Staff Council

CONSTITUTION

IDENTITY

The University of Hartford Staff Council (UHSC) is an organization that promotes and supports the overall interests and general welfare of all staff employees who are not represented by a bargaining unit.

MISSION

The University of Hartford Staff Council is dedicated to:
- Furthering the University of Hartford’s mission
- Advocating for staff rights and needs
- Formulating recommendations on matters of concern
- Fostering fairness and respect in a quality work environment, and
- Acting as a liaison to the University community.

CONSTITUENCY

The Staff Council represents all full-time and part-time staff employees of the University of Hartford who are not University administrators at the Assistant Vice President level or greater, full-time students, or members of bargaining units whose unions are certified to represent employees of the University of Hartford.

OFFICERS AND REPRESENTATIVES

The officers of the UHSC, hereafter referred to as the Executive Board (Eboard), shall consist of the Chair, Vice Chair, Secretary, Treasurer, and Communications Director.

UHSC Community Representatives shall consist of one volunteer per representative group and four (4) At-Large Representatives (two (2) Non-Exempt, two (2) Exempt).

MEETINGS

The Staff Council shall meet the second Wednesday of every month at a time and place to be determined by the Chair. These meetings are open to all constituent staff and are

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conducted in accordance with Robert’s Rules of Order, except as modified by this Constitution and the Bylaws. Non-constituent University employees may submit a request to the Executive Board to attend these meetings. Only Community Representatives and Eboard members shall have voting privileges.

An annual meeting shall be held the second Wednesday in April for the purpose of presenting annual reports by the Executive Board and any other business on the agenda. Every other year during this meeting, Executive Board officers and Community Representatives shall be installed. Due notice of the annual meeting will be published, at a minimum, in the University Notes (UNotes) and posted on the UHSC website.

The UHSC Executive Board shall meet at least once monthly at a time and place to be determined by the Chair. Additional attendees, including but not limited to the previous Chair, may be invited at the discretion of the Executive Board.

NOMINATIONS AND ELECTIONS

Executive Board officers and At-Large Representatives shall be elected for a term of two (2) years, as outlined in the Bylaws, Article 5.

A Nominating Committee shall consist of at least three (3) constituent staff members whose duties and procedures are outlined in the Bylaws, Article 5.

AMENDMENTS

This Constitution may be amended. Proposed amendments must be introduced for discussion at a regular meeting of the Staff Council. A vote can take place only after staff constituents have been notified at least two (2) weeks in advance of the pending vote. The announcement will be posted, at a minimum, in the University Notes (UNotes) and posted on the UHSC website. Additionally, it can be communicated by other means that will be equally effective. A two-thirds majority vote of the Community Representatives who are present at this UHSC meeting is required for ratification.

RECALL OF OFFICERS OR COMMUNITY REPRESENTATIVES

Any Executive Board officer(s) or Community Representative(s) may be subject to dismissal from their position(s). Procedures for this are outlined in the Bylaws, Article 6.