

## UW-SUPERIOR UNIVERSITY STAFF SENATE BYLAWS

### **Article I: Mission Statement**

The University Staff Senate (USS) works with University of Wisconsin-Superior (UWS) campus leadership to promote effective partnerships with colleagues from all campus employee groups in support of the university's mission. We serve as an advocate for University staff as well as for their ongoing professional development opportunities. We do this by encouraging respect, open communication, and equality between all members of the campus community.

### **Article II: Name**

The name of the organization is the UW-Superior University Staff Senate, hereafter referred to as "USS."

### **Article III: Roles and Responsibilities**

USS is created as an unincorporated organization that operates within the administrative and shared governance structure of UWS. USS is charged with the following responsibilities:

1. To participate in the development of future plans for UWS 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 serve as advisors to the UWS Chancellor and other administrators especially in decisions that may affect all University staff employees.
3. To promote programs and services that support professional development and training activities for University staff employees.
4. To encourage informed communication among University staff and within the broader UWS community.
5. To perform such other duties and functions as befits a shared governance organization committed to creating and sustaining an affirming and supportive operational environment that promotes and encourages excellence in all endeavors that serve the UWS mission.

### **Article IV: Membership**

The USS Committee shall consist of nine (9) members. Each member will serve a three year term, with a maximum of two consecutive terms. If a Limited Term or Project Appointment

staff member is elected to serve, the term will be appropriate to the employment appointment. Terms are staggered so that three [3] seats are open each year.

If an elected USS member leaves before the term is completed, the Chair will ask the recipient of the next highest votes in the most recent election to fill the remainder of the term. With this in mind, the committee strives to provide for diverse representation among its membership. If no one is willing to serve, the position will remain vacant until the next election.

If the committee membership falls below seven (7) members, a call for nominees will be issued. If the number of nominees exceeds the number of open positions, a special election will be held.

### **OFFICERS**

Board officers will be elected by the USS membership. The Executive Committee will consist of board officers. Board officer will be Senate Chair, Vice Chair, Secretary, and Treasurer.

The chair may serve multiple one-year terms at the discretion of the senate. The vice-chair may become chair after serving one year in that role. Thereafter only a vice-chair is elected annually. If the vice-chair is unable to fulfill the chair duties the USS may elect to have the chair continue in the role or may elect a new chair and vice-chair. The Secretary and Treasurer positions are elected for one-year terms each.

If a board officer leaves the committee, the remaining committee members will appoint someone from the present committee to serve out the term. If it is the board chair, the vice chair will move to the chair position and a new vice chair will be elected by the committee.  
Duties of officers:

Chair: Calls and presides over USS meetings; coordinates activities; attends cabinet meetings with the Chancellor and meetings with the Provost, as needed; makes University staff appointments to standing and ad hoc committees; assists Sub-Committees with other appointments; distributes the agenda and minutes for approval prior to each meeting to current USS members.

Vice-Chair: Serves as Acting Chair (and performs all of those duties) when the Chair is absent or unable to perform those duties; assumes Chair after completing one-year service as Vice-Chair.

Treasurer: Manages, reconciles and reports on the budget to USS at all monthly meetings; oversees all payments for bills or obligations; attends the monthly meetings of the Executive Committee.

Secretary: Places the agendas online prior to all USS meetings; takes minutes at USS meetings and sends the approved minutes to USS webmaster, University staff, and places a copy in USS files on the shared network drive; and attends meetings of the Executive Committee.

### **Article V: Elections**

All members of the University staff are eligible, and encouraged, to seek election to USS. Any member of the University staff may be nominated by colleagues or self-nomination to serve on USS. If nominated by another, the USS Chair will verify the nominee's willingness to participate. All nominees will be listed on the election ballot. Write-ins are allowed. If a write-in candidate receives enough votes to be elected the chair of USS will contact them regarding their willingness to serve. All University staff will receive notification announcing the upcoming elections. All voting will occur online. All University staff are eligible to vote with elections taking place the first (1<sup>st</sup>) Tuesday in May of each year. A call for nominations will go out the first (1<sup>st</sup>) week in April of each year. Terms for membership will be based on the fiscal year, July 1 through June 30 of each year. The three (3) candidates (write-in or otherwise) who receive the most votes will be appointed to the USS. An election report detailing the results will be posted to the USS website.

