



## **BYLAWS OF THE STAFF COUNCIL**

Revised May 2024

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## **ARTICLE I: PURPOSE AND AUTHORITY OF THE STAFF COUNCIL**

The Staff Council (hereinafter the “Council”) shall have the purpose and authority defined in the Constitution of the Staff Council of The University of North Carolina at Charlotte (hereinafter the “Constitution”).

## **ARTICLE II: STAFF COUNCIL MEMBERSHIP**

### **Section I. Right to Vote and Hold Office**

Any permanent, non-faculty staff member of The University of North Carolina at Charlotte, as defined in Article I of the Constitution, shall have the right to attend all regular and special business meetings of the Council to make nominations and vote for a representative for his/her respective area in Council elections, and shall have the right to hold office and be an officer on the Executive Board upon election according to procedures described in these Bylaws.

## **ARTICLE III: THE STAFF COUNCIL**

### **Section I. Composition**

1. The Staff Council shall consist of the Executive Board (Chair, Vice Chair, Secretary, Treasurer, Communications Officer, and Technology Officer), Area Representatives and Alternates. Area Representatives are elected by the staff of each constituency of the University herein defined:

Chancellor’s Office  
Academic Affairs  
Athletics  
Business Affairs  
Student Affairs  
University Advancement  
Institutional Integrity

2. The composition of constituency representation shall be revised as deemed necessary upon approval by the majority of the Council at any regular or special meeting held in accordance with these Bylaws.

### **Section II. Powers and Duties**

The Council, its elected Area Representatives and Alternates shall have the exclusive right to represent the staff organization of the University.



### Section III. Standing and Special Committees

1. The Chair shall have the authority to establish such special or standing committees as deemed appropriate and shall appoint the membership thereof.
2. The Chair may recommend co-chairs to such standing or special committees as are established. Such appointments are not effective until approved by a majority of the Council at a convened meeting.
3. The standing committees consist of the following:
  - **Operational Support** – This committee is responsible for overseeing the nomination and election process of members to the Staff Council. This committee also has the responsibility for reviewing the Staff Council Constitution and Bylaws and making recommendations to the Council for needed changes and/or additions.
  - **Staff Engagement** – This committee coordinates special events incorporating business and/or social activities and develops and coordinates service projects for the Council relevant to the University staff and the mission of the Council.
  - **Staff Relations** – This committee reviews issues and concerns regarding University and departmental procedures and practices that affect the work environment and University staff members. After review and consideration, the committee may recommend method(s) of addressing such issues and concerns to the Staff Council Executive Board. Staff Council Executive Board will submit to appropriate administrators when deemed necessary.
  - **Professional Development** - This committee promotes professional development and coordinates educational development opportunities for staff.
  - **Retreat Planning Committee** - This committee will be led by the Secretary and will convene in January annually to begin organizing and planning the annual retreat that takes place in July. Planning agenda, gathering materials, securing any guest speakers, etc.

### Section IV. Election Process

1. Elections will be conducted annually as outlined in Article III, Section 5. Vice Chair and Secretary solicits nominations of candidates beginning no later than June 1st.
2. Each staff member will receive information from the Vice Chair for upcoming elections of open positions and/or for the position(s) on the Executive Board that need to be filled in any given year.
3. The Vice Chair and Secretary confirm eligibility of candidates, to then initiate electronic voting. The staff is notified of the nominations and provided voting instructions.



4. Each ballot will list all candidates from each respective area and all candidates for Chair, Vice Chair, Treasurer, Secretary, Communications Officer, and Technology Officer as outlined in Article III, Section V.
5. Each staff member shall be entitled to one (1) vote thereon as follows:
  - one (1) candidate from the staff member's respective area (even or odd numbered year as applicable)
  - one (1) candidate for Chair
  - one (1) candidate for Vice Chair
  - one (1) candidate for Treasurer
  - one (1) candidate for Secretary
  - one (1) candidate for Communications Officer
  - one (1) candidate for Technology Officer
6. The ballots will be submitted electronically. The candidate receiving the most votes in their respective category shall be declared elected.
7. The runner-up in each respective area shall be declared Alternate.
8. Elected candidates will be notified by a member of the Operational Support Committee.
9. In case of a tie vote, a run-off vote will be held, following the guidelines outlined above.



