

# University of Wisconsin-Milwaukee

## University Staff Council Bylaws

Effective 2/21/17

### **PREAMBLE**

The University Staff Council of the University of Wisconsin-Milwaukee (University) has been authorized by State Law and regent policy to add its voice to the established tradition of shared governance. All truly successful organizations recognize the value and importance of the contributions and recommendations that are made by its employees. Therefore, the University Staff Council is created and established to ensure that all members of the University Staff have the opportunity to be actively involved in setting the priorities and the future direction of the University.

### **ARTICLE I: VISION**

All University Staff who work at the University will have opportunities to help shape and advance the University through active and involved patterns of collegial communication and interaction with the University's administration, groups, and organizations participating in the process of shared institutional governance.

### **ARTICLE II: NAME**

The name of the organization is the University of Wisconsin-Milwaukee University Staff Council (Council or USC).

### **ARTICLE III: PURPOSE AND RESPONSIBILITIES**

USC is an organization that operates within the administrative and shared governance structure of the University of Wisconsin-Milwaukee. USC is charged with the following responsibilities: (1) To participate in the development of future plans for the University while also promoting and sustaining a positive, professional environment for all University Staff employees (whether represented, non-represented, limited term, or project appointment); (2) To promote programs and services that support professional development activities; (3) To encourage informed communication among University Staff and with the broader University community, (4) To participate in University governance; and (5) To perform such other duties and functions as befits an organization committed to creating and sustaining an affirming and supportive operational environment that, promotes and encourages excellence in teaching, working, leading, and serving the community that is the University of Wisconsin-Milwaukee.

### **ARTICLE IV: DEFINITIONS**

**USC:** The abbreviated name of the University Staff Council.

**USC Membership:** The 15 elected members of the USC.

**USC Officers:** The elected officers as described in Article VI.

**Quorum:** A quorum of USC shall be eight (8) members.

**Quarterly:** January, April, July, and October for reporting purposes.

**Eligible University Staff:** Anyone who is a University Staff member of the University of Wisconsin-Milwaukee.

**Employment Categories:** The categories of University Staff employees by Divisions as reported by Human Resources. Categories and number of employees are subject to change and the Elections Committee is charged with soliciting current data from Human Resources at least annually.

B01-GENERAL EDUCATION ADMINISTRATION  
B02-FINANCE AND ADMINISTRATIVE AFFAIRS  
B03-STUDENT AFFAIRS  
B05-ACADEMIC AFFAIRS  
B10-COLLEGE OF HEALTH SCIENCES  
B11-SCHOOL OF ARCHITECTURE & URBAN PLANNING  
B12-LUBAR SCHOOL OF BUSINESS ADMINISTRATION  
B17-SCHOOL OF EDUCATION  
B19-COLLEGE OF ENGINEERING & APPLIED SCIENCE  
B21-PECK SCHOOL OF THE ARTS  
B25-SCHOOL OF FRESHWATER SCIENCES  
B34-GRADUATE SCHOOL RESEARCH  
B35-GRADUATE SCHOOL EDUCATION  
B48-COLLEGE OF LETTERS & SCIENCE  
B50-UWM LIBRARIES  
B51-SCHOOL OF INFORMATION STUDIES  
B65-COLLEGE OF NURSING  
B70-SCHOOL OF PUBLIC HEALTH  
B86-HELEN BADER SCHOOL OF SOCIAL WELFARE  
B90-SCHOOL OF CONTINUING EDUCATION

**Proportional Distribution Categories (PDC):** A grouping of employment categories by Divisions which evenly divides the total number of University Staff into three categories for a variety of purposes (e.g. elections, committee membership).

**EXAMPLE**

Financial and Administrative Affairs:	Division B02
Other Administrative Divisions:	Divisions B01, B03, B05, B50
Schools and Colleges:	Divisions B10, B11, B12, B17, B19, B21, B25 B34, B35, B48, B51, B65, B70, B86, B90

**ARTICLE V: COUNCIL MEMBERSHIP**

a. Makeup of Council

The USC is a 15-member body proportionally representing all University Staff at the University. All University Staff members in permanent employment status are eligible, and encouraged, to be a member of USC. USC members are elected by vote of the University Staff.

b. Terms of Service

USC's 15 members serve three-year terms.

