

BYLAWS
UNIVERSITY OF COLORADO STAFF COUNCIL

ARTICLE I
NAME

This Council was established as the Inter-Campus Staff Council in 1973 at the request of the Board of Regents and is now known as the University of Colorado Staff Council (UCSC). UCSC was acknowledged in the Laws of the Regents on September 26, 1973.

ARTICLE II
OBJECT AND PURPOSE

- A. To serve as a liaison between the individual campus staff councils, University leadership and the President of the University of Colorado and the Board of Regents.
- B. To act as the inter-campus coordinator for any proposed action by individual campus staff councils that may have University-wide implications.
- C. To provide a means of exchange relative to issues of mutual concern among staff, faculty and administration of the University.
- D. To consider and recommend methods and means by which conditions of employment may be improved and operating efficiency increased.
- E. To respond to matters of concern presented by the President and the Board of Regents of the University of Colorado.
- F. To keep informed of legislative actions that directly concern the staff of the University of Colorado and to propose actions and/or make recommendations when appropriate.
- G. To communicate and represent the principles, attitudes, and activities of the staff to administration, the faculty and the public.

ARTICLE III
MEMBERSHIP

Authority of the UCSC membership is vested in the Board of Regents. Time required by classified and university staff representatives for regular and special meetings during normal working hours shall be designated as regular work hours.

A. Membership on the UCSC shall be comprised of classified and university staff selected by each campus staff council. PRA's are eligible to serve as they are considered staff per System's HR policy. Each campus staff council will delegate a total of three staff representatives and one alternate member. Each member must be in good standing as defined by the campus council bylaws. Each member has one vote, and alternate members may vote only in the absence of a representative from that campus. Each campus is limited to three voting members per meeting.

B. On a case-by-case basis, membership may be offered to other staff of the University of Colorado (at-large members) upon a three-fourths vote of the UCSC. No more than

five at-large members shall serve on UCSC in any given year. At-large members are not included as part of the membership described in Article III, Section A. These at-large members will serve for a term of one year and be eligible to serve additional years upon re-election. If an at-large member vacates their position prior to the end of one year, the position can be refilled but it is not mandatory.

- C. Members will serve for a term of three years and alternates for one year, beginning at the time of the individual staff council elections/appointments.
- D. The term of any member of the UCSC shall become vacant upon resignation, removal by two-thirds vote of the UCSC, or termination of service from the University. The individual campus staff council in which the vacancy occurred shall immediately fill the vacancy.
- E. Members may be censured, or removed by a two-thirds vote of the UCSC, for violation of University regulations or unacceptable conduct. Issues of violation of University regulations or unacceptable conduct will be brought to the UCSC as appropriate.
- F. If a member is absent for three meetings in any consecutive twelve-month period, she/he will receive a warning that if a fourth absence occurs within the twelve-month period, the Executive Committee may remove the member from the UCSC.
- G. Ex-officio member:
 - 1. Definition: the ex-officio member(s) shall be a non-voting member(s) selected due to the unique knowledge, expertise, or contribution that he/she can bring to the UCSC.
 - 2. Selection: the UCSC has the option to elect an ex-officio member(s). The voting members of UCSC, through secret ballot, will elect the ex-officio member.
 - 3. Term: ex-officio member(s) will serve on a one-year term beginning July 1st. There will be no limit to consecutive terms.
 - 4. Removal: ex-officio members will be subject to Article III, Sections E and F.
 - 5. An officer-elect whose term as representative or alternate expires prior to the commencement of his or her term as officer shall serve as a member without a vote.
 - 6. The immediate past chair of the UCSC shall be an ex-officio member of the UCSC and shall serve in addition to the regular members from his/her individual staff council.
 - 7. Chairs of all four Campus councils are invited to serve as ex-officio members of the UCSC Executive Committee in order to ensure that campus wide initiatives are communicated in a timely and efficient manner.

ARTICLE IV OFFICERS

Elected officers of UCSC shall be the *Chair, Vice-Chair, Secretary, Treasurer* and *Communications Officer*. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Council.

