Bylaws
University of Wisconsin Colleges
University Staff Council

Approved by UW Colleges Chancellor 05/23/2013
Adopted by the CSAC 06/04/2013

1.0 Preamble

All truly successful organizations recognize the value and the importance of the contributions and suggestions that are made by their employees. The University of Wisconsin Colleges, an institution of the University of Wisconsin System, with an established tradition of shared governance, recognizes the tremendous value of suggestions received from all segments of the University’s community, including those from the members of the Classified Staff. The Classified Staff Advisory Council was created and established to ensure that all members of the classified staff have the opportunity to be actively involved in setting the priorities and future direction for the University of Wisconsin Colleges.

In 2012, as this new role was established, the Classified Staff at UW Colleges expressed support for the principles, the processes, and the practice of effective, engaged, and transparent shared governance at the University of Wisconsin Colleges.

With the dissolution of the contractual agreements and bargaining rights, and implementation of the newly presented University Personnel System, the University Staff Council (formerly known as the Classified Staff Advisory Council) will officially be incorporated into the shared governance structure within UW Colleges, effective July 1, 2013. The original bylaws for the University Staff Council were adopted on June 4, 2013.

2.0 Vision

All University Staff who work at the University of Wisconsin Colleges will have the opportunity to participate in institutional governance through active participation in the governance and policy development for the institution, along with the University’s administration, groups, and organizations participating in the process of shared institutional governance, as provided under Chapter 36 of the Wisconsin Statutes and the University of Wisconsin System Board of Regents policy on University Staff Governance.
3.0 Name

The name of the organization as created in August 2012 is the UW Colleges Classified Staff Advisory Council. Effective July 1, 2013, the name of the organization shall be the UW Colleges University Staff Council (USC).

4.0 Character and Charge

USC is created as an unincorporated organization that operates within the administrative and shared governance structure of the University of Wisconsin Colleges. The UW Colleges USC is charged with the following responsibilities: (1) to participate in the development of future plans for the University while also promoting and sustaining a positive professional environment for all University Staff employees; (2) to promote programs and services that support professional development activities; (3) to encourage informed communication among University Staff and with the broader University community, including the recognized governance groups; (4) to serve as advisors to the UW Colleges and UW-Extension Chancellor and other University administrators; and (5) to perform such other duties and functions as befits a voluntary organization committed to creating and sustaining an affirming and supportive operational environment that supports, promotes and encourages excellence in teaching, working, leading, and serving the community that is the University of Wisconsin Colleges.

5.0 Membership

All employees holding University Staff positions are eligible, and encouraged, to be a member of the UW Colleges USC. USC is comprised of 15 members, each serving a two-year term. The University Staff at each individual UW College campus shall elect one representative per campus plus an Online representative and a central office representative. USC members are elected by vote of all participating and interested members of the University Staff at their respective University of Wisconsin Colleges campus/location.

The duties and responsibilities of the members of the UW Colleges USC are to attend meetings and participate in USC business; to participate and/or chair a committee; to embrace the vision, character and charge of the USC; and to serve as the campus liaison and represent their campus University Staff issues to the UW Colleges USC.

6.0 Administrative Liaison

The UW Colleges USC shall request that the UW Colleges and UW-Extension Chancellor appoint an individual to serve as the Administrative Liaison to advocate for UW Colleges USC. In making this appointment, the Chancellor shall identify an individual with the background training, experience, commitment, and current work responsibilities that provide orientation and perspective to the broad array of issues impacting the UW Colleges. The UW Colleges USC Liaison is expected to have regular
and recurring access to the Chancellor and to UW Colleges administrative leadership. The Liaison is expected to be familiar with UW Colleges system of shared governance and have understandings and sensitivities that will ensure that the work of UW Colleges USC operates in an orderly, efficient and harmonious manner with other formally recognized governance structures and processes. Since the Liaison is not a member of the USC, the Liaison is considered ex-officio and does not vote on council matters.

7.0 Terms of Services

UW Colleges USC members shall serve a two-year term with seven members being elected in odd-numbered years and eight members being elected in even-numbered years. Members from UW Colleges Central Office, UW-Fox Valley, UW-Manitowoc, UW-Marinette, UW Colleges Online, UW-Richland, and UW-Sheboygan shall be elected in odd-numbered years. Members from UW-Baraboo/Sauk County, UW-Barron County, UW-Fond du Lac, UW-Marathon County, UW-Marshfield/Wood County, UW-Rock County, UW-Washington County, and UW-Waukesha shall be elected in even-numbered years. Individuals can nominate themselves or other members of the University Staff for appointment to serve on the USC. Nominations to fill vacant seat(s) will be in July and August, and the subsequent voting for all members will take place in September, with those being elected beginning their term in October. If an elected member leaves before the term is completed, the University Staff at the affected college will elect a new member within 30 days to complete the remainder of the term.

