of the President-Elect, under direction of the President:**

- i. Acting as assistant to the President.
- ii. Executing the duties of the President in their absence.
- iii. Leading Executive Board and Executive Committee election processes for the incoming year as per [Article V](#) of these Bylaws.
- iv. With assistance from the Selections Committee, conducting an annual assessment of the Department Org distribution of the University Staff Community, and communicating the results to the Executive Committee.
- 1. Representing the UUSC as a member of UHESA, attends UHESA's regularly scheduled meetings and conferences, and reports updates to the UUSC Executive Committee.
- v. Attending Institutional Policy Committee (IPC) meetings.
- vi. Coordinating UUSC efforts related to recruitment and retention of members and committee chairs.
- ii. Accomplishing any other duties necessary to fulfill the mission and objectives of the Council.

**5. Role of the Immediate Past-President:**

- i. The immediate Past-President supports the Executive Board and assists with the orientation, training, and transition of incoming members on the Council as needed.

**6. Responsibilities of the Immediate Past-President, under direction of the President:**

- i. Supporting the President and President-Elect.
- ii. Providing advice, insight, and institutional knowledge to the Executive Committee as appropriate.
- iii. With oversight from the President, recruiting and scheduling guest speakers for the General Meetings.
- iv. With assistance from the Communications Committee, recruiting presenters for webinars and other public educational or professional development events for the Staff Community. The Immediate Past-President may request assistance from any member of the Council with organizing, advertising, and presenting these events as appropriate.



- v. Representing UUSC as a member of UHESA, attending UHESA's regularly scheduled meetings and conferences.
- vi. Maintaining and updating Council committee transition documents and historical records.
- vii. Managing Bylaws amendments and updates as outlined in [Article XI](#) of these Bylaws, with assistance from the Executive Committee members.
- viii. Accomplishing any other duties necessary to fulfill the mission and objectives of the Council.

**7. Role of the Treasurer:**

- i. The Treasurer maintains all UUSC budgets and facilitates purchasing and funds disbursement for all UUSC matters.

**8. Responsibilities of the Treasurer, under direction of the President:**

- i. Maintaining all UUSC fiscal records and presenting a monthly financial report to the Executive Board.
- ii. Submitting a year-end financial report to Staff Council Executive Committee at the June meeting.
- iii. Assisting in processing any payment or reimbursement on behalf of UUSC.
- iv. Ensuring annual dues to UHESA are fulfilled on time.
- v. Accomplishing any other duties necessary to fulfill the mission and objectives of the Council.

**9. Role of the Treasurer-Elect:**

- i. The Treasurer-Elect assists the Treasurer on any matters deemed necessary by the Treasurer and works to learn the role of Treasurer to perform the position the following year.

**10. Responsibilities of the Treasurer-Elect, under direction of the President:**

- i. Acting as assistant to the Treasurer.
- ii. Executing the duties of the Treasurer in their absence.
- iii. Accomplishing any other duties necessary to fulfill the mission and objectives of the Council.

**11. Role of the Secretary:**

- i. The Secretary is the record keeper for UUSC and ensures attendance of the members and conduct of General Meetings fulfill the requirements outlined in these Bylaws. Assists the Staff Council President, President-Elect, and Past-President as requested.

**12. Responsibilities of the Secretary, under direction of the President:**

- i. *Scheduling and Meeting Logistics:*
  - a. Creating and sending calendar appointments for monthly Executive Committee and General Meetings.
  - b. Distributing the agenda for each General and Executive Committee meeting at the direction of the Staff Council President.



