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

Article I. 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 II. Purpose Statement

Section 1. USAC shall be organized to:
   a. Provide a forum for issues, concerns, interests, enhancements, and information that may apply to all staff members of the University of Richmond.
   b. Serve as liaison between university staff and administration by soliciting and conveying staff opinions, as well as providing input and recommendations to the senior leadership team.
   c. Advance the spirit of cooperation and unity that are hallmarks of the University's Strategic Plan by working 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.
   d. Accept and promote shared responsibility between staff, administration, faculty and students to achieve the goals of the University.
   e. Promote transparent communication across campus among staff, administration, faculty, and students.
   f. 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 III. Definitions

Section 1. USAC shall be defined as described in Article II Section 1.

Section 2. Staff shall be defined as all University of Richmond employees, aligned within the current salary structure, as identified by the University’s Human Resources Department.

Section 3. Administration shall be defined as the University of Richmond’s president, his/her direct reports, as well as associate vice presidents.
Article IV. 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, commencing July 1st of the year when elected. Organizing membership will consist of the following employment categories:
   a. Exempt
   b. Non-Exempt

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 may be asked to resign membership if three 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:
   a. Change to an employment classification that is ineligible for USAC membership.
   b. Change from full-time employment status to part-time employment status.
   c. Cease to be employed by the University of Richmond.
   d. Member steps down due to missing three or more regular meetings.
   e. Member resigns from USAC.

Section 7. Consecutive Terms
   a. No elected member shall serve consecutive terms.
   b. Members appointed by the Executive Board to serve in a vacated position may be nominated and elected in the following election process/cycle.

Section 8. Ex-officio (non-voting) membership shall include:
   a. The Associate Vice President of Human Resources
   b. The Manager of Events and Property Services

Other Membership
   a. The immediate Past Chair of the USAC Board shall serve as a non-voting member of USAC, but may participate in Executive Board meetings and remain in closed sessions of USAC meetings at the discretion of the current Chair or Vice-Chair.
   b. If the immediate Past Chair is unable to participate in a meeting, the immediate Past Vice-Chair may be allowed to participate in place of the immediate Past Chair at the discretion of the current Chair or Vice-Chair.
   c. Neither the immediate Past Chair nor immediate Past Vice Chair shall have voting authority.

Section 9. Member Nominations
a. Nominations shall be solicited in March.
b. The Election Committee shall be responsible for implementing the nomination process, as part of the election process.
c. The Election Committee will follow the election policies established, including the use of online voting methods. Any changes to the policies need to be reviewed and approved by a simple majority, no later than the January USAC meeting.
d. The election policies must be posted to the USAC website before any nominations can be collected.
e. Nominations shall be closed two full weeks after the process begins.

Section 10. Elections
a. Elections will be held yearly in April and/or May.
b. The Election Committee shall be responsible for implementing the election.
c. The Election Committee will follow the election policies established. Any changes to the policies need to be reviewed and approved by simple majority, no later than the January USAC meeting.
d. The elections policies must be posted to the USAC website before any nominations can be collected.
e. Elections shall open after the nomination process has closed and shall close on May 31st of each year. The election process shall be open and available to all campus staff employees for a period no shorter than one week, and not to extend beyond May 31st of each year.

Article V. Officers

Section 1. The officers of USAC shall be a Chair, Vice-Chair, Recording Secretary, Parliamentarian, Communications Chair, and Affinity Group Chair. 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. Nominations and Election of Officers
a. The current Executive Board will receive nominations for the upcoming Chair, Vice-Chair and Recording Secretary beginning in January. Nominations will close at the end of February (28th or 29th depending on leap year).
b. Prior to the election for the Executive Board, the Parliamentarian will confirm from each USAC member nominated for a position on the Executive Board that person accepts the nomination.
c. The Parliamentarian will also confirm eligibility of nominees. Eligibility includes eligibility for membership as stated in Article III, Section 2, Article IV, Section 6 and the nominee still has at least one year remaining in their term to serve.
d. At the regular meeting in March or April of each year, members shall vote and select the Chair, Vice-Chair and Recording Secretary from the confirmed nominations provided by the Parliamentarian. The Parliamentarian shall also provide ballots to members for voting.
e. Electors in this process shall be those who will be continuing the remainder of their term on the Council, and exclude those who complete their term on the Council in July of the same year.
f. After being elected, the Chair, Vice-Chair, and Recording Secretary term
of office shall commence during the USAC meeting held the following
July.

