

UNIVERSITY OF COLORADO STAFF COUNCIL BYLAWS

ARTICLE I – NAME

This Council was established as the Inter-Campus Staff Council in 1973 at the request of the Board of Regents and is now known as the University of Colorado Staff Council (UCSC). The UCSC was acknowledged in the Laws of the Regents on September 26, 1973.

ARTICLE II – OBJECT AND PURPOSE

- A. To serve as a liaison between the individual campus staff councils, University leadership and the President of the University of Colorado and the Board of Regents.
- B. To act as the inter-campus coordinator for any proposed action by individual campus staff councils that may have University-wide implications.
- C. To provide a means of exchange relative to issues of mutual concern among staff, faculty and administration of the University.
- D. To consider and recommend methods and means by which conditions of employment may be improved and operating efficiency increased.
- E. To respond to matters of concern presented by the President and the Board of Regents of the University of Colorado.
- F. To keep informed of legislative actions that directly concern the staff of the University of Colorado and to propose actions and/or make recommendations when appropriate.
- G. To communicate and represent the principles, attitudes, and activities of the staff to administration, the faculty and the public.

ARTICLE III – MEMBERSHIP

Authority of the UCSC membership is vested in the Board of Regents. Time required by classified and university staff representatives for regular and special meetings during normal working hours shall be designated as regular work hours.

- A. Membership on the UCSC shall be comprised of classified and university staff selected by each campus staff council. Each campus staff council will delegate a total of three staff representatives and one alternate member. Each member must be in good standing as defined by the campus council bylaws. Each member has one vote, and alternate members may vote only in the absence of a representative from that campus. Each campus is limited to three voting members per meeting.
- B. On a case-by-case basis, membership may be offered to other staff of the University of Colorado (at-large members) upon a three-fourths vote of the UCSC. No more than five at-large members shall serve on UCSC in any given year. At-large members are not included as part of the membership described in Article III, Section A. These at-large members will serve for a term of one year and be eligible to serve additional years upon re-election. If an at-large member vacates their position prior to the end of one year, the position can be refilled but it is not mandatory.
- C. Members will serve for a term of three years and alternates for one year, beginning at the time of the individual staff council elections/appointments.
- D. The term of any member of the UCSC shall become vacant upon resignation, removal by two-thirds vote of the UCSC, or termination of service from the University. The individual campus staff council in which the vacancy occurred shall immediately fill the vacancy.
- E. Members may be censured, or removed by a two-thirds vote of the UCSC, for violation of University regulations or unacceptable conduct. Issues of violation of University regulations or unacceptable conduct will be brought to the UCSC as appropriate.
- F. If a member is absent for three meetings in any consecutive twelve-month period, she/he will receive a warning that if a fourth absence occurs within the twelve-month period, the Executive Committee may remove the member from the UCSC.

G. Ex-officio member:

1. Definition: the ex-officio member(s) shall be a non-voting member(s) selected due to the unique knowledge, expertise, or contribution that he/she can bring to the UCSC.
2. Selection: the UCSC has the option to elect an ex-officio member(s). The voting members of UCSC, through secret ballot, will elect the ex-officio member.
3. Term: ex-officio member(s) will serve on a one-year term beginning July 1st. There will be no limit to consecutive terms.
4. Removal: ex-officio members will be subject to Article III, Sections E and F.
5. An officer-elect whose term as representative or alternate expires prior to the commencement of his or her term as officer shall serve as a member without a vote.
6. The immediate past chair of the UCSC shall be an ex-officio member of the UCSC and shall serve in addition to the regular members from his/her individual staff council.

ARTICLE IV – OFFICERS

A. The chair shall:

1. Be responsible for the agenda for each regular and any special meeting.
2. Preside at all meetings and enforce all regulations and policies governing the procedures of the UCSC.
3. Appoint necessary committees and liaisons to external committees.
4. Prepare a report to be presented by the chair or a designee of the chair at the regular meetings of the Board of Regents.
5. Be responsible, with the Executive Committee, for setting the budget.
6. Appoint and supervise the recording secretary.
7. Oversee and approve UCSC record-keeping and communications.
8. Be responsible for calling Executive Committee meetings as needed.
9. The chair is only allowed to vote in the event of a tie or to fulfill quorum requirements.

B. The vice chair shall:

1. In the absence of the chair, have all the powers, prerogatives and responsibilities of the chair.
2. Assist the chair with committee assignments and activities, and in setting UCSC priorities.
3. Serve as UCSC parliamentarian following Robert's Rules of Order. Serve as UCSC parliamentarian following Robert's Rules of Order or designate another member to serve as parliamentarian.
4. Be responsible for the UCSC service excellence awards process. Supervise or chair committee for a UCSC service excellence awards or annual event.

