



Staff Association

CONSTITUTION

ARTICLE I: NAME AND OBJECT

SECTION 1 The name of the organization shall be the University of Hartford Staff Association (UHSA), a non-profit organization that is affiliated with the University of Hartford, and its subsequent sites.

SECTION 2 The object of the organization shall be to represent the rights, needs, interests, and goodwill of the staff at the University of Hartford, excepting those staff members of bargaining units whose unions are certified to represent employees of the University of Hartford

ARTICLE II: CONDITIONS OF MEMBERSHIP

SECTION 1 Membership in the UHSA shall be voluntary and open to all current full-time and part-time staff employees who are neither full-time faculty members, full-time students, 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.

SECTION 2 Associate Membership is available to University policy-making personnel (i.e., Administrators as stated in Article II, Section I) who desire to become associated with the UHSA and who wish to participate and assist in UHSA social endeavors. Associate members are not eligible to vote or hold elected or appointed offices.

SECTION 3 Any UHSA member who retires from the University of Hartford and has been a member of the UHSA for five or more consecutive years, is entitled to a lifetime Associate Membership upon his/her written request to the Executive Board.

ARTICLE III: REPRESENTATIVES AND STAFF ASSOCIATION

SECTION 1 The officers of UHSA, hereafter referred to as the Executive Board, shall consist of the Past President, President, Vice President, Recording Secretary, Corresponding Secretary, Membership Director, and Treasurer. All officers are elected for a term of two (2) years at a bi-annual meeting.

SECTION 2 The UHSA members of each building at the University shall be represented by one or more persons nominated by the membership of said building for a term of two (2) years. Monthly meetings shall be attended by the Building Representatives or designated member.

ARTICLE IV: MEETINGS

SECTION 1 An annual meeting shall be held the second Wednesday in April for the purpose of presentation of annual reports by the Executive Board and any other business called for on the agenda. Every other year during this meeting, building representatives and officers shall be installed.

SECTION 2 Due notice of the annual meeting will be published in the University Notes, and posted on the UHSA Website.

SECTION 3 The Staff Association shall meet the second Wednesday of every month at a time and place to be determined by the President.

SECTION 4 The UHSA Executive Board may meet monthly at a time and place to be determined by the President.

SECTION 5 Staff Association meetings are open to all current members of the UHSA. Administrators, faculty, and non-members may submit a request to attend meetings to the Executive Board. Only current UHSA members shall have voting privileges.

SECTION 6 All meetings of the UHSA shall be conducted in accordance with Robert's Rules of Order.

ARTICLE V: NOMINATIONS AND ELECTIONS

SECTION 1 Officers, as stated in Article III, Section 1 of this Constitution, shall be elected as outlined in Article V of the By-Laws.

SECTION 2 Building Representatives, as stated in Article III, Section 2 of this Constitution, shall be nominated by the membership whom they represent, as outlined in Article III of the By-Laws.

SECTION 3 A Nominating Committee shall consist of five (5) members whose duties and methods are outlined in Article V of the By-Laws.

ARTICLE VI: AMENDMENTS

SECTION 1 This Constitution may be amended by a two-thirds vote of the eligible voting members present only after the general membership has been notified at least two (2) weeks in advance of a pending vote. Proposed amendments must have been introduced for discussion at a prior regular meeting of the Staff Association.

ARTICLE VII: RECALL OF OFFICERS OR BUILDING REPRESENTATIVES

SECTION 1 Any elected Officer(s) or Building Representative(s) may be subject to recall.

SECTION 2 Procedures for the recall of any elected Officer(s) or Building Representative(s) are outlined in Article VI of the By-Laws.