Terms of service on USC shall be staggered so that five seats are open each year. New Members begin their term of service at the June Meeting, but should be present at the May meeting to participate in the election of officers.

c. Election

Individuals can nominate themselves or other members of the University Staff for appointment to serve on USC.

Nominations to fill any vacant seat(s) will be accepted beginning in February and continuing until the USC March meeting. Voting for all members will be conducted the second week of April.

Officers will be elected at the May USC meeting, with those chosen beginning their term at the June USC meeting.

d. Resignation or Removal

If an elected member leaves before their term is completed, the Chair will nominate a new member to complete the remainder of the term upon approval of the majority of the Council. The nominee shall be from the same proportional distribution category as the vacating member.

A member of USC may be removed from the board for cause. Any member may bring forth concerns and justifications to the USC Officers who will make a recommendation to the membership for removal. The member will be removed by an affirmative, secret ballot vote of two-thirds of the membership. The Chair, with the advice and consent of the USC, will appoint an eligible University Staff member from the appropriate PDC to serve on USC in their place.

## **ARTICLE VI: COUNCIL OFFICERS**

a. Makeup of Executive Committee

USC shall have an Executive Committee of 5 officers. The duties and responsibilities of each officer are set forth below.

**Chair:** Calls meetings of USC and presides over the meetings, coordinates activities, and attends meetings with the Chancellor. The Chair, or their designee, will serve as the representative of USC to other campus governance groups. The Chair, with the advice and consent of the USC, makes appointments to campus committees as requested by the Chancellor or a designee.

**Vice-Chair:** Serves as Acting Chair and performs all of those duties when the Chair is absent. The Vice Chair will coordinate the candidate search for committee appointments as requested by the Chancellor or a designee.

**Treasurer:** Manages, reconciles, and reports on the budget to USC at all monthly meetings. The Treasurer oversees all payments for USC bills or obligations. The Treasurer serves as an Advisor to the Special Events Committee and is responsible for tracking all budgets and expenditures of the events.

**Secretary:** Prepares and distributes the agenda for all USC meetings, takes minutes of USC meetings and files approved minutes. Serves as a permanent member of the Communications Committee.

**Immediate Past Chair:** Assists in preparing and mentoring new officers on current and past issues, acts as advisor to the Committee and Officers, and performs other duties as assigned by the Committee. The Immediate Past Chair (IPC) will retain a vote if his/her term on USC is not completed. If it is, the IPC will serve as a nonvoting member.

b. Terms of Service

All officers shall serve single-year terms.

c. Election

The 15 USC members who have been elected or appointed to serve for the following year shall elect new officers at the May USC meeting. A newly elected member must be present to be nominated for an office. Outgoing members can nominate but do not vote. In order to be elected to serve as Chair, the individual must have been a member for at least one year prior to that election.

d. Resignation or Removal

If an officer resigns their elected position, they may retain their membership in the council. Their position will be filled by a special election held at the next USC meeting.

An officer of USC may be removed for cause by the same method as a member. The officer in question will not meet with the other officers to make the recommendation. The highest ranking officer shall preside at the Executive Board meeting and conduct a vote of the Executive Committee. Depending on the circumstances, the officers may also recommend removal from the membership. The member will be removed by an affirmative, secret ballot vote of two-thirds of the membership. The Chair will appoint an eligible University Staff member from the appropriate PDC to serve on USC in their place. . Their position will be filled by a special election held at the next USC meeting

## **ARTICLE VII: MEETINGS**

**Scheduling:** Regular meetings of USC shall be held on the third Tuesday of each month, with other meetings called by chair. USC meetings are open to all University employees. All University Staff will be allowed to attend meetings in paid status. Any employee serving as an elected member of USC, and who is assigned to work the second or third shift, will be allowed to use flex work hours to attend these meetings. Arrangement to flex work schedule should be discussed with the appropriate supervisor.

**Attendance:** Each USC member is expected to attend at least 75% of the regularly scheduled meetings. The Chair may identify members with low attendance and USC may remove them from membership by an affirmative, secret ballot vote of two-thirds of the membership.

**Leave of Absence:** If a USC member knows he/she will not be able to attend meetings for a period of time, he/she may request a leave of absence from these assigned responsibilities. Leaves may be requested for up to one calendar year. The Chair will appoint an eligible University Staff member from the appropriate proportional distribution category to serve on USC during the absence. Replacement members will have full voting rights and privileges. USC members requesting a leave longer than one year are encouraged to resign from USC.