**Section V. Qualifications, Removal, Terms of Office, Term Limits, and Elections Schedule**

In the event of the absence of the Communications Officer and Secretary, an Executive Board member will fulfill these duties.

**1. Executive Board:**

Qualifications required for service on the Executive Board and protocols for removal from office:

<b>Position</b>	<b>Qualifications for Office</b>	<b>Removal from Office</b>
Chair	Must have previously served on the Council for at least one (1) term and in a leadership capacity at the university (e.g. Staff Council Executive Board, committee chair, etc.).	The Chair shall be removed from office upon a simple majority vote of the Council.
Vice Chair	Must have previously served on the Council for at least one (1) term.	The Vice Chair shall be removed from office upon a simple majority vote of the Council.
Secretary	Must have previously served on the Council for at least one (1) term.	The Secretary shall be removed from office upon a simple majority vote of the Council.
Treasurer	Must have previously served on the Council for at least one (1) term and served in a financial role at UNC Charlotte.	The Treasurer shall be removed from office upon a simple majority vote of the Council.
Communications Officer	Must have previously served on the Council for at least one (1) term and served in a communications role or job responsibilities include creating communications for unit/dept at UNC Charlotte.	The Communications Officer shall be removed from office upon a simple majority vote of the Council.
Technology Officer	Must have previously served on the Council for at least one (1) term and served in a technology role or job responsibilities include use or management of tech for unit/dept at UNC Charlotte.	The Technology Officer shall be removed from office upon a simple majority vote of the Council.



Length of Term, Term Limits and Election Cycles for Executive Board:

<b>Position</b>	<b>Length of Term</b>	<b>Term Limits</b>	<b>Election Schedule</b>
Chair	2 years	3 consecutive terms	Even Years
Vice Chair	2 years	3 consecutive terms	Odd Years
Secretary	2 years	3 consecutive terms	Even Years
Treasurer	2 years	3 consecutive terms	Odd Years
Communications Officer	2 years	3 consecutive terms	Even Years
Technology Officer	2 years	3 consecutive terms	Odd Years

**2. Area Representatives and Alternates:**

Qualifications for and removal from office for Area Representatives and Alternates:

<b>Position</b>	<b>Qualifications for Office</b>	<b>Removal from Office</b>
Area Representative	To have previously served at least six (6) months of service to the University prior to the nomination being taken.	The Area Representative shall be removed from office upon a simple majority vote of the Council.
Alternate	To have previously served at least six (6) months of service to the University prior to being selected as Alternate.	The Alternate shall be removed from office upon a simple majority vote of the Council.



Length of Term and Term Limits for Area Representatives:

Position	Length of Term	Term Limits
Area Representatives	The Area Representatives shall be elected by the staff in his/her designated area. The term of office for each area representative shall be two (2) consecutive years to begin on July 1st of the election year.	The term of office for each area representative shall be two (2) consecutive terms to begin on July 1st of the election year.
Alternates	The Alternate shall be elected by the staff in his/her designated area. The term of office for each Alternate shall be two (2) consecutive years to begin on July 1st of the election year. In the event the Area Representative vacates his/her position before the term is up, the Alternate will assume the Area Representative responsibilities.	The term of office for each Alternate shall be two (2) consecutive terms to begin on July 1st of the election year.

Election Cycles for Area Representatives:

Frequency of Elections									
<b>Group 1</b>									
Elections to be held in odd numbered years.	1	3	5	7	9	11	13	15 A/B	17
<b>Group 2</b>									
Elections to be held in even numbered years.	2	4	6	8	10	12	14	16	18

**Section VI. Attendance**

1. All elected Area Representatives shall attend all meetings of the Council or shall provide (alternate) representation when unable to attend.
2. Any member of the Council that misses four (4) or more meetings in one year without prior notification to the Executive Board, and without an adequate explanation as deemed by the Chair, is subject to possible removal from the Council.
3. Alternate representatives may attend any and all meetings, bring issues to the Council, and relay information back to their assigned area on behalf of, or in the absence of, their elected representative. In general, alternates will not have voting privileges at Council meetings unless they have been granted authority to vote as a proxy for the Representative for their area, pursuant to Article III, Section IX., paragraph 3 of these Bylaws. Alternates will have the right to vote to approve minutes of any monthly meeting(s) for which they were in attendance.
4. All Area Representatives will serve on at least one (1) standing committee. Alternates are strongly encouraged to serve on one or more of the standing committees.



