

University of Colorado Colorado Springs
Staff Council By-Laws

**UNIVERSITY OF COLORADO COLORADO SPRINGS
STAFF COUNCIL BY-LAWS**

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ARTICLE I ORGANIZATION AND MEMBERSHIP

Section 1: The name of the organization shall be *University of Colorado Colorado Springs Staff Council*, hereinafter referred to as SC.

Section 2: The SC is established to represent all members of the staff of the University of Colorado Colorado Springs, hereinafter referred to as UCCS. The term UCCS Staff is inclusive of individuals designated as University Staff and State Classified Staff. (Refer to Colorado Revised Statutes, 24-50-135 for further information on those positions that are exempt from the State Personnel System.)

Section 3: SC membership shall consist of all current State Classified Staff and all current University staff, including part-time staff, of UCCS.

Section 4: SC members shall retain the following rights:

- A. Vote on selection of the Executive Board.
- B. Participate in all organization meetings and events.
- C. Nominate themselves for the Executive Board election.
- D. Serve on committees as needed.

Section 5: The purposes of the SC include:

- A. Serve in advocacy for the interests of UCCS Staff.
- B. Initiate and provide means for the exchange of information among UCCS Staff relative to issues of concern.

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- C. Initiate and provide means for the professional development of UCCS Staff
- D. Foster a spirit of unity and cooperation among all UCCS Staff.
- E. Study and to make recommendations concerning problems and policies of concern relating to the UCCS Staff.
- F. Provide representation to boards, councils, and committees, and to work collaboratively with these groups in such areas as strategic planning, fiscal matters, and the overall efficiency of the campus and the university.
- G. Aid in the strategic planning goal of establishing an environment conducive to the recruitment, retention, development, and recognition of an excellent staff.
- H. Be responsible for matters of concern as may be assigned by the Chancellor.

ARTICLE II STAFF COUNCIL EXECUTIVE BOARD

Section 1: The day-to-day operations and governance of the SC shall be carried out by the Staff Council Executive Board, hereafter referred to as SCEB. Day to day operations include but are not limited to:

- A. Appoint standing and special interest committee chairpersons and members of all standing committees as specified in Article V.
- B. Appoint members to fill Executive Board vacancies, as outlined in Article III.
- C. Appoint one member-at-large to serve as the Elections Officer.

Section 2: Members of the SCEB must be staff who are employed 50% full-time or more at UCCS. The SCEB consists of the following officers:

- A. President.
- B. Vice-President/President-Elect.
- C. Past President.
- D. Secretary.
- E. Treasurer.
- F. Communications Coordinator
- G. Four Members-at-Large.
- H. Events Committee Chair

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Section 3: Terms of office

- A. The offices of President, and Vice-President/President-Elect may be held by an employee from either employment group (State Classified or University Staff) and shall serve a one-year term in that office.
 - 1. Employees holding positions at the level of Assistant Vice Chancellor or Higher, as well as individuals serving as Assistant Deans of Academic Colleges or higher, are not eligible to serve in these officer roles.
- B. The offices of the Secretary may be held by an employee from either employment group (state Classified or University Staff) and shall serve a one-year term in that office.
- C. The offices of Treasurer and Communications Coordinator may be held by an employee from either employment group (State Classified or University Staff) and shall serve a two-year term in that office.
- D. Members-at-Large shall serve two-year terms. Terms shall alternate, such that at least two positions vacate annually. The State Classified and University Staff Members-at-Large will alternate vacancies each year. The makeup of Member-at-large positions shall be as follows:
 - 1. One (1) member shall be State Classified
 - 2. One (1) member shall be University Staff.
 - 3. Two (2) members shall be from either employment group (State Classified or University Staff); at least one of these positions shall be filled each year.
- E. The Chair of the Events Committee may be held by an employee from either employment group (State Classified or University Staff) and shall serve a one-year term in that office.
- F. The individual elected as Vice-President/President-Elect shall serve three successive one-year terms beginning with Vice-President/President-Elect, followed by President and concluding as Past President.
- G. There is no limit to the number of terms officers may serve except for the President position. Apart from the Vice President/President Elect and the President, officers must be reelected at the end of each term to continue to serve.