C. The treasurer shall:

1. Work as part of the Executive Committee to set a budget.
2. Provide a treasurer's report at each UCSC meeting.
3. Authorize and record all expenditures. Monitor budget.
4. Communicate with budgeting authorities for requests for budget-related information (e.g. rollover requests, increase in budget requests, etc).

D. The secretary shall:

1. Record the proceedings of UCSC meetings. Record the and Executive Committee meetings as necessary meetings.
2. Prepare and distribute the meeting minutes to UCSC members.
3. Assist the chair with other duties as assigned.

E. The communications officer shall:

1. Act as liaison between UCSC and outside entities.
2. Perform general maintenance and update of UCSC website.
3. Send out general meeting notifications.
4. Perform related duties as needed.

ARTICLE V – MEETINGS

- A. There shall be a regular monthly meeting of the UCSC. Meetings may only be cancelled by a majority vote of the members.
- B. The location of regular meetings shall rotate among all campuses of the University.
- C. Quorum shall constitute half the voting membership plus 1, with at least one member from each individual staff council.

ARTICLE VI – ELECTION OF OFFICERS

- A. Officers of the UCSC to be elected shall be the chair, the vice chair, the treasurer, the secretary, and the communications officer.
- B. The chair shall serve a two-year term. The vice chair, treasurer, secretary and communications officer shall serve one-year terms. Officers are eligible for re-election. Candidates shall be formally nominated prior to the May at the April regular meeting. Candidates must be currently serving on the UCSC at the time of their nomination. Votes shall be cast by secret ballot or electronic mail and returned within six (6) days. The results will be reported to the UCSC immediately by the chair of the Elections Committee.
- C. Terms of the officers shall commence with the July meeting.
- D. If an officer resigns or is removed prior to the end of their term, a special election is to be held to replace the officer for the remainder of the existing term. This special election will be conducted in the same manner as the regular elections and will be handled by the Elections Committee. As an alternative to a special election, the Chair may appoint a new Vice Chair, Secretary, Treasurer and Communications Officer as long as the appointee accepts the appointment and agrees to fulfill the officer duties. This alternative does not apply if the Chair is the office that is vacated. All candidates or appointees must be currently serving on the UCSC.

ARTICLE VII – COMMITTEES

- A. The Election Committee and the Executive Committee shall be the two standing committees, with special committees created as necessary to ensure historical continuity of UCSC activities.
- B. The Election Committee provides for nominations of officers and oversees elections as prescribed in the by-laws, Article VI. The Election Committee and its chair shall be selected by the UCSC.
- C. The Executive Committee acts as a steering committee for new issues, a sounding board for general staff grievances, the steering committee for UCSC activities and the budget-setting authority. Members of this committee shall consist of the chair, vice chair, treasurer, secretary, communications officer and past chair.

D. Each UCSC member shall serve on state, University, and Council committees and task forces on an “as needed” basis. Members shall choose assignments or be appointed by the Executive Committee.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the UCSC in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the UCSC may adopt.

ARTICLE IX – AMENDMENTS

A. Amendments to these by-laws may be proposed, in writing, by a UCSC member for discussion at any meeting. A copy of such amendment(s) shall be provided to each UCSC member and shall be voted upon at the next meeting. A copy of the amended by-laws shall be furnished to the Board of Regents and President of the University of Colorado.

B. Amendments are ratified by an affirmative vote of two-thirds of the current UCSC membership that is eligible to vote, provided that one member from each individual staff council approve.

ARTICLE X – FINANCES

A. The UCSC shall provide travel expenses for its members for authorized UCSC business.

B. A yearly budget proposal will be presented to the President of the University of Colorado.

University of Colorado Staff Council By-Laws*

Original By-Laws adopted by the Regents, September 16, 1973.

Revised By-Laws adopted by the Inter-campus Staff Council, August 13, 1975. Approved by President Rautenstrauss, September 5, 1975.

Ratification of By-Laws, June 9, 1978.

Ratification of By-Laws, August 31, 1979.

Name changed By-Laws amended, October 6, 1988.

Amended By-Laws ratified February 1, 1990.

Amended By-Laws ratified January 4, 1994.

Amended By-Laws ratified November 6, 1997.

Amended By-Laws ratified January 10, 2003.

Revised By-Laws adopted May 1, 2003.

Amended By-Laws adopted March 3, 2005.

Amended By-Laws adopted January 10, 2008.

Amended By-Laws adopted March 5, 2009.

Amended By-Laws adopted July 9, 2009.

Amended By-Laws adopted May 5, 2011.

Amended By-Laws adopted October 15, 2015.

Amended By-Laws proposed January 24, 2019

Amended By-Laws adopted May 30, 2019