

NON-INSTRUCTIONAL ACADEMIC STAFF SUBCOMMITTEE BYLAWS

ARTICLE I PURPOSE AND RESPONSIBILITIES

The Non-Instructional Academic Staff (herein NIAS) Subcommittee is comprised of a diverse membership from many areas of UWM and represents the wealth of knowledge this collective experience brings. The NIAS Subcommittee considers policies and procedures of particular interest to non-instructional/non-research academic staff as directed by the Academic Staff Committee (herein ASC). The subcommittee consults with the ASC on activities that involve presentation of policies and procedures.

To assist the ASC, the subcommittee:

- Discusses and addresses issues raised by the staff, the ASC, and other academic staff committees.
- Presents workshops for the academic staff community to:
 - Support progress towards indefinite status including service opportunities available to academic staff and self-evaluation strategies.
 - Educate staff regarding changes to policies and procedures.
- Discusses topics including:
 - Training for professional development available to academic staff.
 - Involvement in new campus initiatives that are relevant to the NIAS Subcommittee.
 - Other interests that affect academic staff and have not been addressed.
- Promotes resources for the staff to assist them to develop a better professional experience at UWM.

ARTICLE II MEMBERSHIP

Section 1 Structure

NIAS Subcommittee membership is open to all non-instructional and non-research academic staff.

Section 2 Nomination/Election Procedures

Prospective members must contact one of the co-chairs to be added to the subcommittee.

Section 3 Term of Office

Members can remain on the subcommittee for as long as they desire.

Section 4 Absences

Attendance at subcommittee meetings is a part of each member's duties. Subcommittee involvement is to be a combination of regular meeting attendance and active participation in the subcommittee. There are six meetings per fiscal year (July 1 – June 30). Members need to notify the co-chairs prior to the scheduled meeting if they cannot attend. Members who miss more than two meetings without notification will be notified by a co-chair and removed from the subcommittee. Non-instructional and non-research academic staff are welcome to rejoin the subcommittee but must attend meetings regularly.

If a member needs a hiatus (three or more meetings) please notify the co-chairs in advance of the hiatus. Members need to notify the co-chairs if they wish to be removed from the subcommittee.

ARTICLE III ORGANIZATION

Section 1 Officers

Officers consist of a chair or two co-chairs and a secretary.

A. Responsibilities

The chair or co-chairs will:

- Lead meetings
 - Set the agenda.
 - Work with the secretary to maintain the subcommittee roster.
 - Notify individuals who are removed from the subcommittee for non-attendance.
 - Maintain the subcommittee email list.
 - Welcome and introduce new members and provide appropriate materials to new members so they can come up to speed.
- Facilitate discussions between the subcommittee and other governance entities.
- Ensure yearly workshops are provided (e.g., How Can We Be of Service, Self-Evaluation and Policy and Procedures).
- Delegate the task of applying for the Academic Staff Professional Development Award.
- Invite individuals who indicated interest in joining the subcommittee on the preference form (information is requested from the Secretary of the University at end of February or beginning of March).
- Update the Academic Staff Senate at monthly meetings including Spring and Fall General meetings.
- Manage the election of new chair or co-chairs.
 - Call for nominations in January.
 - Hold a vote in March.

- New co-chairs will assume their responsibilities on the first day of the fall semester contractual period as it appears in the academic year calendar published on the Secretary of the University's website and ends the day before the next fall contractual period begins.

The secretary will:

- Take attendance and minutes.
- Send a draft of minutes to the subcommittee.
- Send approved minutes to the Secretary of the University for posting and archiving.

Responsibilities of other officers are determined when the positions are created.

B. Eligibility

Any member of the subcommittee can serve as an officer.

Section 2 Meetings

A. Regular and Special Meetings

Regular meetings are held bi-monthly on the fourth Tuesday of that month starting in September July of each year. Special meetings can be called by the NIAS subcommittee co-chairs as needed or at the request of the of two or more subcommittee members.

B. Quorum

A simple majority is required for quorum.

C. Standing Rules

All NIAS subcommittee 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 subcommittee member may place an item of business on the agenda of a regular meeting by contacting one of the co-chairs 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 by a NIAS subcommittee member and must be placed on the agenda prior to a subcommittee meeting. The proposed change(s) must be

discussed in at least one NIAS subcommittee meeting prior to the meeting at which the vote on the proposed amendment(s) is taken. Amendments must be approved by a majority vote, and all proposed amendments must be reviewed by the Academic Staff Committee and Codification Committee for logic, clarity, and consistency prior to final approval by the Senate. Lastly, approved bylaw amendments must be reported at the next General Meeting of the academic staff.

NIAS Bylaws
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