

## ACADEMIC STAFF AWARDS COMMITTEE BYLAWS

### ARTICLE I PURPOSE AND RESPONSIBILITIES

#### Section 1 Purpose

The purpose of the Academic Staff Awards Committee is to administer the following awards: the UWM Academic Staff Outstanding Performance and Service Awards, and the UWM Outstanding Teaching Award. Additionally, the Committee administers nominations for the UW System Regents Administrative and Professional Academic Staff Excellence Awards, and the UW System Regents Teaching Excellence Awards. Lastly, the Awards Committee will work with the Academic Staff Committee to administer other professional development funds and awards not administered directly by colleges, schools, or departments.

(AS Doc 82, 8/2013)

(AS Doc 109, 3/2018)

#### Section 2 Responsibilities

The Committee establishes the mechanism for nominating candidates, interprets selection criteria, screens nominees and selects final candidates to be recommended for awards. At the first meeting of the committee year, the Committee reviews the Bylaws of the Awards Committee and submits recommended changes for Academic Staff Senate approval. Changes are effective upon approval by the Senate.

(AS Doc 109, 3/2018)

### ARTICLE II MEMBERSHIP

#### Section 1 Structure

The Committee consists of five elected academic staff members. No more than one member may be from any one school/college/division at the time of their election to the committee. There must be at least one teaching and one non-teaching academic staff member. All members must have at least a 50% appointment at UWM.

(AS DOC 71, 2/2012 revision)

#### Section 2 Nomination/Election Procedures

Members are nominated and elected in accordance with standard Academic Staff Operating Guidelines.

#### Section 3 Term of Office

All members serve three-year terms. No member may serve consecutive three-year terms. The committee year is September 1 through the following August 31.

#### Section 4 Absences

Attendance at Committee meetings is part of each member's duties. Members who miss one-

third of the regular meetings, as scheduled at the beginning of each year in accordance with Article III, Section 2, Paragraph A of these bylaws, forfeit their committee membership. There are no excused absences.

#### Section 5 Vacancies

If a vacancy occurs, the position is filled by the eligible candidate who received the next highest number of votes in the most recent election. That candidate will serve the remainder of the term associated with the vacancy. If no eligible candidate is available, the Academic Staff Committee appoints an academic staff member to fill the vacancy for the remainder of the term of service. (AS Doc 40 approved by AS Senate 5/2009, revised 7/14/2009)

#### Section 6 Restrictions

During their term on the committee, a committee member may not nominate themselves or another individual for an award. A committee member may also not be nominated for an award by someone else.

(AS Doc 109, 3/2018)

### ARTICLE III ORGANIZATION

#### Section I Officers

The officers are the Chair and Secretary. Other officers are appointed by the Committee as necessary.

- A. Responsibilities: The Chair presides at meetings of the Committee, prepares and distributes the agenda, distributes the call for nominations, collects nominations, and reports nominees for awards to the Chancellor. They are the liaison with the Academic Staff Committee. At the end of each committee year, the Chair prepares a written report of Committee activities.

The Secretary takes minutes and distributes them to Committee members, the Chair of the Academic Staff Committee, and the Office of the Secretary of the University; maintains the attendance records of Committee members; and conducts Committee business in the absence of the Chair.

Responsibilities of other officers are determined when each position is created

- B. Eligibility: In order to maintain continuity of leadership, the Chair must have served on the Committee during the year prior to their term of office. Other offices may be held by any Committee member regardless of prior length of Committee service.
- C. Election, Term of Office, Vacancies: Officers are elected at the last meeting of the committee year for one-year terms beginning September 1. Officers may not serve more than two consecutive terms. If a vacancy occurs, the Committee elects a new officer at the next regular meeting to complete the unexpired term.

#### Section 2 Meetings

- A. Regular and Special Meetings: The Chair calls the first meeting in September for

organizational purposes and to establish a schedule of regular meetings. The Chair calls special meetings as needed or at the request of two or more Committee members.

- B. Quorum: A quorum consists of three members.
- C. Standing Rules: All Committee meetings are conducted according to the latest edition of "Robert's Rules of Order", unless otherwise specified in these bylaws.
- D. Agenda: The agenda is distributed prior to each meeting. Any Committee member or academic staff member may place an item of business on the agenda of any regular meeting by contacting the Chair prior to the distribution of the agenda. Additional items may not be added to the agenda of special meetings once the agenda has been distributed.

#### ARTICLE IV AMENDMENTS TO THE BYLAWS

A motion to amend these bylaws may be made only by a Committee member and must be placed on the agenda prior to a regularly scheduled meeting. Amendments must be approved by a majority vote of both the Awards Committee and the Senate of the Academic Staff. All proposed amendments must be reviewed by the Codification Committee for logic, clarity, and consistency prior to final approval by the Senate. Lastly, approved bylaw amendment(s) must be reported at the next General Meeting of the academic staff.

(AS Doc 119, 4/2019)

#### Awards Bylaws

4/90

4/92

4/99

5/09

7/09

2/12

8/13

3/18

4/19

5/21 (editorial)