#### **ARTICLE VIII: COMMITTEES**

USC committees may be established or disbanded by a majority vote of USC, and each will include at least one USC member. One of the USC members on the committee will serve as liaison to USC. All committees select their own chair (or co-chairs) from among themselves. Each committee is responsible for maintaining a roster and a list of duties and responsibilities. Committee meetings shall be held during paid work hours. Any employee serving on a committee of the Council and working second or third shift will be allowed to flex work hours to attend Committee meetings. Arrangement to flex work schedule should be discussed with the appropriate supervisor. A representative from each committee will attend the monthly USC meetings to provide updates on the activities of the committee. University Staff do not need to be members of USC to serve on University or USC Committees, but must be in permanent or project employment status to be guaranteed to serve in paid status.

The Chair will request recommendations and appoint University Staff to serve on University Committees. University Staff serving on University committees will provide a written report on the committee's activities to the USC Secretary prior to quarterly meetings until the function of that committee or their term ends. University Staff serving on University committees will provide a written report on the committee's activities to the USC Secretary prior to quarterly meetings until the function of that committee or their term ends. The term of service on University committees varies and is subject to each committee's policies and procedures.

#### **USC Standing Committees**

**Bylaws Committee:** Annually reviews USC bylaws and proposes changes to USC as necessary. At least one member from the past year's committee will serve the following year.

**Communications Committee:** Responsible for facilitating the dissemination of information to the University Staff of UW-Milwaukee. This may include, but not be limited to a USC web page, newsletter, and direct mailings. The Secretary is a permanent member of this committee.

**Elections Committee:**

This committee is charged by the Council Chair each February. It is composed of the three following University Staff members, when possible: one past USC chair, one past Elections Committee member and one current USC member not seeking re-election as a member or election as an officer. The USC Chair will name the Chair (or co-chairs) of the Election Committee. This person will be the convener of the Election Committee and be responsible for soliciting the current University Staff by Division Distribution List by which the proportional distribution categories will be determined. They will report directly to the USC Chair. The Chair (or co-chairs) of this committee will submit election results at the April USC meeting. The Council will approve the election results at the April meeting. The Elections Committee shall conduct the election of USC Officers at the May meeting.

**Special Events Committee:** Responsible for coordination of all special meetings of the University Staff that are sponsored by the USC. These events may include gatherings such as, but not limited to, conferences, educational opportunities, informational meetings, and Town Hall meetings.

**University Staff Council Grievance Committee:** The Grievance Committee will serve as a problem solving body for University Staff, with an expectation of continued employment, who wish to appeal working conditions, discipline, layoff or dismissal from UWM.

The Grievance Committee will consist of one representative from each PDC. Three additional members shall carry "replacement status" for hearing grievances in the event of an absence or conflict of interest of one of the standing committee members. Service on the Grievance Committee will be conducted without loss of pay and Committee members will be released from their regular duties to participate.

**University Staff Outstanding Service Awards:** In cooperation with the Secretary of the University who coordinates this award, the selection committee will consist of the previous year's recipients and a member of the board. The committee will choose four recipients and a fifth alternate that they feel are deserving and meet the definitions of "outstanding" for the purposes of the award.

**University Staff Title Appeal Committee (USTAC):** Under certain circumstances, a requested title review may result in either an alternate title from what was requested or a denial of a title change. In these instances, University Staff may request a review of the original request, the initial decision and additional documentation that substantively supports the original request.

USTAC shall include five members representative from all functional areas of the University Staff (Blue Collar, Trades, Technical, Security, and Police, Administrative, Professional and Supervisory). The Central Human Resources Department shall appoint two employment services staff members to the panel in order to serve in an ex-officio capacity. Each committee member has voting rights with the exception of the ex-officio members.

## **ARTICLE XII. CHANGING THE BYLAWS**

USC Bylaws may be changed by an affirmative vote of two-thirds of USC membership. This vote will be done at a USC meeting. Before such a vote will take place, members of the Council must be given notice regarding the intent to vote on proposed changes to the Bylaws. All proposals must be discussed during at least one Council meeting prior to a vote on the proposed changes. At a minimum, the Bylaws shall be revisited each January and revised as necessary.

All changes will be posted on the USC website a minimum of 14 days prior to any vote to allow for input of all University Staff.

VOTED ON BY USC on February 21, 2017.