## **Section VII. Unexpected Vacancies of Area Representatives or Alternates**

An unexpected vacancy of an Area Representative shall be filled as follows:

1. If a vacancy in a Council seat should occur through termination of employment, change of voting district, resignation from the Council, or removal from office by the Council, the current Alternate will be asked to fill the Area Representative position for that area.
2. If the Alternate for the area is unable to fill the position of Representative, the Executive Board may recruit someone else from the same area to fill the Area Representative position. Once a new Area Representative has been chosen from that area, and that chosen person has agreed to serve as Area Representative, a majority vote of the Council must be obtained for the new candidate to be officially appointed as the Representative for that area.
3. The Alternate position will be filled in a manner similar to that as stated in Article III, Section VII herein, with the exception that a majority vote by the Council is not needed to officially designate the new Alternate for the area. If the Alternate position is vacated, the Area Representative or outgoing Alternate will send an email to all Area members soliciting interest in serving, directing them to contact the Area Representative or Communication Officer.
4. If both positions are vacated, the Communications Officer will send the email soliciting interest in serving. If there are multiple interests in the Area Representative position, a vote will be taken and Section IV, #7 will be enacted.

## **Section VIII. Unexpected Vacancy of Officers**

1. Chair - A vacancy in the office of the Chair shall be filled by the Vice Chair for the unexpired term.
2. Vice Chair - A vacancy in the office of Vice Chair shall be filled by election by majority vote of the Staff Council.
3. Secretary - A vacancy in the office of Secretary shall be filled by appointment of the Chair upon approval by a majority vote of the Staff Council.
4. Treasurer - A vacancy in the office of Treasurer shall be filled by appointment of the Chair upon approval by a majority vote of the Staff Council.
5. Communications Officer – A vacancy in the office of Communications Officer shall be filled by appointment of the Chair upon approval by a majority vote of the Staff Council.
6. Technology Officer - A vacancy in the office of Technology Officer shall be filled by appointment of the Chair upon approval by a majority vote of the Staff Council.





### **Section IX. Meeting of the Staff Council**

1. The Staff Council will meet once per month, upon the request of the Chancellor, the Chief of Staff, the Associate Vice Chancellor for Human Resources, or upon the request of a simple majority of members of the Staff Council.
2. No business requiring the voting decision of the Council can be conducted unless a quorum of at least two-thirds (2/3) of the voting members of the Council are present. Electronic voting is permissible.
3. There shall be no proxy voting privileges without prior approval from the Chair of the Staff Council.
4. The Executive Board shall prepare and distribute an agenda to all Council members prior to a designated meeting date.

## **ARTICLE IV: OFFICERS AND REPRESENTATIVES: DUTIES AND RESPONSIBILITIES**

### **Section I. Chair**

1. The Chair will preside over all regular and special council meetings and represent the staff in all other duly-constituted university forums, meetings and representative meetings.
2. The Chair will serve as a UNC Charlotte delegate to the UNC Staff Assembly during their term.
3. The Chair will represent the university as a member of the Chairs Committee of the UNC Staff Assembly.

### **Section II. Vice Chair**

1. During the term of the Vice Chair, he/she will prepare to assume the role of Staff Council Chair.
2. The Vice Chair will preside over all regular and special Council meetings and represent that staff in all other duly-constituted university forums, meetings and representative meetings in the absence of the Chair.
3. The Vice Chair will serve as a UNC Charlotte delegate to the UNC Staff Assembly during their term.
4. The Vice Chair will serve on committees and assume any tasks as delegated by the Chair.
5. The Vice Chair will serve in the office of the Chair for the unexpired term in the event of the Chair being unable to serve his/her entire term.

### **Section III. Secretary**

1. The Secretary will be responsible for recording minutes of the meetings of the Staff Council.
2. The Secretary shall conduct all other clerical requests of the Council and its Executive Board as described in Article III, Section IV.



