

**UNION STAFF COUNCIL
BYLAWS
(Adopted: 05/26/2022; Last Revised: 08/13/2026)**

I. CHARGE

The role of the Union Staff Council (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 USC may be composed of up to sixteen (16) 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. The minimum active representatives across responsibility centers is required to be 2/3 of the maximum number of members, rounding down to the nearest whole number of representatives.

A. Membership by Responsibility Center:

Academic Affairs:

Up to 3 total representatives

At least 1 representative from a non-exempt administrative position

Administration & Finance – Facilities:

Up to 2 total representatives

At least 1 non-exempt representative

Administration & Finance – ITS:

Up to 1 representative

Administration & Finance:

Up to 2 total representatives

Administration & Finance - Campus Safety:

Up to 1 representative

Admissions, Financial Aid and Enrollment:

Up to 1 representative

College Relations, including Advancement Information Services:

Up to 2 representative

Communications & Marketing:

Up to 1 representative

Student Affairs:

Up to 1 representative

Student Affairs - Wicker Wellness Center/Eppler-Wolff Counseling Center:

Up to 1 representative

Student Affairs - Athletics:

Up to 1 representative

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, the President's Office, 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 vacancies in membership
- Share oversight of working groups
- Follow-up on tasks assigned to members during meetings

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) business days prior to meeting
- Facilitates USC meetings

III. TERM LENGTHS & LIMITS

A. General Membership

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

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 one year or less remaining in their term (see **IV. 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 length and may be staggered with one another. Members are eligible for the Secretary and Moderator officer positions during their first year of membership. These officer positions are one year commitments.

Officers may run for re-election, subject to their ongoing membership on the USC.

IV. RESIGNATIONS

A. General Membership

Members who resign in the first or second year of a term will be replaced through an ad hoc election in their Responsibility Center. A replacement member will complete the remainder of a departing member's term.

Replacement members who complete a term with more than one year remaining will be eligible to run for an additional three-year term. Replacement members who complete the remaining year of a three-year term will be eligible for up to two additional three-year terms.

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

It is 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 completing their first term may self-nominate to be re-elected for a second, consecutive term or will be encouraged to nominate a colleague from their responsibility center.

USC may forgo the re-election of members serving a term of one year or less and appoint the member to a full three year term provided that $\frac{2}{3}$ of the assembled quorum approves.

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

The Vice President of Human Resources (VPHR), or their designee, will review the list of nominees and remove disqualified staff from the list.

A vote will be held by the end of May. Votes will be held within the Responsibility Centers of the nominated members. Both a paper ballot and a virtual ballot will be made available in areas where staff do not utilize their email as part of their daily routine (e.g. dining and facilities). Ballot boxes will be made available in the Responsibility Centers holding an election using paper ballots. Union College ID numbers will be collected on ballots to ensure eligibility and eliminate duplicate votes.

Ballots will be tallied by the VPHR, or their designee, in early June. Newly elected members will be notified in mid-June.

B. Officers

Nominations for Co-Chairs will be gathered during the June meeting. A virtual ballot will be created and the vote will be managed and tallied by the outgoing Chair. Nominations for the Secretary and Moderator positions will be gathered during the July meeting. A virtual ballot will be created and the vote will be managed and tallied by the Chair.

In the event of a conflict of interest, such as replacing both Co-Chairs, the vote will be managed and tallied by the VPHR.

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) business 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 Chair 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 ad-hoc 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 or faculty.

VIII. CAMPUS COMMITTEES

As requested, the USC may nominate employees or review nominations to fill vacancies on the following committees:

- Facilities Liaison Committee
- Retirement Committee
- Benefits Committee
- Planning & Priorities

Nominees may be members of USC.

IX. AMENDMENTS TO BYLAWS

A. Significant Changes

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.

B. Minor Changes

Minor changes, including but not limited to corrections to grammar, spelling, or factually inaccurate information, may be made by the Co-Chairs, Secretary, and Moderator. Minor changes should then be relayed to the full membership at the next meeting.

X. REMOVALS

A. General Membership

Members who miss more than four meetings in a fiscal year (July 1-June 30) will be required to step down from USC. In extenuating circumstances, the Chair may, at their discretion, excuse an absence.

Absences due to an extended leave, including but not limited to Family and Medical Leave, New York or Union Short-Term Disability, and New York Paid Family Leave, are excused. The VPHR will work with the USC Officers to determine an appropriate coverage plan.

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.