8.0 Officers

UW Colleges USC shall have the following officers who serve single-year terms: (1) Chair; (2) Vice-Chair (who serves as Chair-Elect); (3) and Secretary. In addition to the election of officers, a member-at-large will be elected for a one-year term to serve on the Executive Committee of the USC. The Executive Committee is comprised of the UW Colleges USC officers, the Member-at-Large, and an Administrative Liaison appointed by the Chancellor.

9.0 Election of Officers

9.1 The 15 UW Colleges USC members elected by their respective campus shall elect a Vice-Chair, Secretary, and Member-at-Large at the October meeting from among the 15 USC members who have been elected to serve. A newly elected member must be present at the October meeting to be nominated for an office. In the event that the Vice-Chair cannot serve as the Chair, UW Colleges USC will elect a new Chair from among the 15 USC members. The duties and responsibilities of each officer are set forth below:

9.2 The UW Colleges USC Chair: Calls meetings of UW Colleges USC and presides over the meetings, coordinates activities, and attends meetings with the Chancellor and other groups as needed. Summaries of all meetings attended by the UW Colleges USC Chair, with the Chancellor or any other body, shall be
reported in writing to the council for review and discussion within 10 working
days. The Chair distributes the agenda for public posting a minimum of 24 hours
prior to all USC meetings and distributes the agenda and final draft minutes to the
current UW Colleges USC members for review in advance of scheduled meetings.
The UW Colleges USC Chair will request recommendations and nominations of
University Staff to serve on USC Committees. The USC Chair makes
appointments to USC committees and other committees as requested by the
Chancellor. 9.3 UW Colleges USC Vice-Chair: Serves as Acting Chair (and
performs those duties) when the UW Colleges USC Chair is absent or unable to
perform those duties and attends meetings with the Chancellor and other groups
as needed. Becomes Chair after completing one-year service as Vice-Chair.

9.4 UW Colleges USC Secretary: Records the minutes of USC meetings and saves
approved copy in UW Colleges USC files on the designated website. The
Secretary distributes draft meeting minutes to UW Colleges USC members for
review within 10 working days, attends meetings of the UW Colleges USC
Executive Committee and accompanies the Chair and Vice-Chair to meetings
with the Chancellor and other groups with the duty of recording minutes.

9.5 UW Colleges USC Member-at-Large: Attends meetings of the UW Colleges USC
Executive Committee and accompanies the Chair and Vice-Chair to meetings
with the Chancellor and other groups as needed.

10.0 Meetings

10.1 Scheduling: Regular WisLine meetings of UW Colleges USC shall be held each
month. Face-to-face meetings will be held on an as needed basis, as determined
by the USC. USC meetings are open to all UW Colleges employees. Members of
USC will be allowed to attend meetings in paid status. Any employee serving as
an elected member of USC who is assigned to work the second or third shift will
be allowed to use flex work hours to attend these meetings. Arrangements to work
a flex schedule shall be discussed with the appropriate supervisor, and the USC
Administrative Liaison shall actively help to resolve any issues or problems that
may arise relating to these scheduling and workload considerations. The annual
meeting schedule for the upcoming year will be determined by the members of
USC at the October meeting.

10.2 Quorum: A quorum for any meeting of the UW Colleges USC shall be eight (8)
members.

10.3 Attendance: Each UW Colleges USC member must attend at least 75% of the
regularly scheduled meetings in a given fiscal year to retain his/her seat.

10.4 Leave of Absence: If a USC member knows he/she will not be able to attend
meetings for a period of time, he/she may request a leave of absence from these
assigned responsibilities. USC members requesting a leave longer than three
months are encouraged to resign from USC, in which case, the University Staff at
the affected college will elect a new member to complete the term. Replacement
members have full voting rights and privileges.

11.0 Committees 11.0 (The specific charge of UW Colleges USC committees shall be
modified and adjusted as the work of this council continues under active development.)

