



# Staff Association

## *BYLAWS*

### ARTICLE 1: DUES

SECTION 1 Annual dues shall be due and payable by October 15 of each year.

SECTION 2 Building Representatives shall be responsible for the collection of membership dues and the forwarding of same to the Membership Director.

### ARTICLE 2: OFFICERS

SECTION 1 The President shall preside over all general board meetings, direct and administer the business and affairs of the Association consistent with its bylaws and subject to the approval of the membership. The President may appoint committees and chairpersons of said committees for UHSA functions. In case of a tie, the President shall cast the deciding vote at a meeting. The President may appoint, as needed, an Auditing Committee consisting of two members who are not members of the Executive Board.

SECTION 2 The Vice President shall preside over executive board meetings and assume the duties of the President in his/her absence and perform other duties as may be assigned by the President. Shall be the Chair of the Fundraising Committee.

SECTION 3 The Recording Secretary shall keep a record and report of all meetings of the Executive Board, and all general board meetings. Shall fill in for the Corresponding Secretary if needed.

SECTION 4 The Corresponding Secretary shall be responsible for all communications, distribution of notices and minutes of meetings and the preservation of all official documents, papers and letters. The Corresponding Secretary shall mail to all non-voting members any pertinent information. Shall fill in for the Recording Secretary if needed.

ARTICLE 2: OFFICERS (continued)

SECTION 5 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 due invoices after approval by the President. The Treasurer shall keep a detailed account of all monies received, disbursements and keeps all vouchers of all expenditures, and shall render a current report at each meeting of the Staff Association. The Treasurer shall be a member of the fundraising committee.

SECTION 6 The Membership Director shall coordinate in conjunction with Building Representatives, the recruitment of new members and membership renewals for the UHSA. The Membership Director shall work with Building Representatives to ensure that membership information shall be available to all eligible staff members. The Membership Director shall collect annual dues and forward to the Treasurer for deposit.

ARTICLE 3: BUILDING REPRESENTATIVES

SECTION 1 The Building 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. Building Representatives are responsible for informing their respective bodies, in a timely manner, of information presented at the Staff Association meetings.

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

- Alumni House
- Asylum Avenue Campus
- Auerbach Hall
- Bates House
- Computer Center
- Dana Hall & BC
- East Hall
- Facilities
- FASB
- Gengras Student Union
- Harry Jack Gray & Abrahms Hall
- The Hartt School (Fuller)
- Hartford Art School
- Hillyer Hall
- Residential Life
- Sports Center
- United Technologies Hall
- University Commons

ARTICLE 4: MEETINGS

SECTION 1 All members of the Staff Association have an equal voice and vote in the proceedings.

SECTION 2 Quorum will constitute a minimum of 10% of active members.

SECTION 3 The day and time of a meeting may be changed by the Executive Board if deemed necessary.

SECTION 4 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 The Nominating Committee (NC) shall be a volunteer based committee that uses the procedures outlined in section 3 of this article for the nomination and elections of Officers and Building Representatives.

SECTION 2 The NC shall consist of five (5) members, one of whom shall be appointed as Chairperson by the President. This Committee is nominated from the floor every two years at the October Meeting of the Staff Association. No Executive Officer is eligible to serve on the Nominating Committee.

SECTION 3 The NC shall proceed with the nominations of Officers and Representatives as follows:

- a) The NC shall require the Membership Director to submit the names of those members under each Building Representative's jurisdiction within fifteen (15) days of the NC's elections. These names will be verified as members in good standing.
- b) The NC shall send to all current Building Representatives a nominating form for the Executive Board, and prospective Building Representative.
- c) The above mentioned nomination form shall be distributed to all members by their Building Representative, with an attached membership list.
- d) Each completed nomination form shall be returned to the Building Representative in a sealed envelope, and those envelopes returned to the NC by December 15.

ARTICLE 5: NOMINATIONS AND ELECTIONS

SECTION 4 (continued)

- e) The NC shall compile an election ballot with the names of the top three nominees and ties for each executive office, and Building Representative after the nominating forms have been counted and verified.
- f) The NC shall, upon completion of the election ballot compilation, notify those nominees of their nomination for their acceptance or rejection. Every member nominated shall have the right to accept or reject his nomination.
- g) Upon completion of notification all members accepting their nomination shall have their names placed on the finalized election ballot.
- h) Should any position not receive any nominees, or accepting nominees, the NC shall have the responsibility of nominating a member for that position from the current membership list. If no one accepts, the position will remain vacant.
- i) The NC shall have the final election ballots compiled no later than February 1.