Section 4: Duties of Officers

- A. President
 - The President shall:
 - 1. Preside at all SC meetings and administer all regulations and policies as specified in the by-laws.
 - 2. Serve as a voting member of the SCEB.
 - 3. Approve all expenditures and oversee all SC fiscal matters.

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4. Serve as needed or desired as an ex-officio member of any standing committees.
5. Identify items for discussion for each regular and any special SCEB meetings, and work with the Secretary to distribute the meeting agenda to all members of SCEB 24 hours prior to the meeting.
6. Serve as the spokesperson for the SC.
7. Call special meetings as required.
8. Assume the Office of Past-President on July 1, upon the conclusion of his/her term as President.

B. Vice-President/President-Elect

The Vice President/President-Elect shall:

1. Serve as a voting member of the SCEB.
 2. Work closely with the President and, in the absence of the President, have all the powers, prerogatives, and responsibilities of the President.
 3. Chair the Spring Luncheon Committee.
 4. Assist the President with other duties as assigned.
- Assume the Office of President on July 1, upon conclusion of his/her terms Vice President.

C. Past President

The Past President shall:

1. Serve as a voting member of the SCEB.
2. Assist the President with duties as assigned.
3. Mentor the President as needed.

D. Secretary

The Secretary shall:

1. Serve as a voting member of the SCEB.
2. Record the proceedings of all SCEB meetings.
3. Assist the President with the development of meeting agendas and distribute the agenda to the SCEB 24 hours prior to the meeting.
4. Prepare and distribute the minutes to the SCEB within two weeks of the meeting.
5. Upon approval, provide minutes to the Communications Coordinator for posting to the SC website.
6. Monthly collect an update from each committee for transmission to the SCEB during its monthly meeting.
7. Annually collect an update from each committee including a description of the committee and any associated documentation.
8. Maintain historical records of the organization.
9. Assist the President with other duties as assigned.

E. Treasurer

The Treasurer shall:

1. Serve as voting member of the SCEB.
2. Prepare fiscal documents for the SC.
3. Prior to July 1, the existing Treasurer prepares a draft budget for the upcoming fiscal year.
4. Prepare and submit to the SCEB, for approval, a finalized annual budget for the coming fiscal year by September 1.

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5. Keep accurate records of all expenditures of the SC.
6. Report the total expenses and current balances to the SCEB at each SCEB meeting.
7. Assist the President with other duties as assigned.

F. Members-At-Large

The Members-At-Large shall:

1. Serve as voting members of the SCEB.
2. Solicit input from SC members regarding issues and concerns.
3. If appointed, serve as the Elections Officer.
4. Serve as an active member on at least one standing committee.
5. Assist the President with other duties as assigned.

G. Chair the Events Committee

The Chair of the Events Committee shall:

1. Serve as a voting member of the SCEB.
2. Chair the Events Committee
3. Provide leadership for all SC related events
4. Assist the Vice-President with coordinating the Spring Celebration Luncheon
5. Assist the President with other duties as assigned, as it relates to SC Events

H. Communications Coordinator

The Communications Coordinator shall:

1. Serve as a voting member of the SCEB.
2. Responsible for promoting general Staff Council initiatives, events, and functions such as professional development, social and election programs.
3. Collaborate and communicate with committee co-chairs on promoting committee initiatives.
4. Oversee event email creation and registration communication for SCEB and committees including liaison with Marketing and Communication Office.
5. Maintain Staff Council Website
6. Develop and publish the Staff Council newsletter.
7. Responsible for collection, publication of, and reporting Clyde's Kudos
8. Support photography of events when needed.
9. Prepare general SC correspondence as directed by the President.

I. Ex-Officio Member(s)

1. UCCS UCSC representatives shall serve as non-voting Ex-Officio Members of the SCEB.

Section 5: Voting

- A. Each position within the SCEB shall have only one vote.
- B. No one individual may hold more than one voting position in any given term.

Section 6: Compensation

- A. The President shall receive a stipend during their tenure, when available. The Treasurer will process this payment, with one-half issued in December and one-half issued in May, The President will also receive one year of free parking, if

1. See Article III, Section 9 for how this is managed in the case of a vacancy.

ARTICLE III ELECTIONS

Section 1: Elected officers shall be Vice-President/President-Elect, Secretary, Treasurer, Communications Coordinator, four Members-at-Large, and Chair of the Events Committee.