- c. Under direction of the Past-President, ensuring meeting guest speakers are invited to meetings and given virtual meeting connection information, and assisting with displaying PowerPoint presentations during meetings as needed.
    - d. Preparing a yearly calendar of the Council's standing meetings, deadlines for nominations and elections, and any other event involving Staff Council.
  - ii. *Attendance Records:*
    - a. Taking and keeping a record of attendance at all pre-arranged meetings of UUSC, including the General and Executive Committee meetings.
    - b. Collecting regular attendance reports from Committee Chairs from their monthly meetings.
    - c. In the case a Council Member is excessively absent from Council meetings and events, it is the responsibility of the Secretary to bring this to the attention of the Executive Board by calling for a vote for removal of a Council Member per [Article III.F](#) of these Bylaws as appropriate.
    - d. Assisting the Selections Committee with compiling and maintaining the Staff Council membership roster.
  - iii. *Minutes:*
    - a. Taking minutes and keeping an accurate record of the proceedings of the General and Executive Committee meetings.
    - b. Distributing the minutes of each monthly meeting at least three (3) working days prior to the next meeting.
    - c. Calling for a vote to approve the minutes from the previous meeting.
  - iv. Accomplishing any other duties necessary to fulfill the mission and objectives of the Council.

**13. Role of the Secretary-Elect:**

- i. The Secretary-Elect assists the Treasurer on any matters deemed necessary by the Secretary and works to learn the role of Secretary to perform the position the following year.

**14. Responsibilities of the Secretary-Elect, under direction of the President:**

- i. Acting as assistant to the Secretary.
- ii. Executing the duties of the Secretary in their absence.
- iii. Accomplishing any other duties necessary to fulfill the mission and objectives of the Council.

## **Article VI. Committee Chairs and Chairs-Elect**

**A. Committee Chair Responsibilities**

- 1. In addition to the responsibilities outlined in [Articles VII](#) and [VIII](#) of these Bylaws, Committee Chairs are responsible for:
  - i. Setting annual goals and objectives for their committee.

- ii. Scheduling, organizing, and facilitating regular committee meetings in furtherance of committee's goals.
- iii. Preparing budgets for their committee for consideration by the Executive Board.
- iv. Tracking attendance at committee meetings and events and regularly reporting attendance to the Secretary.
- v. Attending Executive Committee meetings and providing regular briefings about the status of their committee.
- vi. With support from the Executive Board, leading and managing initiatives, projects, and events organized by their committee.
- vii. Accomplishing any other duties necessary to fulfill the mission and objectives of the Council.

#### **B. Vacancy of Committee Chairs**

1. A vacancy in the office of Committee Chair shall be immediately filled by the Committee Chair-Elect, appointed as Interim Chair by the President with the member's assent, for the unexpired term. When the unexpired term of their predecessor is complete their term as Interim Chair will end and their term as Chair will begin without interruption, as long as the Interim Chair and the Executive Committee give their assent for the Interim Chair to continue as Chair.
2. If the Chair and all other committee positions are vacant, an interim Committee Chair will be appointed from the general membership by the President until a suitable replacement can be elected.

#### **B. Committee Chair-Elect Responsibilities**

1. Acting as assistant to the Committee Chair.
2. Executing the duties of the Chair in their absence.
3. Accomplishing any other duties necessary to fulfill the mission and objectives of the Committee.

#### **C. Committee Chairs-Elect Eligibility and Terms of Service**

1. Eligibility to serve as a Committee Chair-Elect begins when the individual joins the Council. Members may serve as a Committee Chair-Elect during their first year on the Council.
2. When elected to the Committee Chair-Elect office, the term of service as Chair-Elect is one year, and as Chair for one year immediately following. Chair-Elect and Chair service does not affect the regular three-year term of a Council Member, unless the member is elected to a Chair-Elect position during their second year on the Council, at which point a one-year extension of the term is automatically granted to allow fulfillment of the Committee Chair-Elect and Chair positions, resulting in a four-year term in total.
3. If the member is beginning the final year of their term when elected to a Chair-Elect position, a one-year extension of the term may be automatically granted to allow fulfillment of the Committee Chair position.

4. Members who are completing their third year of service at the end of the current term year are not eligible to be nominated for Elect positions that would begin the following year.

