



UNIVERSITY OF HARTFORD

Staff Association

BYLAWS

ARTICLE 1: MEMBERSHIP

SECTION 1 For eligibility of membership, please see “Conditions of Membership” defined in the Staff Association Constitution.

SECTION 2 An annual membership renewal shall be communicated by October 15th. Membership enrollment is available on an on-going basis.

ARTICLE 2: OFFICERS

SECTION 1 The Chair shall preside over all general meetings and direct and administer the business of the Association consistent with its Bylaws. The Chair shall cast the deciding vote at a meeting in case of a tie. The Chair may appoint adhoc committees and chairpersons of said committees. When the Chair is called upon to represent the University of Hartford Staff Association (UHSA) at various University functions, the chair may choose to serve that function or delegate responsibility to another Executive Board member.

SECTION 2 The Vice Chair shall preside over Executive Board meetings. The Vice Chair shall perform duties assigned by the Chair. In the absence of the Chair, he/she shall preside over meetings and assume the Chair's duties. The Vice Chair shall coordinate fund raising activities.

SECTION 3 The Secretary shall record and distribute official Staff Association meeting minutes. He/she shall also keep a record of all meetings of the Executive Board. Additionally, the Secretary shall be responsible for communications, distribution of notices, and the preservation of all official documents, papers and letters.

SECTION 4 The Treasurer shall receive all revenues of the UHSA and give proper receipt for the same. All funds shall be deposited in a university financial fund under the name of the University of Hartford Staff Association. The Treasurer shall pay all invoices due after approval by the Chair. The

Treasurer shall keep a detailed account of all monies received and disbursed, and keep vouchers of all expenditures, and render a current report at each meeting of the Staff Association. The Treasure shall assist in all fund raising activities.

SECTION 5 The Membership Director shall maintain the listserv, and welcome all new staff with a membership packet. He or she will also communicate annually to the University at large reminding them of the activities and purpose of the Staff Association and encourage active participation.

SECTION 6 Two members at large, one non-exempt, one exempt, shall represent the UHSA community respective to their employment status.

ARTICLE 3: COMMUNITY REPRESENTATIVES

SECTION 1 Community Representatives shall be nominated by those members they represent. They shall be representatives of their respective constituents and shall carry all concerns of those persons to the Staff Association. Community Representatives shall work with the Membership Director to ensure that membership information is available to all eligible staff members. Community Representatives are responsible for informing their respective bodies, in a timely manner, of information presented at the Staff Association meetings. In the event that a Community Representative's office is vacant between elections, a volunteer will be sought and appointed by the Executive Board.

SECTION 2 Each of the following areas shall have at least one Community Representative.

- Asylum Avenue Campus
- Auerbach Hall
- Bates House
- Computer Center
- Dana Hall & Biology/Chemistry (BC)
- East Hall
- Facilities/Public Safety
- FASB
- Gengras Student Union
- Harry Jack Gray & Abrahms Hall
- The Hartt School (Fuller)
- Hartford Art School
- Hillyer Hall
- Handel Performing Arts Center
- Residential Life
- Sports Center
- United Technologies Hall
- University Commons
- Institutional Advancement/Development

ARTICLE 4: MEETINGS

SECTION 1 The Staff Association may meet monthly, as outlined in the UHSA Constitution. The day and time of a meeting may be changed on an emergency basis upon adequate notice to the membership (with no less than two University of Hartford business days notice) by the Executive Board if deemed necessary.

SECTION 2 All members of the Staff Association have an equal voice and vote in the proceedings.

SECTION 3 Quorum will constitute a minimum of 10% of voting members, as defined in the Constitution. Voting will be decided by the majority of members present at the meeting, provided quorum is met. Voting will be determined by a show of hands. In the case of a split vote, the Chair will decide (Article 2, Section 1).

SECTION 4 The general membership must be notified at least two weeks in advance of a pending vote, subject to Section 1. If an issue cannot wait for the allotted time to be voted on, the Executive Board may suspend the rules to allow for a vote to be taken at a regular or special meeting.

ARTICLE 5: NOMINATIONS AND ELECTIONS

SECTION 1 A Nominating Committee (NC) shall be formed every two (2) years at the January meeting to oversee the nomination and election of the Officers. It shall consist of a minimum of three (3) volunteer members, one of whom shall act as Chairperson. No more than one Executive Officer is eligible to serve on the Nominating Committee. An Executive Officer may not act as Chairperson of the NC.

SECTION 2 The NC shall proceed with the nominations of Officers as follows:

- a) The NC shall solicit from the full membership nominations for each of the officers of the Executive Board and will investigate eligibility (meet conditions of membership) of all nominees by the second week of February.
- b) No later than the second week of March all nominees will be contacted by the NC to ask if they would like to be on the ballot. Self nomination is acceptable. If no person is nominated for a position, the NC may solicit the membership.

- c) All nominees that have accepted will be put on the ballot. The ballot will be provided to the membership for voting by the end of the second week of March.
- d) The NC shall tabulate counts to determine the winners and shall notify the newly elected officers by March 30th.
- e) The newly elected Executive Board members shall be installed in their offices at the April annual UHSA meeting.