The *Parliamentarian* shall be appointed by the Vice-Chair of UCSC and retains the full voting rights and privileges of a UCSC representative. The Parliamentarian shall have a vote on the Executive Committee. If no current member agrees to serve, then a staff member may be appointed to this role by the chair to serve in a non-voting capacity.

A. The *Chair* (Co-Chairs) shall:

1. If agreed upon the role (Chair) may be shared with the Vice-Chair
 - a. If two candidates for the role of Chair both accept the nomination, two options are available:
 - i. they may accept the nomination together as Co-Chairs
 - ii. a vote will take place to determine the outcome
2. Be responsible for the agenda for each regular and any special meeting.
3. Preside at all meetings and enforce all regulations and policies governing the procedures of the UCSC.
4. Appoint necessary committees and liaisons to external committees.
5. Prepare a report to be presented by the chair or a designee of the chair at the regular meetings of the Board of Regents.
6. Be responsible, with the Executive Committee, for setting the budget.
7. Appoint and supervise the recording secretary.
8. Oversee and approve UCSC record-keeping and communications.
9. Be responsible for calling Executive Committee meetings as needed.
10. The chair is only allowed to vote in the event of a tie or to fulfill quorum requirements.

B. The *Vice Chair* (Co-Chairs) shall:

1. If agreed upon may share the role with the Chair as stated in Section A.1 above.
 2. In the absence of the chair, have all the powers, prerogatives and responsibilities of the chair.
 3. Assist the chair with committee assignments and activities, and in setting UCSC priorities.
4. Serve as UCSC parliamentarian following Robert's Rules of Order in the absence

of the Parliamentarian or designate another member to serve as parliamentarian.

The *Treasurer* shall:

1. In cooperation with the Executive Committee, prepare budgets for UCSC activities and commitments and track expenditures (proposed and actual).
2. Submit the annual budget and monthly financial reports to the Executive Committee for approval.
3. Provide monthly financial reports to UCSC representatives to be distributed at full council and Executive Committee meetings.
4. Communicate with budgeting authorities on requests for budget-related information (e.g. rollover, increase in budget, etc.).
5. Ask for more information and specific details on expenditures (planned or made) from any committee chair, as needed.
6. At the end of the elections cycle, meet with the current chair, the incoming treasurer and chair on budget matters. At this meeting a financial report shall be provided for the prior fiscal year, the current fiscal year, and a tentative budget for the upcoming fiscal year, based on information from the committee chairs. This tentative budget is to be approved by the current chair and treasurer and also the incoming chair and treasurer.

C. The *Secretary* shall:

1. Review and ensure distribution of Staff Council minutes and Executive Committee reports and minutes and any attachments thereto.
2. Draft correspondence or documents as requested by Staff Council. Assist the chair with other duties as assigned.
3. Take attendance at Staff Council and Executive Committee meetings, and keep and monitor attendance records in compliance with these by-laws.
4. Inform the chair if quorum is met at each meeting where such is required.
5. When and where required, conduct and tabulate voting. Additional members may be designated by the secretary or the chair to assist with ballot collection and vote tabulation at any meeting where required, especially during secret paper balloting.

D. The *Communications officer* shall:

1. Act as liaison between UCSC and other entities.
2. Supports all members and committees with their communication needs.
3. Perform general maintenance and update to UCSC website.
4. Send out general meeting notifications in collaboration with the UCSC administrator.
5. Perform related duties as needed.

E. Parliamentary

- a. Rule upon procedures according to parliamentary authority when so requested or when in their judgment such is necessary during and between meetings
- b. Monitor speaking time limits during debate, when requested.
- c. Assist the chair with motions and other activities, related to UCSC priorities.

**ARTICLE V
MEETINGS**

- A. There shall be a regular monthly meeting of the UCSC. Meetings may only be cancelled by a majority vote of the members.
- B. The location of regular meetings shall rotate among all four campuses and the systems office.
- C. Quorum shall constitute half the voting membership plus 1, with at least one member from each individual staff council.
- D. An emergency or special meeting may be called by the written request of three Staff Council representatives or by request of the Executive Committee.
- E. It is required that a minimum of 36 hours' notice be given prior to any emergency/special meetings.

