

University of Richmond
Bylaws of the University Staff Advisory Council (USAC)

Article 1. Name and Location

- Section 1. The name of this organization shall be University Staff Advisory Council (USAC).
- Section 2. Location of USAC shall be:
University of Richmond
28 Westhampton Way
University of Richmond, Virginia 23173

Article 2. Purpose Statement

- Section 1. USAC shall be organized to:
1. Provide a forum for issues, concerns, interests, enhancements, and information that may apply to all staff members of the University of Richmond.
 2. Serve as liaison between University staff and administration.
 3. Solicit and convey staff opinions to the Vice President for Business and Finance and the Associate Vice President of Human Resources.
 4. Provide input and recommendations to administration regarding staff interests and concerns as they bear upon the life and operation of the university.
 5. Advance the spirit of cooperation and unity that are hallmarks of the University's Common Ground Initiative.
 6. Work with councils, groups or bodies of the University to enhance and foster a spirit of unity and cooperation between staff, faculty, students and the administration.
 7. Accept and promote shared responsibility between staff, administration, faculty and students to achieve the goals of the University.
 8. Promote transparent communication across campus among staff, administration, faculty, and students.
 9. Act as an advocate for staff by bringing concerns to the attention of the appropriate body and following through to resolution.
- Section 2. USAC shall not serve as a substitute for the University's formal employee grievance procedures.

Article 3. Definitions

- Section 1. USAC shall be defined as the advisory body through which University staff may make recommendations regarding staff interests and concerns.
- Section 2. Staff shall be defined as all University of Richmond classified employees, grades one (1) through ten (10), as identified by the University's Human Resources Department.
- Section 3. Administration shall be defined as the University of Richmond's president, vice presidents, and associate vice presidents.

Article 4. Membership

- Section 1. Representation for each employment category will be based upon the number of staff in each category at the time of election at an approximate ratio of 1/50.
- Section 2. Elected representatives shall serve staggered two-year terms of office. Organizing membership will consist of the following employment categories:
1. Managerial/administrative
 2. Clerical/support services
 3. Service/maintenance
- Section 3. Any full-time staff member of the University of Richmond is eligible to be nominated and elected.
- Section 4. USAC members shall attend monthly two-hour meetings. An elected representative shall be asked to reevaluate his/her commitment if three or more regularly scheduled meetings are missed in one consecutive 12 month period.
- Section 5. Occupational movement of a member from one position to another will not terminate a council member's term of office as long as the new position is included within the employment categories eligible to participate on USAC.
- Section 6. Staff members of the same position category, having been on the last election ballot, shall be asked to fill a vacated seat of a member in the same category. Requests to serve the remainder of the unexpired term shall be made to such staff members in the descending order of number of votes received in the last election.
- Vacancies may occur as a result of any of the following:
1. Change to an employment classification that is ineligible for USAC membership.
 2. Change from full-time employment status to part-time employment status.
 3. Cease to be employed by the University of Richmond.
 4. Member steps down due to missing three or more regular meetings.
- Section 7. No elected member shall serve consecutive terms.
- Section 8. Ex officio (non-voting) membership shall include:
1. The Associate Vice President of Human Resources.
 2. The Recording Secretary, if elected from members scheduled to rotate off the Council or Council alumni. If the Recording Secretary is elected from continuing membership, this member will be a member in full standing as defined in Article 4.
- Section 9. Member Nominations
1. Nominations shall be solicited from all three employment categories beginning in March.
 2. USAC Election Committee shall collect nominations via the USAC website established for this purpose and paper forms created for nominations.
 3. Self-nomination is permitted.
 4. USAC Election Committee shall validate all nominations for eligibility.
 5. USAC Election Committee shall contact all nominees to verify that they would like to participate in the election process.
 6. Nominations shall be closed two full weeks after the process begins.

- Section 10. Elections
1. Member elections will be held in April/May.
 2. Each voting employee shall be allowed one vote in his/her own respective category.
 3. Employees may vote electronically via the USAC website approved for this purpose or through paper ballot.
 4. Elections shall close five (5) business days after they begin.
 5. The USAC Election Committee shall count all votes.
 6. Nominees with the most votes for the open positions shall be declared candidates.
 7. Candidates will be contacted by USAC Election Committee and notified of the results, and candidates may either accept or decline the positions. If candidate(s) decline, the candidate(s) with the next highest number of votes shall be contacted.
 8. Candidates shall be contacted until all open USAC positions are filled.
 9. In the event of a tie in voting, selection of a candidate shall be determined by length of membership and eligible employment with the University.
 10. Election results will be posted on the USAC website and via Spiderbyte message.

