

**UNION STAFF COUNCIL
BYLAWS
(Adopted: 05/26/2022)**

I. CHARGE

The role of the USC will be to research, identify, collaboratively discuss and recommend solutions to assist the advancement of the College and support Union's Strategic Plan. The USC will establish and maintain open communication among its members while advocating for the campus community

II. MEMBERSHIP

The Union Staff Council (USC) shall be composed of fourteen (14) regular, full-time (30 + hours per week) salaried and hourly staff employees. Membership will consist of staff from each Responsibility Center (RC) as detailed below. If no candidates are elected from a responsibility center, USC may appoint a member.

A. Membership by Responsibility Center:

Academic Affairs: 3 representatives

At least 1 hourly rep

Administration & Finance – Facilities: 2 representatives

At least 1 hourly rep

Administration & Finance – ITS: 1 representative

1 salaried or hourly rep

Administration & Finance: 1 representative

1 salaried or hourly rep

Admissions, Financial Aid and Enrollment: 1 representative

1 salaried or hourly rep

College Relations: 1 representative

1 salaried or hourly rep

Communications & Marketing/President's Office: 1 representative

1 salaried or hourly rep

Student Affairs – Dining: 2 representatives

At least 1 hourly rep

Student Affairs: 2 representatives

At least 1 hourly rep

At-Large: 1 representative

1 salaried or hourly rep

Human Resources: Ex-Officio, Non-Voting

Chief Human Resources Officer

B. Officer Positions - Roles and Responsibilities

Co-Chairs

- Preside over all meetings
- Ensure meetings are regularly scheduled
- Communicate recommendations and decisions to Senior Staff, President, and/or other areas, as deemed necessary

- Serve as the spokespeople of USC
- Provide timely acknowledgement and/or response to incoming questions and concerns
- Provide updates to Responsibility Centers with temporary vacancies in members

Secretary

- Creates meeting minutes
- Distributes draft meeting minutes to all USC members for review within one week of meeting
- In the absence of the moderator, convenes the USC and serves as the alternate moderator
- Coordinates annual elections in conjunction with Human Resources

Moderator

- Schedules USC meetings and notifies members of location and meeting times
- Compiles agenda items in consultation with USC members at least one (1) week before meeting
- Distributes the agenda to USC members at least three (3) days prior to meeting
- Facilitates the USC meeting
- Serves as the contact for any communication that is sent or received

III. TERM LENGTHS & LIMITS

A. General Membership

Terms will be three years in length¹ and will begin on July 1. Members may serve no more than two full, three-year consecutive terms on the USC, running for reelection between each term. Once two consecutive terms have been served, the member must wait at least three years before running for election again.

The maximum length of time any member may serve on the USC consecutively is seven years. The seven-year maximum applies only to members that: a) replaced a member with only one year remaining in their term (see **C. Resignations**, below) or b) were part of the inaugural USC membership that rolled off after one year.

B. Officers

Co-chair terms will be two years in length² and will be staggered with one another. Secretary and moderator terms will be one year in length. Members will be eligible for an officer position after their first year of a three-year term. Officers may run for reelection, subject to their reelection to the USC.

IV. RESIGNATIONS

A. General Membership

Members who resign in the first or second year of a term will be replaced by the employee that came in second place in their Responsibility Center election. The replacement member will complete the remainder of the departing member's term. Replacement members who complete the remaining two years of a three-year term will be eligible for one term of reappointment. Replacement members who complete the remaining one year of a three-year term will be eligible for up to two terms of reappointment.

¹ The inaugural membership of USC will have staggered term lengths. Four (4) members will have 1-year terms, five (5) members will have 2-year terms, and five (5) members will have 3-year terms. Moving forward, this will allow a turnover of no more than 5 members (around 1/3 of the total membership) in any given year.

² One of the inaugural co-chairs will have a two-year term and the other will have a three-year term, so as to provide continuity to USC and stagger the terms. Subsequent co-chair terms will be two years in length.

Members who resign in the third year will not have their position filled, and it will instead be treated like a term expiration.