Section 2: A Member-at-Large shall be appointed by the SCEB to serve as the Elections Officer. The Elections Officer shall:

- A. Coordinate the nomination process.
- B. Compile and present a brief biographical summary of each candidate to the staff via email and file this information in the SCEB records.
- C. Coordinate with the office of institutional research the delivery of email ballots to all SC members.
- D. Receive the results from the Office of Institutional Research of the elections.
- E. Provide the results to the SCEB for final review.
- F. Disseminate election results to all SC members.
- G. Record the statistics associated with the election in the SCEB records (i.e., ballot results, voter turnout, etc.).
- H. Conduct run-off elections, as necessary.

Section 3: Nominations to fill vacant SCEB positions shall be solicited by April 15 of each year with elections to be completed by May 15.

Section 4: Candidates must declare candidacy to the Elections Officer and submit a required biography.

Section 5: The names of all candidates and their biographical information shall be sent electronically to all SC members in a manner which allows for the following:

- A. All SC members can cast a vote for the offices of Vice- President/President-Elect, Secretary, Treasurer, Communications Coordinator, General Members-at-Large, and the Events Committee Chair.
- B. Only Classified Staff can cast a vote for the offices of Member-at-Large representing Classified Staff.
- C. Only University Staff can cast a vote for the offices of Member-at-Large representing University Staff.

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Section 6: Each SC member may submit one vote for each eligible office.

Section 7: The candidate who receives a simple majority of the votes cast shall be elected. If none of the candidates for a particular office receive a majority of the votes cast, a run-off election between the top two candidates for the office will be held.

- A. In the event of a run-off election, the names of the top two vote receiving candidates will be re-sent electronically to all SC members eligible to vote for that position. The candidate receiving the majority of votes cast will be elected.

Section 8: The new slate of officers will be announced and presented by no later than June 1. of each year. The term of office for each SCEB position shall be July 1 through June 30.

Section 9: Vacancies and Succession

- A. The SCEB shall select by majority vote a SC member to fill any Executive Office position that becomes vacant except for the offices of President and Vice-President/President Elect. The selected individual will serve out the remainder of the term.
- B. If the office of the President becomes vacant within the first six months of the term, the President Elect shall assume the role of President and call for a special election to fill Vice-President/President Elect position. In this instance the President Elect will receive the additional pay designated for the President.
- C. If the office of the President becomes vacant after the first six months of the term, the Vice-President/President-Elect will have all the powers, prerogatives, and responsibilities of the President while maintaining their position of Vice-President/President-Elect. The presidency shall remain vacant until the end of the term. In this instance the President Elect will receive the additional pay designated for the President.
- D. If the offices of both President and Vice-President/President Elect become vacant within the first 6-months, the Past-President shall assume the role of President until such time as a special election for both President and Vice-President/President Elect can be held. The Past-President will be eligible to receive a pro-rated portion of the additional pay and the newly elected President receiving the balance.
- E. If the offices of both President and Vice-President/President-Elect become vacant after the first six months of the term, the Past-President shall assume the role of President until such time as a special election for a Vice-President/President Elect can be held. At which time, the newly elected Vice-President/President-Elect shall assume the role of "Interim President" and then fulfill their subsequent role as President. At that this time, there will no Past-President for the Board. The Past-President will be eligible to receive a pro-rated portion of the additional pay and the newly elected "interim President receiving the balance.

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- F. If the Vice-President/President-Elect position becomes vacant, nominations will be solicited, and an election will occur following the same guidelines as the regular election process.
- G. At the conclusion of the President-Elect's term, that individual will automatically assume the Office of the President for the subsequent year. If the Vice President/President-Elect is unable to or chooses not to assume the Office of the President, the President will be elected in accordance with the election procedures outlined in this section.
- H. A petition for removal from office may be submitted for any SCEB Member that is deemed to be remiss in fulfilling their duties or for actions that are not in the best interest of SC members.
 - 1. The petition for removal must be submitted in writing to the SCEB Secretary. In the case that the complaint pertains to the Secretary, the complaint should be submitted to the President.
 - 2. The SCEB must provide written notice of the petition to the officer in question prior to the next scheduled SCEB meeting.
 - 3. The petition shall be discussed at the next regularly scheduled SCEB meeting.
 - 4. If the Board deems the concerns detailed in the petition to be valid, a ballot for officer removal will be sent to all current SC members.
 - 5. The Officer will be removed from office with a majority vote of ballots cast.

