

BYLAWS
GOVERNING THE COLLEGE OF ARTS and SCIENCES
STAFF COUNCIL
AT THE UNIVERSITY OF KENTUCKY

Article 1. Name

The name of this organization shall be the University of Kentucky College of Arts and Sciences Staff Council.

Article 2. Purpose

Section 1. The College of Arts and Sciences Staff Council shall serve 1) as an advisory and consulting group for the Dean and 2) as spokespersons for the concerns and interests of the College's staff members with the unified objective of improving the educational and working environment of the College and the University as a whole.

Section 2. The Council is not a forum for personal grievances or complaints.

Article 3. Membership

Section 1. The Staff Council shall make every effort to have membership be an accurate reflection of the larger staff body, with the Dean of the College of Arts and Sciences or his/her designee staff serving as Ex-Officio members. The Council Chair reserves the right to invite staff leaders to meetings to provide expertise or guidance.

Section 2. All regular staff employees of the College of Arts & Sciences, full or part-time, are eligible to serve.

Section 3. Council Members will be elected to serve by a two-thirds majority vote of sitting council members. Members may serve multiple terms, however, the terms may not be consecutive. Extenuating circumstances will be evaluated with a two-thirds majority vote to approve exceptions.

Section 4. If the staff member who is elected is unable to serve, the Staff Council shall make every effort to find an appropriate replacement.

Section 5. All representatives will serve three-year terms; these terms should be staggered so that each year's council will consist of both new and veteran representatives, thereby ensuring continuity.

Section 6. A Council representative's term of office shall run from July 1 through June 30, to ensure consistency through the entire academic year.

Section 7. A Council representative's seat shall be declared vacant when the following conditions occur:

- a) When employment status changes, causing him or her to no longer meet the Council's eligibility requirements.
- b) When a member is absent without just cause from three consecutive regular meetings, he or she will be dismissed from the Council.

Article 4. Operational Powers

Section 1. The Staff Council shall have the general authority--subject to the approval of the Dean of the College of Arts and Sciences or his/her representative--to draw up rules and regulations and elect officers to facilitate its own operations.

Section 2. The Council may examine and make recommendations to the Dean of the College of Arts and Sciences, or his/her designated representative, on any staff issues within his or her jurisdiction; however, the Council's primary focus shall be on those matters which have an impact on the working conditions and employment of the entire College's staff members.

Section 3. The Council may request to review appropriate reports and/or receive informal briefings on all aspects of college and university life affecting staff members.

Section 4. Each year, the Council will host the College of Arts and Sciences' Outstanding Staff Member Awards. Members with expiring terms must assist new and returning members with the execution of the Outstanding Staff Awards before their term is considered expired.

Section 5. With the approval of a budget allocation from the Dean, or his/her designated representative, the Council will host a Staff Appreciation Day each year to recognize the contributions and achievements of Arts and Sciences staff employees.

Section 6. Any resolutions adopted by the Council shall be referred to the Dean of the College of Arts and Sciences, or his/her designated representative further action.

Article 5. Officers

Section 1. The officers of the College of Arts and Sciences Staff Council shall consist of a Chairperson, Vice-Chairperson and Recording Secretary. The Chairperson, Vice-Chairperson and Recording Secretary of the Council shall be staff representatives nominated by other Council members or themselves and elected by a simple majority vote via secret ballot for a one-year term.

Section 2. The first election shall take place at the first meeting after adoption of these Bylaws. Subsequently, officers shall be elected at the beginning of each new term year.

Section 3. The term of elected officers of the Council shall be from 1 July through June 30. Officers may be elected to serve consecutive terms.

Amended June 30, 2015

Section 4. The Chairperson shall preside at Staff Council meetings. The Chairperson shall also, with the help of the Recording Secretary, develop the agenda for regular meetings, convene special meetings when deemed necessary, appoint subcommittees, enforce Council regulations, and oversee Council activities and communications.

Section 5. The Vice-Chairperson shall assume the duties of the Chairperson when necessary and otherwise carry out responsibilities delegated by the Chair.

Section 6. The Recording Secretary will inform Council members of scheduled meetings, record the minutes of all Council meetings, and post to the Arts and Sciences Staff Council public website. The Recording Secretary will also maintain Council meeting attendance records and inform the Chairperson if any member has three consecutive unexcused absences.

Section 7. An office shall be declared vacant if the officer is no longer a member of the Council because of resignation or dismissal.

Section 8. In the event of a vacancy in the office of Chairperson, the Vice-Chairperson shall assume the duties of the Chair until a special election can be held at the next regularly scheduled Council meeting to fill the vacancy. Likewise, in the event of a vacancy in the office of Vice-Chairperson or the Recording Secretary, a special election shall be held to fill the vacancy.

Article 6. Meetings

Section 1. The Staff Council shall convene as frequently or infrequently as necessary at a time convenient for all members. Meetings as needed, may be called by the Dean, his/her designated representative, Council Chair, or Council Vice-Chair.

Section 2. All College of Arts and Sciences staff employees may introduce agenda items for the Council's consideration by contacting their staff representative, the Council Chairperson, or the Recording Secretary. Agenda items may be introduced by proxy or, when appropriate, a staff person may choose to address the Council directly.

Section 3. In a timely manner preceding each meeting, the Recording Secretary shall send an agenda and minutes from previous meeting to all Council members and confirm the meeting location.

Section 4. A simple majority of the Council membership shall constitute a quorum for transacting business. Voting shall be by a show of hands except for election of officers.

Section 5. Approved minutes of Council meetings shall be distributed to all College Arts and Science staff employees via e-mail or Staff Council public website.

Article 7. Adoption of Bylaws

These bylaws were adopted by a majority vote of all current College of Arts and Sciences staff members on June 30 2015.

Article 8. Amendment of Bylaws

These bylaws can be amended at any regular meeting of the Staff Council with at least a quorum of Council membership present. The motion will carry with a two-thirds majority vote, provided that the amendment has been previously submitted in writing to the Council membership. Prior to a vote, all proposed changes must be distributed to all College of Arts and Sciences staff members so that they have the opportunity to voice their agreement or disagreement through their Council representatives.

Amended February 6th, 2020
Adopted June 30, 2015

Article 9. Savings Clause

In the event that any portion of the Staff Council bylaws is invalidated, for any reason, this shall not invalidate any other portion of the bylaws.