The University of Virginia’s College at Wise  
Staff Council  
Constitution and Bylaws  
Adopted November 22, 2002  

Revised June 17, 2009

Purpose of Organization

The purpose of the Staff Council, by authority derived from the Classified/University Staff and Chancellor, shall be to strengthen communication between and among staff members, faculty and students by:

1. Recommending ways to improve procedures and employee relations, promote safety, and service to our constituents, to the Senior Staff and all College departments.
2. Advising the Chancellor on matters related to general college concerns, specifically those affecting the Classified/University Staff.
3. Promoting and supporting the mission of The University of Virginia’s College at Wise.

Membership

A. Qualifications and Representation

1. Membership will consist of full-time classified/university non-probationary employees. The number of representatives per division has been established on total number of employees per division. The ratio will be reviewed annually by Human Resources in May.
2. The Director of Human Resources shall serve as an ex-officio (non-voting) member of the Council in an advisory capacity.

B. Conduct and Responsibilities of Representatives

1. Representatives will be released from normal work duties to attend the monthly Council meetings and to perform any additional official Council business.
2. Representatives must strive to keep their constituents informed of Council issues and actively solicit the views of the constituents to present to Council.
3. Council representatives should maintain a high level of confidentiality concerning issues brought to them by staff members.
4. A representative wishing to resign from the Council should notify the Chair and Secretary of the Council.
5. A resigning member will be replaced by the candidate with the next highest number of votes from their area, from the most recent election. {In the event of an unclear choice, another election will be held for their area.}
Elections
1. Representatives’ terms of office should be for two years, with turnover of no more than half of the complete Council occurring every May.
2. The Director of Human Resources should formally coordinate the election process.
3. Elections of available Council seats will be held in May of each year.
4. A joint meeting of incoming and outgoing Council members will be held in late June. The purpose of this meeting will be to provide an orientation for new members.
5. The incoming Council will elect officers.
6. Council members are ineligible for re-election until they have been off the Council for one year. Those members filling a vacated space will serve the remaining term and are eligible for re-election.

Officers
1. The officers of the Council consist of a Chair, Vice Chair, Secretary, Treasurer, and a Newsletter Editor.
2. The Chairperson will:
   - Preside at meetings
   - Prepare an Agenda for each meeting
   - Call special meetings when deemed necessary
   - Serve on the Chancellor’s Cabinet
   - Oversee the Council’s activities and communications
   - Attend additional meetings and functions to represent the Council as necessary
   - Call a general staff meeting during the fall semester
   - Appoint representatives to external committees after soliciting input from Council members
3. The Vice Chairperson will assume the duties of the Chairperson when necessary and will be the principal assistant to the Chairperson.
4. The Secretary will:
   - Keep minutes of all meetings and distribute them to Council members
   - Ensure that correspondence relating to Council matters is accomplished
   - Maintain an active membership roster
   - Relay minutes, meeting information, etc. to the Director of Human Resources for posting electronically
5. The Treasurer will:
   - Keep an accurate and current record of all expenditures
   - Process and submit invoices for payment
   - Reconcile project reports monthly
   - Give a financial report at the monthly Staff Council meetings
6. The Newsletter Editor will:
   - Gather and edit information for monthly staff newsletter relevant to staff
   - Consult with the Director of Human Resources prior to printing of publication
• Coordinate with the Print Shop for printing and will provide them an electronic copy (College Relations Staff must be involved in editing process before printing newsletter.)
• Develop and distribute the newsletter regularly.

Election Procedure for Offices:

1. Candidates for any office will be given an opportunity to make a presentation to Council prior to the election and can be re-elected within their term.
2. In the event of an officer’s resignation, the council will appoint a replacement from the council.

Definition of Quorum
A quorum of the staff shall consist of the majority of the entire classified staff/university in attendance.

A quorum of the staff Council shall consist of two-thirds of the full Council.

Standing Committees
The Staff Council shall maintain four standing committees.

Social & Program Committee – This committee will establish social events and informative programs to bring the staff together on a regular basis. These may include potlucks, holiday celebrations, retirement events, etc.

Employee Relations Committee – This committee will focus on staff issues.

Campus Events Committee – This committee will focus on special campus events.

Community Service Projects Committee – This committee will focus on setting up community projects for our Campus to be involved with in our Community.

Amendment of Bylaws
Approval of amendments to the bylaws requires a two-thirds vote of the staff council members. Bylaws may be amended at the regular meeting of the Council provided the amendment has been introduced to the Council at the previous regular meeting.

Attendance Policy
Council members shall attend Council meetings. Missing two consecutive Council meetings without contacting the Council will result in replacement of the representative.

Roberts Rules will govern proceedings unless specifically addressed in the bylaws.