USC committees (including ad hoc committees) may be established or disbanded by a
majority vote of the USC. University Staff do not need to be members of the USC to
serve on UW Colleges or USC Committees. Each active USC committee will include at
least one USC member; however, this requirement may be waived by a majority vote of
the USC. One of the committee members will report to the USC. All committees will
select their own chair (or co-chairs) from among themselves. Each committee is
responsible for developing a list of duties and responsibilities. Committee meetings shall
be held during paid work hours. Any elected USC member serving on a committee of the
USC and working second or third shift will be allowed to flex work hours to attend
Committee meetings. Arrangements to work a flex schedule shall be discussed with the
appropriate supervisor and the administrative liaison shall provide support and assistance
if needed.

Committees are reviewed annually and those that are no longer necessary will be
eliminated by majority vote of the USC. University Staff serving on committees will
submit a written report to the council prior to UWC meetings.

The UW Colleges USC Chair will request recommendations and nominations of
University Staff to serve on USC Committees. The USC Chair makes appointments to
USC committees and other committees as requested by the Chancellor.

11.1 Executive Committee
As noted above, in Section 8.0 Officers, the USC Executive Committee is
comprised of the USC Chair, Vice-Chair, Secretary, Member-at-Large, and an
administrative liaison appointed by the Chancellor. The chair will call meetings of
the Executive Committee as necessary and shall preside over them. In
extraordinary circumstances, and when necessary due to deadlines or timelines
imposed by external parties or requirements, the Executive Committee shall be
authorized to exercise the powers of the USC in the event that a quorum cannot be
convened. All actions shall be reported in writing to the USC, which shall review
and ratify or reject them at its next meeting.

11.2 Bylaws Committee
Reviews bylaws and proposes changes to USC as necessary. Whenever possible,
at least one member from the past year’s committee will serve the following year.

11.3 Shared Governance Committee
University Staff Council’s Share Governance Committee responsibilities:
- Outlines the opportunities, roles and responsibilities of University Staff in Shared Governance.
- Brings the committee’s topics and recommendation to the University Staff Council.
- Communicates with University Staff and other appropriate groups regarding University Staff’s Shared Governance roles and responsibilities in UW Colleges and UW Campuses.

Whenever possible, at least one member from the past year’s committee will serve the following year.

11.4 Nominations and Elections Committee
The founding USC members will establish terms and procedures for the first elections. Subsequent elections are the responsibility of this committee. This committee is composed of three University Staff members. The committee will select the chair from among themselves and the Chair will thereafter be the convener of the committee. During the months of July and August, the committee Chair is responsible for soliciting nominations from the University Staff at the UW Colleges campuses, UW Colleges Online and the UW Colleges Central Office. Early in the month of September, the committee chair is responsible for coordinating the elections at the respective locations receiving, and tallying the votes cast for University Staff to fill the vacant seats. The Chair will report the election results to the council at the September USC monthly meeting. With those elected beginning their term in October, members-elect are encouraged to attend the September USC meeting to familiarize themselves with the USC. The Elections Committee shall request nominations for and conduct the election of USC officers at the October meeting.

11.5 Communications Committee
The committee is responsible for facilitating the dissemination of information to the University Staff of UW Colleges. This may include, but not be limited to a USC web page and newsletter.

11.6 University Staff Personnel Policy Committee
The UW Colleges University Staff shall enjoy the same rights, privileges, and protections afforded the University Staff of each institution of the UW System. Specific UW Colleges policies and procedures for University staff are defined in the UW Colleges Constitution, UW Colleges Senate Policies, UW Colleges Administrative Policies, and the UW Colleges Human Resources/ Affirmative Action Policies and Procedures. All USC committees are responsible for defining and maintaining a list of committee duties and responsibilities.

The committee is responsible for working with UW Colleges administrative units and UW Colleges Senate on the development and oversight of various policies, procedures, and approaches to University Personnel Systems Operational Policies.
2.0 Changing the Bylaws

12.1 The UW Colleges USC Bylaws shall be subject to continuing review and revision. At a minimum, the bylaws should be reviewed annually and any necessary changes made pursuant to the following.

12.2 Changes require an affirmative vote by two-thirds of the USC membership. This vote will be done at a USC meeting. Before such a vote will take place, members of the USC must be given notice regarding the intent to vote on proposed changes. All proposals must be discussed during at least one council meeting prior to a vote on the proposed changes. In extraordinary circumstances, and when necessary due to deadlines or timelines imposed by external parties or requirements, the USC Executive Committee shall be authorized to exercise the powers of the USC in the event that a quorum cannot be convened. All actions shall be reported in writing to the council, which shall review and ratify or reject them at its next meeting.

12.3 Amended bylaws approved by the UW Colleges USC shall be submitted to the UW Colleges and UW-Extension Chancellor for approval. If approved by the Chancellor, they shall be effective on the approval date unless otherwise noted.