**ARTICLE IV
MEETINGS**

Section 1: General membership meetings of the SC shall be held no less than once yearly and shall be called by the SCEB.

- A. Additional or emergency meetings may be called by the President.
- B. All SC general meetings shall be open to all members of the university community.

Section 2: The SCEB shall meet at least monthly and more often as needed. A simple majority must be established in order for the SCEB to conduct business.

- A. Motions shall pass with a simple majority vote of SCEB members present.
- B. The Chancellor may call special meetings of the SCEB at his/her discretion.
- C. SCEB meetings shall be open to all members of the university community. The President may request non-members to introduce themselves.
- D. Additional or emergency meetings may be called by the President.
- E. SC members may petition the President to add items of concern to any SCEB.

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meeting agenda.

- F. The members of the SCEB may act without a meeting if, prior to such action, a majority of the SCEB consent in writing to such action. The initiator of the action must specify the timeframe for completion of the action. Such written consent or consents shall be filed with the minutes of the next SCEB meeting.
- G. The SCEB may participate in a meeting of the SCEB by means of a telephone conference call or any other means by which all persons participating in the meeting are able to hear one another.

Section 3: A retreat for the incoming SCEB shall be held after elections and prior to the start of the new academic year. Prior to the retreat, the chairs of the SC Standing Committees shall submit written reports outlining committee updates, activities from the prior year, and priorities for the upcoming year. The retreat shall include a review of these reports and the establishments of goals for the upcoming year.

Section 4: Elected SCEB members are expected to attend all SCEB meetings. If an elected member misses two or more meetings they may be asked to resign from the board.

**ARTICLE V
COMMITTEES**

Section 1: Events Committee

- A. The committee shall consist of at least four members in addition to the elected chair.
- B. In the event there are insufficient Staff SCEB members to fill the committee, the SCEB shall solicit volunteers from the Staff at large
- C. The committee should host several events throughout the academic year to support staff morale.
- D. The Chair shall keep the SCEB informed with regards to committee proceedings.
- E. The Chair shall report to the SC Vice President regarding event ideas, proposal, and event budget
- F. The committee shall work alongside the Vice-President for the Spring Staff Celebration Luncheon hosted in May.
- G. The committee must meet at least quarterly, and as needed dependent on the specific event being planned.

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Section 2: SC Standing Committees

- A. Committee members shall be drawn from current SC members.
- B. Terms of service for committee members and chairs shall begin on July 1 and terminate on June 30.
- C. New members may join committees at any time during the established term.
- D. The number of terms a member serves on Standing Committees shall be unlimited.
- E. SC members may serve on more than one Standing Committee concurrently.
- F. Committee chairs are appointed by the SCEB to serve renewable one-year terms.
- G. An individual may serve as committee chair for up to three consecutive terms. After one term of not serving as Chair, the individual may be reappointed as Chair of the committee.
- H. Committee chairs (in consultation with committee members) shall be responsible for working within the budget designated annually for each respective committee. Although, they may request additional funds from the SCEB.
- I. Each committee shall be authorized by SCEB to do what is necessary to accomplish committee goals.
- J. Each committee chair shall maintain a record of committee activities (meetings, letters, surveys, telephone calls, guideline packets). Such records shall be open to all SC members. By June 30 of each year, the records shall be turned over to the SCEB Secretary.
- K. Committee disputes will be referred to the SCEB.
- L. All standing committees must appoint a co-chair for election by the Staff Council executive board. This is to be done before the second meeting of the standing committee of the new fiscal year.
- M. Standing Committees shall include:
 - 1. Staff Pay and Benefits Committee
The Staff Pay and Benefits Committee is open to both State Classified and University staff. This committee focuses on sharing important information related to staff pay and benefits through meetings, emails, and other communication channels. It also serves as a space for staff to provide feedback, share ideas, and submit proposals that can be brought forward to the Staff Council President.