#### **D. Election of Committee Chairs-Elect**

1. Nominations for Chair-Elect positions are opened one (1) week prior to the General Meeting in March.
2. Nominations are sent to the President-Elect and are due by a date determined by the Executive Board.
3. Nominees are contacted by the President-Elect to confirm their willingness to serve. All nominees shall confirm to the President-Elect their willingness to serve or shall decline the nomination.
4. The President-Elect shall announce the nominees at a General Meeting. The list of nominees will be included in the minutes.
5. The election of Committee Chairs occurs in the first General Meeting following the election of the new Executive Board members.
6. The President-Elect shall conduct the election at a General Meeting as follows:
  - i. Each nominee is briefly introduced by the President-Elect. A short speech or statement of intent may be presented by each nominee prior to voting at the discretion of the President-Elect.
  - ii. Voting shall be conducted by secret ballot.
  - iii. Committee Chairs shall be elected by a majority vote of UUSC members present. The President does not participate in this voting. Designees, Ex-Officio Members, and Alternates do not participate in this voting.
  - iv. The President-Elect will gather and tabulate the ballots and announce the results of the election to the membership.
  - v. In the event of a tie vote, the President-Elect shall not announce any of the results, but privately notifies the President, who will cast the tie-breaking vote.
  - vi. A nomination from the floor may be accepted, but in the case of an impromptu nomination, the election of that Chair position must be tabled until the next General Meeting to allow the President-Elect to determine the nominee's eligibility and willingness to serve. Elections for other positions that have not received an impromptu nomination are not tabled in this case.
7. Officers shall begin their terms of service on July 1 following their election.
8. When Committee Chairs-Elect are elected, they become "members at large" on Staff Council and cannot be removed because of Department Org changes within the institution.

#### **E. Vacancy of Committee Chairs-Elect**

1. A vacancy in the office of Committee Chair-Elect shall be immediately filled by a member of the committee, appointed by the President, President-Elect, and Committee Chair with the member's assent, for the unexpired term. The Interim Chair-Elect will serve only the unexpired term of their predecessor and may

nominate themselves and run for election as full Chair-Elect at the next regular election.

## Article VII. Council Member Responsibilities

### A. Eligibility

1. UUSC members shall represent the Staff of the Department Org from which they were selected.
2. Failure to attend Staff Council General or pre-scheduled Committee meetings, without prior notification to a member of the Executive Committee will be considered an unexcused absence. If unexcused absences become “excessive” as defined in [Article III.F](#) of these Bylaws, removal of the member may be considered.
3. In the event a Member can no longer fulfill their responsibilities, the Member should notify a member of the Executive Committee so an Alternate may be selected.

### B. General Responsibilities

1. Each Member shall establish and maintain communication within their area.
2. Each Member shall communicate to and discuss the work of UUSC with their constituents, managers, administrators, and leadership, and distribute information from UUSC that may be of interest to Staff in their Department Org.
3. Each Member shall post and/or ensure delivery, electronic or hard copy, of UUSC and/or UUSC sponsored notices and flyers.
4. Each Member shall serve on at least one UUSC committee and contribute to fulfilling the roles and responsibilities of their committee, as outlined in [Article VIII](#) of these Bylaws.
5. Each Member shall bring issues of general Staff concern to UUSC and/or to the attention of the appropriate UUSC committee.
6. Each Member may suggest agenda items for UUSC General meetings to the President-Elect.
7. Members or their designee are responsible for their UUSC obligations. Obligations include:
  - i. Attendance at monthly General UUSC meetings.
  - ii. Attendance at Committee meetings, or any other event, special committee/task group, or commitment that a Member has made to UUSC or a UUSC-sponsored event.
  - iii. Council members may designate someone to attend an obligation on their behalf when circumstances arrive preventing them from attending/participating, with the prior approval of their Committee Chair or a member of the Executive Board, so long as their absences do not become excessive.

## Article VIII. Committees

### A. Communications Committee

1. The Committee is comprised of a minimum of three (3) members.
2. **Role of the Committee:**
  - i. The Communications Committee is dedicated to facilitating and improving communication between Staff Council and campus, and coordinates UUSC communication via the monthly newsletter, website, social media, and other forums.
3. **Responsibilities of the Committee, under the direction of the Committee Chair:**
  - i. Manages the Council's social media, website, newsletter, and any other method of transmitting information on behalf of UUSC to the public.
  - ii. Maintains login credentials and access to official UUSC public platforms.
  - iii. Ensures the UUSC website is up to date and compliant with current University requirements.
  - iv. Tracks public engagement with UUSC social media and public communications and recommends public media campaigns as appropriate to the Executive Board.
  - v. Assists and facilitates communication or advertising on behalf of other UUSC committees, other affiliated groups, or other public groups (e.g. UHESA) as appropriate.
  - vi. With guidance from the President and Treasurer, designs and produces Council promotional items (e.g. t-shirts, business cards, etc.).
  - vii. Produces and distributes information to the Staff Community notifying them of the open application process for selection to UUSC.