SECTION 4 Having compiled the final ballots, the NC shall proceed with elections as follows:

- a) The NC will distribute to each Building Representative(s) no later than February 15, a set of ballots corresponding to the total membership in the area of his representation for the purpose of electing Officers and Building Representatives.
- b) Each compiled election ballot shall be returned to the Building Representative in a seal envelope, and returned to the NC by March 15.
- c) The NC must have a completed count of the ballots by March 15
- d) Immediately upon completion of the ballot count, a Statement of Election listing all offices, names, and their respective counts shall be compiled and signed by all members of the NC.
- e) The Chairperson of the NC shall notify those members elected of their election by March 30.
- f) New Officers and Building Representatives shall be installed in their respective offices at the April general board meeting.

ARTICLE 5: NOMINATIONS AND ELECTIONS (continued)

SECTION 5 Vacancies of Officers and Building Representatives shall be filled as in accordance with the following:

- a) Should the Office of President be vacated prior to the end of the term of office, the Vice President shall assume that Office for the remainder of the term.
- b) Should any other Executive Office or Building 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. The selection and acceptance of the replacement shall be accomplished within thirty (30) days of said vacancy.
- c) No person shall occupy two Executive Offices concurrently.

ARTICLE 6: RECALL OF OFFICER(S) AND REPRESENTATIVE(S)

SECTION 1 Procedures for the recall of Officer(s) follows:

NOTE: If charges are brought against the president, then the Vice President will assume the duties of the president in all capacities until the said charges are resolved.

- a) The recall of an Officer shall be initiated by member(s) filing charges with the Executive Board. These charges must be submitted. The chargeable offenses are outline in Section 3 of this Article.
- b) The Officer shall be notified within 7 days of the submitted grievence and given a copy of the written charges. He/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 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 President to investigate the said charges.
- e) After the airing and/or investigation, the Staff Association shall ballot on the charges, at the regular monthly meeting, excepting the accused Officer and accuser(s). Three-fourths (3/4) of the current UHSA membership eligible to vote is necessary to suspend the accused Officer(s)

ARTICLE 6: RECALL OF OFFICER(S) AND REPRESENTATIVE(S)

SECTION 1 (continued)

- f) If suspended, 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 suspended Officer(s), the Staff Association shall ballot as in the Subsection (e) of this Article. The decision shall be considered final.
- h) Should the suspended Officer(s) not appeal within ten (10) days of his suspension, his office shall be vacated and filled in accordance with Article 4, Section 5 (a) and (b) of the bylaws.
- i) If acquitted, the Officer(s) shall be fully reinstated. If found guilty of the charges, the Officer shall be recalled from Office. That individual(s) shall be permanently excluded from holding any elected position or appointment within the UHSA.

SECTION 2 Procedures for the recall of Building Representative follows:

- a) A Representative(s) shall be recalled only by written petition, consisting of written charges and signed by no less than two-thirds (2/3) of the membership in his jurisdiction. The petition must be filed with the Executive Board.
- b) The recalled Representative(s) shall have the right of appeal before the UHSA at its next regular meeting.
- c) The Executive Board shall summon the recalled Representative(s) and a delegate(s) from their petitioner(s) to attend this meeting to hear the appeal.
- d) The UHSA will hear the appeal at its next monthly meeting.
- e) Should the recalled Representative(s) not appeal within ten (10) days, his or her office should be vacated.
- f) Having heard the appeal of the recalled Representative(s), the UHSA shall ballot to deny or grant the appeal, as outlined in Subsection (e).

ARTICLE 6: RECALL OF OFFICER(S) AND REPRESENTATIVE(S)

SECTION 2 (continued)

- g) Should the appeal be denied, the position shall be vacated and open to appointment in accordance with Article 4, Section 5(d) of these bylaws.
- h) Should the UHSA grant the appeal, the recalled Representative(s) shall be fully reinstated.

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, which is detrimental to objective of the UHSA.
- f) Acting in collusion with the administration to the detriment of the welfare of the UHSA.

ARTICLE 7: GRIEVANCES

- I. The Staff Association may, on an annual basis each June, appoint or reappoint a Grievance Officer.
- II. The Grievance Officer must be a current member of the Staff Association in good standing.
- III. The Grievance Officer will be available to all members of the Staff Association.
- IV. 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 handbook.