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2. Winter Giving Project
The Winter Giving Project works to help provide food and gifts for needy families from within the UCCS community during the winter holidays.
3. Welcome Committee
The Welcome Committee works to welcome new SC members through various meetings, informational documents, and other activities.
4. Garrett Swasey Outstanding Staff Award (awarded at Chancellor's end of year event)
The Garrett Swasey Outstanding Staff Award Committee works to assist the campus in selecting and identifying one staff member as the Garrett Swasey Outstanding Staff member for the year.
5. Professional Development and Programming Committee
The Professional Development and Programming Committee is dedicated to helping professionally develop our Classified and University Staff. We offer enriching speakers, programs, and development opportunities periodically throughout the year with a variety of staff events.
6. Employee of the Quarter Committee
The Employee of the Quarter Committee works to recognize an outstanding member of the UCCS staff.
7. SEEDS Committee
The SEEDS Committee works to review applications for monetary awards for professional development.
8. Policy Review Committee
The Policy Review Committee works with administration during policy review to provide a staff perspective regarding creation of a new policy, and review of the policies currently in practice at UCCS. The committee is currently convened on an as needed basis when policy review occurs.
9. Staff PRIDE Committee
The Staff Pride Committee works to advocate for the specific needs of LGBTQIA+ identifying staff and their allies. This work is done through collaborating with campus departments, providing a space where LGBTQIA+ staff can build social and intellectual connections, and gain and maintain a healthy sense of self-identity as an LGBTQIA+ individual on campus.
10. Women Identifying Staff Committee
The Women Identifying Staff Committee is focused on the advancement of and advocacy for issues related to the women-identifying staff across the campus. It strives to create a safe space for women identifying staff members to voice frustrations, concerns, seek information and resources, find mentorship and validation and will in turn work to elevate the needs of

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women identifying staff members to campus and system leadership.

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Section 3: University Committees with SC Representation

- A. SC Members may serve on university committees. Most of these committees have their own by-laws regarding length of appointment, eligibility, etc. Examples of these committees are the UCCS Strategic Planning Committee, the University Budget Advisory Committee, and the Intercollegiate Athletic Advisory Committee.
- B. University Budget Advisory Committee (UBAC)
1. The UBAC committee shall consist of six (6) staff representatives, comprised of five (5) staff representatives and the President of Staff Council (or their designated representative). The makeup of UBAC representative positions shall be as follows:
 - One (1) member shall be State Classified.
 - One (1) member shall be University Staff.
 - Three (3) members shall be from either employment group (State Classified or University Staff).
 - One (1) member shall be the President or designee of Staff Council Executive Board
 2. Interested members should submit their names, reasons for interest in UBAC, and confirmation that a three-year commitment can be met to the SCEB President and Elections Officer. Applications should be received and appointments made prior to the Board Retreat and no later than June 1. The SC President will select representatives in collaboration with the SCEB.
 3. The length of appointment for representatives shall be three (3) years and shall begin July 1.
 4. Members may miss three meetings per year. If a member misses more than three meetings, they may be removed from UBAC.
 5. Efforts shall be made to ensure UBAC representation and solicitation of feedback across all units regarding UBAC conversations and meetings.
 6. UBAC representatives shall provide regular reports to Staff Council regarding UBAC meetings, including key discussions, decisions, and updates. Representatives shall also share meeting minutes or supporting documentation, when available and appropriate.
- C. All other University committees which request SC representation shall contact the SC President for recommendations. The President will supply names from which the committee may select the member.
- D. SC members may serve on more than one University committee concurrently.

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- E. Representatives to University Committees shall report back to the SCEB any items which may impact the SC. The SCEB may request periodic reports from university committee representatives.