## **B. Development Committee**

1. The Committee is comprised of a minimum of three (3) members.
2. **Role of the Committee:**
  - i. The Development Committee raises money for Staff Professional Development Awards that provide access to career improvement opportunities.
3. **Responsibilities of the Committee, under the direction of the Committee Chair:**
  - i. Ensures the sustainability of the UUSC Professional Development Awards program by promoting and developing fundraising activities, increasing employee donor payroll deductions, and developing department donations.
  - ii. Works with University Development to identify potential donation supporters and funding sources.
  - iii. Discusses and develops fundraising strategies and events to raise money for the UUSC Professional Development fund.
  - iv. Searches for benefactors to support Staff and UUSC.
  - v. Investigates and develops professional development opportunities for the University Staff Community.
  - vi. Leads the UUSC annual Giving Day campaign.
  - vii. With assistance from the Treasurer, monitors the sustainability and balance of the Professional Development Award budget and informs the Executive Committee of the number of awards that can be distributed each fiscal year.

- viii. Assesses the number of donors to the Professional Development fund and provides the Executive Committee with a sustainability report annually.
- ix. With assistance from the Communications Committee, sends annual gratitude correspondence to payroll donors.
- x. Investigates and proposes potential new scholarships to the Executive Committee for consideration as appropriate.
  - i. Acts as a liaison with the Communications Committee to provide committee updates for the UUSC website and social media.

### **C. Access, Belonging, & Community Outreach (ABC) Committee**

1. The Committee is comprised of a minimum of three (3) members.

#### **Role of the Committee:**

- i. The Access, Belonging, & Community Outreach (ABC) Committee is committed to identifying and responding to policies and procedures not conducive to belonging on our campus, particularly regarding Staff affairs.

2. **Responsibilities of the Committee, under the direction of the Committee Chair:**

- i. Assesses and evaluates ABC practices within UUSC, supports campus affinity groups and supports ABC initiatives at the University.
- ii. Builds relationships with groups and committees on campus that are working on ABC initiatives and seeks opportunities for UUSC to support their work.
- iii. Reviews and manages Affinity Group applications for the University.
- iv. Works internally with the Executive Committee to implement and ensure best ABC practices.
- v. Represents the UUSC on various ABC committees and workgroups at the discretion of the President.
- vi. Acts as a liaison with the Communications Committee to provide committee updates for the UUSC website and social media.
- vii. Under the direction of the President, appointing a member of the committee to serve on the University IPC Committee with the purpose of providing input on policies and procedures not conducive to belonging.
- viii. Managing the Staff Council Book Club, working with the President to select books and set budgets as needed, ensuring club is scheduled, working with the Communications Committee to advertise.
- ix. Pursuing Staff Community outreach opportunities and cultivating current community partnerships that benefit and enrich staff.
- x. Working with the Past-President to ensure at least one presenter at the General Meeting each quarter presents on a topic related to cultivating belonging.

### **D. Events Committee**

1. Comprised of a minimum of three (3) members.

2. **Role of the Committee:**

- i. The Events Committee plans and coordinates UUSC-sponsored activities for the entire University of Utah Staff Community that enhance Staff

connection, community, and awareness of UUSC, and may also help raise funds for UUSC Staff Professional Development Awards.

3. **Responsibilities of the Committee, under the direction of the Committee Chair:**
  - i. Seeks and develops relationships with organizations that can offer Staff discounts or sponsor events for the University Staff Community.
  - ii. Organizes, plans, and executes Staff events sponsored by UUSC.
  - iii. Works with the Communications Committee to advertise and market Staff events. Responsible for organizing Staff events.
  - iv. Assists with the planning and coordination of Employee Appreciation Day at the discretion of the President and the HR Planning Committee.
  - v. Attends and represents UUSC at Employee Appreciation Day and all other UUSC events as appropriate.
  - vi. Coordinates with the Development Committee on events that raise money for Staff Professional Development Awards.
  - vii. Acts as a liaison with the Communications Committee to provide committee updates for the UUSC website and social media.