SECTION 3

Vacancies of Officers and Community Representatives shall be filled as in accordance with the following:

- a) Should the Office of Chair be vacated prior to the end of the term of office, the Vice Chair shall assume that Office for the remainder of the term.
- b) Should any other Executive Officer or Community Representative be vacant, the Staff Association Executive Board shall meet and select a replacement from the Staff Association membership for the remainder of the term. First consideration may be given to the list of nominees from the most recent election.
- c) No person shall occupy two Executive Offices concurrently.

ARTICLE 6:

RECALL OF OFFICER(S) AND REPRESENTATIVE(S)

SECTION 1

If charges are brought against an officer, that officer will step aside until said charges are resolved. The Executive Board shall assume the officer's duties and responsibilities during this time, if the officer stepping aside is the Chair then Article 2, Section 2 will apply. Chargeable offenses are outlined in Section 3 of this Article.

- a) The recall of an Officer shall be initiated by member(s) filing charges in writing to the Executive Board.
- b) The Officer shall be served (given a copy of the written charges) within seven (7) days. He or she may file a written defense with the Executive Board within fourteen (14) days of being served.
- c) A meeting of the Executive Board shall be held within thirty (30) days, from the date of serving the officer, for the purpose of airing the written charges and a written defense.
- d) Should the Executive Board deem it necessary, a committee shall be appointed by the Chair to investigate; if the Chair has stepped aside,

then the Vice-Chair shall appoint the committee to investigate the said charges. A committee is automatically appointed if the charged Officer denies allegations. The Committee is charged with investigating allegations and making recommendations to the Staff Association. Recommendations are due within thirty (30) days after the Committee is appointed.

- e) At the next monthly UHSA meeting after the airing and/or investigation, members shall ballot on the charges, excepting the accused Officer and accuser(s). Three-fourths (75%) of the members present and eligible to vote (provided Quorum is met) is necessary to dismiss the accused Officer. If Quorum is not met the item will continue on the agenda for the next meeting. If Quorum is not met a second time, the issue will be closed and the Officer will be fully reinstated. If acquitted, the Officer shall be fully reinstated.
- f) If dismissed, the Officer shall have the right to appeal in writing to the Executive Board within 10 days of the decision. A meeting of the Executive Board and the accuser(s) must be held within 14 days of the appeal request.
- g) Having heard the appeal of the dismissed Officer, the Staff Association shall ballot as in the Subsection (e) of this Article (6). The decision shall be considered final.
- h) Should the dismissed Officer not appeal within ten (10) days of his dismissal, the office shall be vacated and filled in accordance with Article 5, Section 3 of the bylaws. This individual shall be permanently excluded from holding any elected position or appointment within the UHSA.

SECTION 2

Procedures for the recall of Community Representatives follow:

- a) The recall of a Representative shall be initiated by member(s) of his or her jurisdiction filing charges in writing to the Executive Board.
- b) The Representative shall be served (given a copy of the written charges) within 7 days. He or she may file a written defense with the Executive Board within 14 days of being served.
- c) A meeting of the Executive Board shall be held within thirty (30) days, from the date of serving the Representative, for the purpose of airing the written charges and a written defense.
- d) Should the Executive Board deem it necessary, a committee shall be appointed by the Chair to investigate the said charges. A committee is

automatically appointed if the charged Representative denies allegations. The Committee is charged with investigating allegations and making recommendations to the Staff Association. Recommendations are due within thirty (30) days after the Committee is appointed.

- e) At the next monthly UHSA meeting after the airing and/or investigation, members shall ballot on the charges, excepting the accused Representative and accuser(s). Three-fourths (75%) of the members present and eligible to vote (provided Quorum is met) is necessary to dismiss the accused Representative. If acquitted, the Representative shall be fully reinstated.
- f) If dismissed, the Representative shall have the right to appeal in writing to the Executive Board within 10 days of the decision. A meeting of the Executive Board and the accuser(s) must be held within 14 days of the appeal request.
- g) Having heard the appeal of the dismissed Representative, the Staff Association shall ballot as in the Subsection (e) of this Article (6). The decision shall be considered final.
- h) Should the dismissed Representative not appeal within ten (10) days of his dismissal, the office shall be vacated and filled in accordance with Article 5, Section 3 of the bylaws. This individual shall be permanently excluded from holding any elected position or appointment within the UHSA.

SECTION 3

Chargeable Offenses.

- a) Violation of any provision of the Constitution and/or Bylaws of the UHSA.
- b) Illegal or improper use, misappropriation, or embezzlement of UHSA funds.
- c) Refusal or deliberate failure to carry out authorized decisions of the Executive Board.
- d) Using the name of the UHSA in an unauthorized manner or for an unauthorized purpose.
- e) Willful violation of or withholding information regarding any agreements entered into or negotiated with the administration or any other group, which is detrimental to objective of the UHSA.

- f) Acting in collusion with the administration or any other group to the detriment of the welfare of the UHSA.

ARTICLE 7: GRIEVANCES

SECTION 1 The Staff Association may, on an annual basis each April, appoint or reappoint a Grievance Officer. In the event that the Grievance Officer's position is vacant, a volunteer will be sought and appointed by the Executive Board.

SECTION 2 The Grievance Officer must be a current member of the Staff Association in good standing.

SECTION 3 The Grievance Officer will be available to all members of the Staff Association.

SECTION 4 The Grievance Officer is available to speak with members prior to the filing of an official grievance with the University. Upon request, the Grievance Officer can assist members in the actual grievance process as outlined in the University of Hartford Staff Employment Manual.