Section 4: System-Wide Committee(s)

- A. SC members may serve on more than one system-wide committee concurrently.
- B. University of Colorado Staff Council (UCSC)
1. UCSC membership shall include three UCCS SC Members from either employment group. In addition, the SC must provide one alternate. Representatives of UCSC must meet appointment criteria as established by UCSC by-laws. These members are appointed by the SCEB.
 - If the chair of the UCSC is from UCCS, this can count towards one of the required members.
 2. Interested SC members should submit their names, reasons for interest in UCSC and confirmation that a three-year commitment can be met to the SCEB President. Applications should be received by May 15 (or closest business day) and appointments will be made prior to the board retreat and no later than June 1. The SC President will select representatives in collaboration with the SCEB.
 3. The length of the appointment for representatives shall be three years and shall begin on July 1.
 4. The length of appointment for alternates shall be one year and shall begin on July 1.
 5. Members' terms shall be staggered, with one new representative appointed each year.
 6. Members may miss three meetings per year. If a member misses more than three meetings, he/she may be removed from UCSC.

**ARTICLE VI
AMENDMENTS**

Section 1: An Amendment to the by-laws may be proposed by any SC member and approved by a majority vote of the SCEB.

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Section 2: Copies of the proposed amendment and a ballot shall be sent to each SC member ten working days prior to the balloting deadline.

Section 3: If the proposed amendment receives a majority of those voting, it shall be adopted.

Section 4: Balloting may occur only once each fiscal year.

**ARTICLE VII
MISCELLANEOU
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Section 1: Robert's Rules of Order, Revised, shall govern items not covered in these By-Laws.

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Amendment Tracking:

Amended Article V.3.L.6 via a 90.9% approval in May 2016 (eliminated School Supply Drive and replaced with Employee of the Quarter)

Amended Article IV.3 via a 92.14% approval in May 2019 (Retreat timeline)

Added Article IV.4 via an 89.78% approval in May 2019 (Attendance)

Amended Article V.3.L.2 via a 87.54% approval in May 2019 (Winter Giving Project)

Amended Article V.3.L.3 via a 87.54% approval in May 2019 (Welcome Committee)

Amended Article V.3.L.5 via a 97.55% approval in May 2019 (Professional Dev. Committee)

Added Article V.3.L.9 via a 95.32% approval in May 2019 (Policy Review Committee)

Added Article V.3.L.10 via a 88.53% approval in May 2019 (Colo Comb Camp.)

Added Article V.3.L.11 via an 88.32% approval in May 2019 (PRIDE Committee)

Amended Article V.4.B.1 via a 93.48% approval in May 2019 (UCSC)

Added Article II.2.H. via an (95.0%) approval in May 2020 (Communications Manager)

Added Article II.3.E. via an (91.5%) approval in May 2020 (Communications Manager Term)

Added Article II.4.J. via an (94.96%) approval in May 2020 (Communications Manager Duties)

Amended Article III.1 via an (96.36%) approval in May 2020 (Communications Manager)

Amended Article III.3.5.A via an (94.54%) approval in May 2020 (Communications Manager)

Added Article 5.3.L via an (88.03%) approval in May 2020 (Co-Chair Appointment)

Amended Entire document to change name to Staff Council via 95% approval in March 2024

Amended Article II.3 via 95% approval in March 2024 (Treasurer term)

Amended Article II.3 via 95% approval in March 2024 (Members at large)

Amended Article II.4 via 95% approval in March 2024 (Duties of the Officers)

Amended Article II.4 via 95% approval in March 2024 to require members at large to serve on committees.

Added Article II.6 via 95% approval in March 2024 (compensation)

Amended Article III via 95% approval in March 2024 (election procedures)

Amended Article III.9 via 95% approval in March 2024 (Vacancies and Successions)

Amended Article IV via 95% approval in March 2024 (meeting policies)

Amended Article V via 95% approval in March 2024 language clean-up and clarifications.

Amended Article V via 95% approval in March 2024 standing committees – deleted Blood Drive committee and Colorado Combined Campaign, added Women Identifying as permanent committee.

Amended Article V.4.B – via 95% approval in March 2024 (UCSC membership)

Amend Article II.3 via 92% approval in April 2026, Eligibility for VP, President Officers

Amend Article V via 78% approval in April 2026, Combining Pay and benefits Committee, and moving to standing committee

Amend Article V 81% approval in April 2026, Added Events Committee Chair, elected position on SCEB

Amend Article II via 73% approval in April 2026, Compensation language and timing of stipend for President

Amend Article IV via 90% approval in April 2026, Language of standing committee's responsibilities for SCEB retreats

Amend Article V via 90% approval in April 2026, language clean up, and UBAC SC representation language