It will be the responsibility of the co-chairs to provide updates to the RCs without representation in between resignation and the election of replacement/new members.

B. Officers

Upon the resignation of an officer (either from the officer position only or from the USC), the USC will fill this officer position.

V. NOMINATIONS & ELECTIONS

A. General Membership

Nominations of new members will be requested from staff within each Responsibility Center with an open membership position in late April to early May annually. For example, when a member from College Relations completes their term, nominations will be requested from within College Relations to fill the open positions.

Members departing at the end of a term may self-nominate to be reelected for a second, consecutive term or will be encouraged to nominate a colleague from their responsibility center.

Staff will be informed of their nominations, expectations of membership on the USC, and will be given the opportunity to decline their nomination.

The Chief Human Resources Officer (CHRO), or their designee, will review the list of nominees and remove disqualified staff from the list.

A vote will be held over a two-week period beginning in mid-May. Votes will be held within the Responsibility Centers of the nominated members. Both a paper ballot and a virtual ballot must be made available to all staff. Ballot boxes will be located in the Responsibility Center holding an election. Union College ID numbers will be collected on ballots to ensure eligibility and eliminate duplicate votes.

Ballots will be tallied by the CHRO, or their designee, in early June. An announcement with newly elected members will be made to campus in mid-June.

B. At-Large Member

The USC will vote in one at-large member for a three-year term.

C. Officers

At the first USC meeting of the year, eligible members may self-nominate for an open officer position. A virtual ballot will be created and the vote will be managed and tallied by the CHRO.

VI. MEETINGS

A. Structure, Frequency, and Length

Meetings will be: a) held no less than monthly from July through June; b) a minimum of 60 minutes in length; and c) held in a hybrid manner, allowing for both in-person and virtual attendance.

A quorum is $\frac{2}{3}$ of the total number of members of USC. A quorum must be present to hold an official meeting. A $\frac{2}{3}$ vote of the quorum present at a convened meeting is required to pass a measure.

Agenda items must be sent to the moderator the Friday of the week before a meeting. The moderator will send a meeting reminder, including the agenda and meeting location and virtual meeting link three (3) days before the meeting. Topics not formally included on the agenda may be brought up at the end of a meeting, should time allow.

Each member present will be given the opportunity to address a topic. Members who are not present will be able to send comments and concerns to the moderator in advance of the meeting, however, they will be unable to vote.

B. Off-Schedule Meetings

The co-chairs may call an off-schedule or emergency meeting when necessary to address a time-sensitive matter. A quorum must be present to conduct official business. Off-schedule and emergency meetings are not subject to minimum meeting length requirements.

VII. WORKING GROUPS

USC, as needed and at the discretion of the membership, can form working groups to address identified concerns, areas of interest, policy, etc. Active working groups will be expected to share agenda items and materials with the moderator by the ongoing deadline before meetings and report out on group progress.

Working groups can be composed of both USC members and members of the general Union staff.

VIII. CAMPUS COMMITTEES

As needed, the USC is responsible for nominating employees to fill vacancies on the following committees:

- Facilities Liaison
- Benefits Committee
- Planning & Priorities

Nominees are required to be members of USC.

IX. AMENDMENTS TO BYLAWS

Proposals to amend bylaws should be sent to each member at least 14 days in advance of the meeting where the vote to approve will be held. Each member present at the meeting will be given the opportunity to address or object to a proposed amendment. Members who are not present will be able to send comments and concerns to the moderator in advance of the meeting, however, they will be unable to vote. Bylaws may be amended by a $\frac{2}{3}$ majority vote of the members present.

X. REMOVALS

A. General Membership

Members who are frequently absent from meetings may be removed from USC by a $\frac{2}{3}$ majority vote. This process can only be initiated by one or both of the co-chairs.

B. Officers

An officer who does not meet the expectations of their position, as described in section II.B., may be removed from their position by a $\frac{2}{3}$ majority vote. This process can be initiated by any USC member. The removed officer will remain on USC, unless a subsequent, general membership removal vote is held.