### **Article VI: Meetings**

USS will hold regular meetings monthly. USS meetings are open to all UWS employees and are held during normal business hours (typically between 7:45 a.m. and 4:30 p.m.). Meetings should not exceed two (2) hours in length. Any employee serving as an elected member of USS who is assigned to work the second or third shift will be allowed to use flex work hours to attend these meetings. Arrangements to arrange for a flex work schedule should be discussed with the appropriate supervisor, and Human Resources office shall actively help to resolve any issues or problems that may arise relating to these scheduling and workload conditions. If a special unscheduled meeting is needed, an e-mail notification will be sent out 24 hours prior to the meeting to all staff.

Committee members should make every effort to attend meetings or send notification, if unable to attend. Three or more consecutive absences without notice or justifiable reason may

be cause for removal from the committee by two-thirds (2/3) majority vote of remaining committee members. Members may request or be granted a leave of absence at the discretion of committee members. Replacement of committee members will be made according to membership rules in Article IV.

**Quorum:** A quorum for any meeting of USS shall be five (5) members.

### **Article VI: USS Sub-Committees**

USS sub-committees may be established by a majority vote of USS and each will include at least one USS member and should consist of a minimum of three [3] and maximum of six [6] UWS employees. All sub-committees may select their own chairs, who will serve as the liaison to USS. Sub-committee meetings may be held during paid work hours and as often as deemed necessary to fulfill the sub-committee duties. Any employee serving as an elected member of USS and working second or third shift will be allowed to flex work hours to attend USS and subcommittee meetings. Human Resources shall provide support and assistance toward this end if needed. Sub-committees will be reviewed annually, and those deemed no longer necessary may be eliminated by majority vote of USS. A representative from each sub-committee shall attend the monthly USS meetings to report on actions of the sub-committee. Sub-committee members will serve for two years; if a member of the sub-committee is unable to complete the term for any reason, USS will nominate and/or receive nominations for, and approve a replacement for the vacant subcommittee member. Terms for sub-committee chairs or co-chairs will be limited to two consecutive terms with another term of service allowed after a two-year interval of non-chair participation. Sub-committee chairs must be in permanent employment status.

**Sub-Committees** –Each sub-committee shall develop a roster of duties and responsibilities with approval by USS.

**USS will serve as the committee on sub-committee membership** and will seek nominees for openings on all sub-committees. All appointees will be approved by majority vote of USS.

Confirmation letters will be sent to the appointee, and appointments shall be posted on the USS website.

Sub-committees may include but will not be limited to the following:

**Fundraising/Finance** the treasurer shall be a default member of this sub-committee] Charged to develop ways and means to raise and administer funds to support the activities, training, and events sponsored by USS.

**Elections** – Charged with coordinating nominations and elections of University staff to USS. It will be responsible for arranging calls for nominations to University staff, monitoring the elections, reporting results to USS, and publishing the results in all appropriate venues.

**Programs/Activities** – Charged with organizing entertaining, educational or recreation activities, this sub-committee will work closely with the fundraising/finance sub-committee. They shall arrange all workshops, presenters, make room reservations for events, handle all participant registrations, materials and duties associated with the events.

**Marketing** – Charged with webpage management, newsletter production, development of promotional materials, and publicity. The University Staff Human Resources Administrative Liaison will be a default member of this sub-committee.

#### **Article IX: Amending The Bylaws**

USS bylaws may be changed by an affirmative vote of two-thirds (2/3) of USS membership. This vote will be done at a USS meeting. Before such a vote will take place, USS must be given at least one month notice regarding the intent to vote on proposed changes to the bylaws. All proposals must be presented in written form and discussed during at least one USS meeting prior to a vote on the proposed changes. At a minimum, the bylaws shall be revisited annually by USS at the July meeting.