#### **E. Legislative Committee**

1. Comprised of a minimum of three (3) members.
2. **Role of the Committee:**
  - i. The Legislative Committee actively engages university Staff in the legislative process and university priorities through education, awareness, and advocacy.
3. **Responsibilities of the Committee, under the direction of the Committee Chair:**
  - i. Raises awareness of public and governmental issues of interest to the Staff community.
  - ii. Represents Staff to the Vice President for Government Relations on matters related to the State Legislature and University of Utah.
  - iii. Provides a summary (or arranges for a speaker to present a summary) of the Utah Legislative Session each year.
  - iv. Prepares and disseminates information about legislative matters of relevance to staff to the University Staff Community leading up to, during, and after the annual Utah State Legislative Session.
  - v. With oversight from the UUSC President, provides support UHESA's government relations endeavors, ensures one member of the committee serves as a member of UHESA, attends UHESA's regularly scheduled meetings and conferences, and reports updates to the UUSC Executive Committee as appropriate.
  - vi. Acts as a liaison with the Communications Committee to provide committee updates for the UUSC website and social media.

#### **F. Selections Committee**

1. Comprised of a minimum of three (3) members.
2. **Role of the Committee:**
  - i. The Selections Committee manages the Council membership selection process, selects and awards the Tom Loveridge Memorial Scholarship,



and awards UUSC Professional Development Awards. Selections also assists the Executive Board with annual officer elections as needed.

3. **Responsibilities of the Committee, under the direction of the Committee Chair:**
  - i. With assistance from the Secretary, maintains the UUSC membership roster and communicates changes to the Executive Committee. The roster shall include each Member and Alternates' name, contact information, area of service, dates of service, and committee service.
  - ii. Under the direction of the President-Elect, assesses the total population of the University Staff Community each year to ensure membership correctly reflects the number of Staff employed in each Department Org.
  - iii. Seeks nominations for qualified Staff within each of the represented Department Orgs.
  - iv. UUSC fills open member positions each year according to the procedures outlined in [Article III.D](#) of these Bylaws.
  - v. Maintains the list of Alternate Members and invites Alternates to fill open member positions on UUSC as needed if a vacancy becomes available during the year.
  - vi. Determines the selections of Staff Professional Development Awards and awards the Tom Loveridge Memorial Scholarship.
  - vii. Notifies the Executive Committee of scholarship and award recipients and works with the Communications Committee to ensure award announcements are prepared and distributed to the Staff Community.
  - viii. Reviews all UUSC applications processes annually and considers quality improvement initiatives as needed.
  - ix. Acts as a liaison with the Communications Committee to provide committee updates for the UUSC website and social media.

#### **G. Staff Connections Committee**

1. Comprised of a minimum of three (3) members.
2. **Role of the Committee:**
  - i. The Staff Connections Committee manages and maintains the UUSC New Staff Connections Program, works with HR representatives as appropriate to ensure the sustainability and success of the program, and serves as a point of contact and mentorship for new members of the University of Utah Staff Community.
3. **Responsibilities of the Committee, under the direction of the Committee Chair:**
  - i. Plans, develops, organizes, and executes quarterly open house events for all new Staff of the University. Events may be in person or virtual as appropriate.
  - ii. Serves as a point of contact for questions from new Staff.
  - iii. Works with the Communications Committee to develop and maintain a robust online presence within the Staff Council website to provide new Staff with the latest information about employee benefits, discounts, assistance programs, and other resources as appropriate.



- iv. Explores and proposes new initiatives to the Executive Committee that will increase new Staff engagement and foster belonging in the broader University Community.
- v. Acts as a liaison with the Communications Committee to provide committee updates for the UUSC website and social media.