#### **Section IV. Treasurer**

1. The Treasurer will help prepare budgets for activities and assure that the Council stays within that budget.
2. The Treasurer will give a financial report at each Council meeting.
3. The Treasurer will be responsible for disbursement of funds from the budget.

#### **Section V. Communications Officer**

1. The Communications Officer will be responsible for communication of Staff Council business to Area Representatives/Alternates through appropriate means.
2. The Communications Officer will create flyers for sanctioned events
3. The Communications Officer will manage the Golden Nugget recognition program

#### **Section VI. Technology Officer**

1. The Technology Officer will be responsible for communication of Staff Council business to Area Representatives/Alternates through appropriate means.
2. The Technology Officer will maintain/update the Council website and any social media accounts.

#### **Section VII. Past Chair**

1. The Past Chair shall serve as an advisor to the Executive Board and as an ex officio member of the Operational Support Committee.
2. The Past Chair will have no voting privileges except if such vote is needed to break a tie vote.

#### **Section VIII. Area Representatives/Alternates**

The Area Representatives (and/or Alternates) shall attend all the meetings of the Council and communicate the ideas and concerns of the Council to the staff in their areas, and the ideas and concerns of the staff from their particular area back to the Council officers and representatives.



## **ARTICLE V: UNC STAFF ASSEMBLY DELEGATES**

### **Section I. Composition**

Delegation – UNC Charlotte Staff Council shall select three (3) delegates and one (1) alternate delegate to the UNC Staff Assembly. The Chair and Vice Chair of the Staff Council shall serve as delegates to the UNC Staff Assembly. In addition to the Chair and Vice Chair, one (1) additional current Staff Council member shall be selected and approved by a majority vote of the Council or assigned by Chair to serve as a delegate to the UNC Staff Assembly. A fourth current Staff Council representative/alternate shall be selected and approved by a majority vote of the Council or assigned by Chair to serve as an alternate delegate to the UNC Staff Assembly. The third delegate and alternate shall serve on the Staff Assembly for two years.

1. Assignment of a candidate by Chair can be utilized if Third Delegate and/or Alternate role is vacant. To be approved by a majority of Council members with voting rights.

### **Section II. Election Process**

Delegates shall be elected or approved by July's Staff Council meeting through a majority vote of Staff Council members.

### **Section III. Qualifications, Removal, Terms of Office, Term Limits, and Election Schedules**

1. Each delegate shall be a permanent staff member of UNC Charlotte and be a Staff Council voting member for one year prior to election.
2. During their active term, the Chair and Vice Chair will collectively serve a term of three years.
3. Upon election, the third delegate and delegate alternate will serve for two years each. If an unexpected vacancy occurs because a Staff Council delegate does not complete his or her term with the UNC Staff Assembly, the alternate delegate will complete that term.

### **Section IV. Responsibilities**

1. While serving as delegates of the UNC Staff Assembly, the elected delegates will be required to serve on at least one UNC Staff Assembly committee.
2. Delegates will attend all UNC Staff Assembly meetings. If a delegate is unable to attend a UNC Staff Assembly meeting, s/he will be responsible for contacting the alternate delegate to attend on their behalf to represent the Staff Council.



## **ARTICLE VI: CONSTITUTIONAL AMENDMENTS AND BYLAW AMENDMENTS**

### **Section I. Proposal**

Any member of the staff (as defined in Article I of the Constitution) may propose an amendment to the Staff Council Constitution or Bylaws. The proposal shall be in writing and shall be directed to the Executive Board of the Staff Council.

### **Section II. Adoption**

1. Amendments to the Constitution of the Staff Council shall become effective only upon approval by two-thirds (2/3) of the officers and representatives present and voting at any regular meeting of the Staff Council, and by subsequent approval by the Chancellor.
2. Amendments to these Bylaws shall become effective only upon approval by two-thirds (2/3) of the officers and representatives present and voting at any regular meeting. No Bylaws inconsistent with the Constitution may be implemented.
3. Prior to the Council voting on any proposed amendments to the Constitution or the Bylaws, a fourteen (14) day notice of proposed changes must be provided to all Staff Council officers, representatives, and alternates regarding such amendment.



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