Article 5. Officers

- Section 1. The officers of USAC shall be a Chair, Vice-Chair, Recording Secretary, and Parliamentarian. These officers serve as the Executive Board and shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by USAC.
- Section 2. At the regular meeting held in March or April of each year, members shall vote and select the Chair and Vice-Chair from among those who will be continuing the remainder of their term on the Council. Their term of office shall commence during the USAC meeting held the following June.
- Section 3. At the regular meeting held in March or April of each year, members shall vote for the Recording Secretary from among those who are rotating off the Council the following June. His/her term of office shall commence during the USAC meeting held the following June.
- a. If a Recording Secretary is not selected from among the members rotating off the Council, continuing members may be nominated and elected. In this instance, the Recording Secretary retains full voice and voting rights as prescribed in Article 4.
 - b. If a Recording Secretary is not selected from among the members rotating off the Council or the continuing membership, the Chair shall appoint a past Council member to the position. Council alumni who still meet criteria to serve as Council members as prescribed in Article 4 are eligible.
- Section 4. The term of office shall be one (1) year.
- Section 5. No member shall hold more than one office at a time.
- Section 6. A Parliamentarian shall be appointed from USAC membership by the Chair.
- Section 7. The Executive Board will have general supervision of council affairs, fix the

hour and place of meetings, make recommendations to the council and perform such other duties as are specified in these Bylaws. The Executive Board will be subject to the orders of USAC, and none of its actions will conflict with action taken by USAC.

- Section 8. The Chair shall:
- a. Conduct business of the Council in accordance with its bylaws
 - b. Preside over all Council meetings
 - c. Call special meetings as necessary
 - d. Determine meeting agenda with Council input
 - e. Serve as primary Council liaison to the University administration
 - f. Perform other duties as prescribed
- Section 9. The Vice Chair shall:
- a. Preside over Council meetings in the event that the Chair is absent
 - b. Assist the Chair with Council governing duties as needed
 - c. Assume the position of Chair in the event that the Chair resigns or otherwise leaves his/her position
 - d. Perform other duties as prescribed
- Section 10. The Secretary shall:
- a. Record minutes at all Council meetings
 - b. Edit and format minutes and send to the Chair for approval
 - c. Serve as a reference if clarification from past meeting business is needed
 - d. Distribute minutes to Council with the Chair's approval
 - e. Perform other duties as prescribed
- Section 11. The Parliamentarian shall:
- a. Ensure that meeting business is conducted in line with parliamentary procedure
 - b. Maintain a working knowledge of Robert's Rules of Order (Newly Revised)
 - c. Manage meeting discussion time based on limits noted in meeting agenda
 - d. Perform other duties as prescribed

Article 6. Meetings

- Section 1. The regular meetings of USAC shall be held from 1:00 p.m. until 3:00 p.m. on the second Tuesday of each month from July to June inclusive unless otherwise ordered by USAC or the Executive Board.
- Section 2. A quorum of over fifty percent (50%) of the membership must be present at all regular or special meetings before business may be transacted.
- Section 3. At all regular or special meetings, each active member present will be entitled to one vote. Matters other than amendments to the USAC bylaws will be adopted by a simple majority.
- Section 4. USAC will hold an open University-wide meeting with staff once annually so staff may address council directly.

Section 5. Special meetings may be called, upon the agreement of the executive board.

Article 7. Committees

Section 1. Standing committees of USAC will be:

1. Web Submission Committee, consisting of at least three (3) council members with at least one (1) member from each election year cycle, will respond to and/or refer University staff's anonymous Website submissions and report to USAC at each monthly meeting.
2. Election Committee, consisting of at least five (5) council members with at least one (1) member from each election year cycle, and including the USAC Chair.
3. Program Improvement Committee, consisting of at least three (3) members and one (1) from each cycle year will research possible program improvements affecting the staff at large.

Section 2. USAC may establish new committees as deemed appropriate and will nominate members to serve on University committees as needed.

Article 8. Parliamentary Authority

Section 1. USAC will follow the parliamentary procedures as outlined in the current edition of "Robert's Rules of Order" newly revised in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and/or special rules of order that USAC may adopt.

Article 9. Amendment of Bylaws

Section 1. Any proposed amendment to USAC Bylaws must be submitted in writing to the Chair of USAC at least one meeting prior to the one during which membership shall discuss and/or move to vote to accept or reject any amendments.

Section 2. A two-thirds vote of the USAC membership is required to accept or reject a proposed amendment.