## Article IX. Meetings

### A. General Staff Council Meetings

1. Meetings are held monthly and are open to the entire University Community.
2. Individuals who are not Council members may participate in UUSC discussions at the discretion of the President.
3. The regularly scheduled meeting date and time may be changed by the Executive Board.
4. Special meetings may be called by the President, the Chief Human Resources Officer, or the University President.
5. Meeting locations are determined by the President in advance of the meeting.

### B. Executive Staff Council Meetings

1. Meetings are held monthly and are attended by the Executive Committee members and Ex-Officio members at the discretion of the President.
2. Individuals who are not Council members may be invited to attend or participate in discussions at the discretion of the President.
3. The regularly scheduled meeting date and time may be changed by the Executive Board.
4. Special meetings may be called by the President, the Chief Human Resources Officer, or the University President.
5. Meeting locations are determined by the President in advance of the meeting.

### C. Committee Meetings

1. Each Committee should meet regularly at the discretion of the Committee Chair, but not less than quarterly. Meetings are attended by the Committee members, Executive Board, other members of the Council, and Ex-Officio members at the discretion of the Committee Chair.
2. Individuals who are not Council members may be invited to attend or participate in discussions at the discretion of the Committee Chair.
3. The regularly scheduled meeting date and time may be changed by the Committee Chair.
4. Special meetings may be called by the Committee Chair, President, the Chief Human Resources Officer, or the University President.
5. Meeting locations are determined by the Committee Chair in advance of the meeting.

### D. Meeting Procedures

1. A quorum, or two-thirds majority of the voting members, must be present at any General Meeting, to conduct a vote on any issue. A vote passes with a simple majority.
2. An agenda shall be set in accordance with these Bylaws.
3. Minutes shall be taken in accordance with these Bylaws.
4. The Committee Chairs or their designee shall be prepared to provide a summary of their committee's activities and discussions at the Executive and General meetings as appropriate.
5. The rules contained in the most recent edition of Robert's Rules of Order shall govern the UUSC 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.
6. All Committee, Subcommittee, Task Force, or Working Group business shall be conducted in accordance with these Bylaws.

## Article X. Council Financial Policy

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

## Article XI. Amendment of Bylaws

- A. Amendments to these Bylaws may be proposed by any Council member. Amendments are prepared in writing and sent to the Immediate Past-President for consideration.
- B. The Immediate Past-President pre-reviews proposed amendments, ensures the changes are compliant with [University Policy 5-003](#), sends the proposed changes to University Human Resource Management and provides them an opportunity to comment, and sends them to the Executive Committee for review and a motion for approval, approval with changes, or disapproval.
- C. The Executive Committee may request that Amendments be tabled and submitted to the full Council for a comment period before a vote is taken. Comments will be collected by the Immediate Past-President and presented to the Executive Committee for discussion.
- D. The Executive Committee may request that Amendments be tabled and submitted to the University Institutional Policy Committee (IPC) for input before a vote is taken. If IPC is consulted, a member of the Executive Board presents the revised Bylaws to the IPC and is available for questions.
  1. Revisions requested by the IPC are addressed by the Executive Board with input from the Executive Committee at the President's discretion.
- E. Amendments must be approved by a simple majority vote of the Executive Committee members. Votes may be taken in person, via email, or by other means at the discretion of the President.
- F. If an Amendment to the Bylaws has been approved, the Immediate Past-President implements the approved change into the Bylaws and publishes an updated version, dated

the date the vote to approve was recorded, and sends a copy of the final version to the current Policy Owner and Policy Officer of [SOP 5-003](#).

- G. With assistance from the Executive Committee, the Immediate Past-President ensures the updated Bylaws are distributed publicly by posting them on the Staff Council website, announcing the updated Bylaws at the General Meeting, and notifying the University Regulations Office to update their link to the Bylaws in University Policy 5-003.
- H. If changes to University Policy 5-003 are needed to align it with the UUSC Bylaws, a proposal must be submitted through the University's full [policy review and approval process](#).

## Article XII. Council Disclaimers

- A. The University of Utah Staff Council does not function as a collective bargaining unit. UUSC does not represent individual employees in grievances or administrative review.

## Historical Information

- A. Ratified: Unknown
- B. Amended: Unknown prior to 2019, 2019, 2021, 2023, 2/2024, 6/2024