Section 3. The term of office shall be one (1) year.
Section 4. No member shall hold more than one office at a time.
Section 5. A Parliamentarian, Communications Chair, and Affinity Group Chair shall be
appointed from USAC membership by the elected members of the Executive
Board. They may be either first or second year USAC members. Their terms
would commence during the USAC meeting in July.

Section 6. The Executive Board will have general supervision of council affairs, conduct
the business of the Council between monthly meetings, 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 7. 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 8. 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 9. 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 10. 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
   c. Manage meeting discussion time based on limits noted in meeting agenda
   d. Perform other duties as prescribed

Section 11. The Communication Chair, with support from the Communications committee, shall:
   a. Coordinate USAC’s website
   b. Manage USAC’s social media presence
   c. Identify talking points after each meeting and assist members to find appropriate venues for sharing them with their constituents
   d. Coordinate outreach and public relations for major USAC events

Section 12. The Affinity Group Chair shall:
   a. Plan and Execute Annual Open House for all Affinity Groups
   b. Maintain active co-chairs for each affinity group
   c. Communicate Affinity Group Actions to USAC
   d. Perform other duties as assigned

Section 13. Officer Succession
   a. In the event the Chair resigns or otherwise leaves their position at the University, the Vice-Chair will assume the position of Chair.
   b. In the event the Vice-Chair or the Recording Secretary resigns or otherwise leaves their position at the University, a special election of USAC membership will be held to fill a vacancy.
   c. A special election of USAC membership, implemented by the Chair, shall be held within thirty (30) days of the vacancy.

Article VI. Meetings

Section 1. USAC shall meet for two hours each month 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 at least once annually so staff may address council directly.

Section 5. Special meetings may be called, upon the agreement of the executive board or by majority of the full membership. Special meetings require at least two University business days notice to all members.

Section 6. Any meeting shall become a closed meeting based on majority vote. Closed meetings are limited to voting members of council.
Article VII. Committees

Section 1. Standing committees of USAC will be:
   a. 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.
   b. Election Committee, consisting of at least five (5) council members with at least one (1) member from each election year cycle, and including one Executive Board member.
   c. Communications Committee, consisting of a Chair and at least two additional council members with at least one (1) from each election cycle.

Section 2. USAC may establish Ad Hoc Committees as deemed appropriate.

Section 3. The Executive Board may nominate qualified staff members to serve on University committees after having solicited Council for feedback.

Article VIII. Parliamentary Authority

Section 1. USAC will follow the parliamentary procedures as outlined in the current edition of Robert's Rules of Order 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 IX. Amendment of Bylaws

Section 1. Any proposed amendment to USAC Bylaws must be submitted in writing to the membership of USAC at least two weeks prior to the meeting 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 a proposed amendment.

Record of Changes
University of Richmond, University Staff Advisory Council (USAC) Bylaws, Rev. 3/2008
University of Richmond, University Staff Advisory Council (USAC) Bylaws, Rev. 10/2010
University of Richmond, University Staff Advisory Council (USAC) Bylaws, Rev. 11/2010
University of Richmond, University Staff Advisory Council (USAC) Bylaws, Rev. 12/2010
University of Richmond, University Staff Advisory Council (USAC) Bylaws, Rev. 5/2011
University of Richmond, University Staff Advisory Council (USAC) Bylaws, Rev. 01/2012
University of Richmond, University Staff Advisory Council (USAC) Bylaws, Rev. 11/2012
University of Richmond, University Staff Advisory Council (USAC) Bylaws, Rev. 9/2013
University of Richmond, University Staff Advisory Council (USAC) Bylaws, Rev. 5/2015