**ARTICLE VI
ELECTION OF OFFICERS**

- A. Officers of the UCSC to be elected shall be the chair, the vice chair, the treasurer, the secretary, and the communications officer.
- B. The chair shall serve a two-year term. The vice chair, treasurer, secretary and communications officer shall serve one-year terms. Officers are eligible for re-election. Candidates shall be formally nominated prior to the May at the April regular meeting. Candidates must be currently serving on the UCSC at the time of their nomination. Votes shall be cast by secret ballot or electronic mail and returned within six (6) days. The results will be reported to the UCSC immediately by the chair of the Elections Committee.
- C. Terms of the officers shall commence with the July meeting.
- D. If an officer resigns or is removed prior to the end of their term, a special Election is to be held to replace the officer for the remainder of the existing term. This special election will be conducted in the same manner as the regular elections and will be handled by the Elections Committee. As an alternative to a special election, the Chair may appoint a new Vice Chair, Secretary, Treasurer and Communications Officer as long as the appointee accepts the appointment and agrees to fulfill the officer duties. This alternative does not apply if the Chair is the office that is vacated. All candidates or appointees must be currently serving on the UCSC.

**ARTICLE VII
COMMITTEES**

- A. The Communications, Policy-Legislation & Elections and Executive Committees shall be the three standing committees, with special committees created as necessary to ensure historical continuity of UCSC activities.
- B. The Election Committee provides for nominations of officers and oversees elections as prescribed in the by-laws, Article VI. The Election Committee and its chair shall be selected by the UCSC.
- C. The Executive Committee acts as a steering committee for new issues, a sounding board for general staff grievances, the steering committee for UCSC activities and the budget-setting authority. Members of this committee shall consist of the chair, vice chair, treasurer, secretary, communications officer and past chair.
- D. Each UCSC member shall serve on state, University, and Council committees and task forces on an “as needed” basis. Members shall choose assignments or be appointed by the Executive Committee.

**ARTICLE VIII
PARLIAMETARY AUTHORITY**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the UCSC in all cases to which they are applicable and in which they are not inconsistent with these by- laws and any special rules of order the UCSC may adopt.

**ARTICLE IX
AMENDMENTS**

- A. Amendments to these by-laws may be proposed, in writing, by a UCSC member for discussion at any meeting. A copy of such amendment(s) shall be provided to each UCSC member and shall be voted upon at the next meeting. A copy of the amended by-laws shall be furnished to the Board of Regents and President of the University of Colorado.
- B. Amendments are ratified by an affirmative vote of two-thirds of the current UCSC membership that is eligible to vote, provided that one member from each individual staff council approve.

**ARTICLE X
FINANCES**

- A. The UCSC shall provide travel expenses for its members for authorized UCSC business.
- B. A yearly budget proposal will be presented to the University President.

Bylaws Adoption schedule

*University of Colorado Staff Council By-Laws**

Original By-Laws adopted by the Regents, September 16, 1973.

Revised By-Laws adopted by the Inter-campus Staff Council, August 13, 1975. Approved by President Rautenstrauss, September 5, 1975.

Ratification of By-Laws, June 9, 1978.

Ratification of By-Laws, August 31, 1979.

*Name changed By-Laws amended,
October 6, 1988. Amended By-Laws
ratified February 1, 1990.*

Amended By-Laws ratified January 4, 1994.

Amended By-Laws ratified November 6, 1997.

Amended By-Laws ratified January 10, 2003.

Revised By-Laws adopted May 1, 2003.

Amended By-Laws adopted March 3, 2005.

Amended By-Laws adopted January 10, 2008.

Amended By-Laws adopted March 5, 2009.

Amended By-Laws adopted July 9, 2009.

Amended By-Laws adopted May 5, 2011.

Amended By-Laws adopted October 15, 2015.

Amended By-Laws proposed January 24, 2019

Amended By-Laws adopted May 30, 2019

Amended By-Laws adopted June 1, 2021

Amended By-Laws adopted June 6, 2022