



UNIVERSITY OF HARTFORD

Staff Association

CONSTITUTION

IDENTITY

The University of Hartford Staff Association (UHSA) is an organization that promotes and supports the overall interests and general welfare of all staff employees who are not represented by a bargaining unit.

MISSION

The University of Hartford Staff Association is dedicated to:

- Furthering the University of Hartford's mission
- Advocating for staff rights and needs
- Formulating recommendations on matters of concern
- Fostering fairness and respect in a quality work environment, and
- Acting as a liaison to the University community.

CONDITIONS OF MEMBERSHIP

Membership in the UHSA shall be voluntary. Membership is open to all full-time and part-time staff employees who are neither University administrators at the Assistant Vice President level or greater, nor members of bargaining units whose unions are certified to represent employees of the University of Hartford. Membership places the employee on an UHSA email list for communications and provides voting rights. Membership will roll from year to year unless the member notifies the Membership Director in writing their desire to withdraw. Members can opt out of receiving email communications. Retired members in good standing may also join the email list and attend meetings, but may not vote.

OFFICERS AND REPRESENTATIVES

The officers of UHSA, hereafter referred to as the Executive Board (Eboard), shall consist of the Chair, Vice Chair, Secretary, Membership Director, Treasurer, and Members-At-Large: non-exempt and exempt. All officers are elected for a term of two (2) years at a bi-annual meeting. The UHSA members shall be represented by one or more volunteers, Community Representatives, for a term of two (2) years.

MEETINGS

The Staff Association shall meet the second Wednesday of every month at a time and place to be determined by the Chair. These meetings are open to all staff who meet the conditions of membership (see membership qualifications, above) and are conducted in accordance with Robert's Rules of Order, except as modified by this constitution and the Bylaws. Non-members may submit a request to the Executive Board to attend these meetings. Only staff who meet the conditions of membership shall have voting privileges.

An annual meeting shall be held the second Wednesday in April for the purpose of presenting annual reports by the Executive Board and any other business on the agenda. Every other year during this meeting, officers and community representatives shall be installed. Due notice of the annual meeting will be published, at a minimum, in the University Notes (UNotes) and posted on the UHSA Website.

The UHSA Executive Board shall meet at least once monthly at a time and place to be determined by the Chair. Additional attendees, including but not limited to the previous Chair, may be invited at the discretion of the Executive Board.

A Community Representative meeting may be held quarterly with the Executive Board.

NOMINATIONS AND ELECTIONS

Officers shall be elected as outlined in the Bylaws, Article 5.

A Nominating Committee shall consist of at least three (3) members whose duties and procedures are outlined in the Bylaws, Article 5.

AMENDMENTS

This Constitution may be amended. Proposed amendments must be introduced for discussion at a regular meeting of the Staff Association. A vote can take place only after the general membership has been notified at least two (2) weeks in advance of the pending vote. The announcement will be posted, at a minimum, in the University Notes (UNOTES) and posted on the UHSA Website. It can additionally be communicated by other means which will be equally effective. A two-thirds majority vote of the eligible voting members who are present at this UHSA meeting is required for ratification.

RECALL OF OFFICERS OR COMMUNITY REPRESENTATIVES

Any Officer(s) or Community Representative(s) may be subject to dismissal from their position(s). Procedures for this are outlined in the Bylaws, Article 6.