**CHARTER**

**Section I-Name and Membership**
All Wright State University unclassified personnel, including hourly unclassified, shall be defined as unclassified staff. The Unclassified Staff Advisory Council (USAC) shall be composed of members elected from the unclassified staff.

**Section II-Purpose**
The purpose of the Unclassified Staff Advisory Council shall be to represent its members to the university by:

* Promoting their general welfare;
* Advocating for unclassified staff through active participation in university governance structure;
* Reviewing, initiating and making recommendation on relevant university policies and procedures;
* Encouraging and facilitating communication among members; and
* Encouraging professional development opportunities.

Furthermore, one of the prime responsibilities of this Council shall be to serve the educational community. This shall include creating and maintaining an environment conducive to the teaching, learning, research, and service functions of higher education.  The recommendations of the Council shall be submitted to the university president directly or through a designated representative.

**BYLAWS**

**Section I – Membership**

All unclassified staff shall be eligible to vote in the election of USAC members, serve, and hold offices.  The membership of USAC shall be composed of twelve elected voting members.  Ex-officio members may not vote.  Members of USAC shall be elected for three-year terms, with one-third (four members) typically being elected each year in accordance with Section II – Elections.  Members may not hold consecutive three-year terms, but members appointed to a partial replacement term are eligible to run for their own terms.

**Section II – Elections**

**Election of USAC Members**
Elections will be held annually, prior to a spring informational meeting, which shall be called by USAC for all unclassified staff.  The term of service will begin and end with the fiscal year.  All unclassified staff members who are not currently serving on USAC are eligible to run for election.  Replacement members, if needed, shall complete the original term but are eligible to run for their own term of service.

Candidates for election will be selected by a nomination ballot, which will include the names of all eligible unclassified staff.  Nominated individuals will be offered the opportunity to decline their nomination.

Each unclassified staff member may vote for up to three candidates.  The candidates with the highest number of votes will serve full terms.  Replacement term(s) will be offered as needed to the candidate(s) with the next highest number of votes.  In the case of a tie, a special election will occur between those candidates.  If no replacement candidates agree to serve, a replacement will be elected at the next annual election.

**Election and Designation of Officers**
Officers of USAC shall consist of a chair, chair-elect, immediate past chair, secretary, and secretary-elect.  The secretary-elect and chair-elect are chosen annually from among the elected members of USAC.  Their selection shall follow the annual election of USAC members and precede the start of the next fiscal year.  All newly elected and outgoing members may be elected to serve as officers and vote on the selection of these officers for the upcoming fiscal year, but only current members may vote on other matters.  **Officers shall not serve in the same capacity for more than one consecutive term.  Replacement officers, if needed, shall complete the length of the original term, but are eligible for appointment to their own term of service.**

Voting for officers shall occur by written ballot.  In the case of a tie:  Non-voting members in attendance will cast a separate vote, the results of which will determine the tie-breaking vote.  Non-voting members who wish to abstain must do so before the vote is taken.  When an even number of non-voting members have declared an intention to vote, one USAC officer will cast a second vote with the non-voting members.  The one officer, who may not abstain, will be selected from among those present in this succession:  chair, chair-elect, immediate past chair, secretary, and secretary-elect.

At the conclusion of the chair’s term, the person holding that position shall be designated the immediate past chair and the chair-elect shall be designated the chair.  At the conclusion of the secretary’s term the secretary-elect shall be designated the secretary.

**Resignation from Office**
Resignation from office shall be presented to the remaining officers in writing.  Vacancies of office shall be filled as follows:

* Resignation of Chair or Secretary:  the succession of the chair-elect or the secretary-elect shall be applied.  The replacement will fill the remainder of the unexpired term and succeed to office.
* Resignation of the Chair-elect or Secretary-elect:  the remaining officers will call for a special replacement election at the next regular USAC meeting.  The elected replacement will fill the remainder of the unexpired term, including the succession to office.
* Resignation of the Immediate Past Chair:  the officers may invite a previous chair to serve as a non-voting advisor.

**Section III – Duties of Officers and Members**

The officers shall be responsible for maintaining the budget of USAC in consultation with the members and in accordance with university policy.  The officers shall be responsible for appointing, or recommending to the president, representatives to serve on [university committees](http://www.wright.edu/aboutwsu/orgs/usac/commreps.html) or task forces.  The officers shall take responsibility to fill the vacant but unexpired terms of members as described in Section II-Elections.

**Chair**
The chair shall preside at all meetings of USAC.  The chair shall represent the unclassified staff to all appropriate bodies and individuals.  The chair holds regular meetings with the other officers in preparation for USAC meetings and at other times as needed.  While in office, the chair shall serve as a representative to the WSU Staff Council.  The chair shall be responsible for acquainting new members with their duties and providing an annual review of the USAC procedures and operating budget.

**Chair-Elect**
The chair-elect shall assume all responsibilities of the chair as needed due to absence or resignation. While in office, the chair-elect shall serve as a representative to the WSU Staff Council.

**Immediate Past Chair**
The immediate past chair attends USAC meetings and meetings of the officers to provide advice and continuity.   While in office, the immediate past chair shall serve as a representative to the WSU Staff Council.

**Secretary**
The secretary shall distribute the meeting agenda, maintain a record of all meetings, current bylaws, and documented procedures, assist with correspondence, record attendance, maintain candidate eligibility for the general election, and document voting records.  The secretary will document the results of the general election and tally any written or roll-call votes taken during meetings.  The secretary will distribute USAC or officer-approved communications to all unclassified staff.

**Secretary-Elect**
The secretary-elect shall assume all responsibilities of the secretary as needed due to absence or resignation and shall assist the secretary as needed.

**Members**
All members of USAC whether elected or appointed shall attend regularly scheduled meetings.  Members will send their regrets to the officers prior to an expected absence.

**Section IV – Appointed Positions**

The officers shall select or recommend representatives to serve on university committees or task forces from among all unclassified staff.  Opportunities for service will be made public at least two weeks before selection.  Candidates for service on university committees or task forces shall submit letters of interest to the officers at least one week before selection.
The term of service for representatives on university committees or task forces shall be set by the bylaws of the applicable committee.  If no length of term is specified, service shall be for one fiscal year. Representatives shall not serve more than 2 consecutive terms.  Replacement representatives, if needed, shall complete the length of the original term, but are eligible for appointment to their own term of service.

The officers may appoint members to serve on internal committees, provide increased input and communication with special constituencies, or serve on task forces as needed.  The term of service shall not exceed three fiscal years.

**WSU Staff Council**
The chair, chair-elect, and immediate past chair shall serve as representatives to the WSU Staff Council during their terms of office.  The officers shall appoint additional representatives from among the voting members of USAC so that a total of 5 serve at one time.  Annual appointments will be made in July from among the voting members of USAC.  Replacement appointments may be made as needed to complete an unfinished term.  Replacements are eligible for appointment to their own full term provided they will remain voting members of USAC for next fiscal year.

**Section V – Removal from USAC**

Any officer or voting member of USAC may initiate a petition to remove another officer or USAC member for failure to fulfill the duties of the position or for conduct detrimental to the best interest of USAC or the University.  The petition must be signed by half of the voting members to bring action.  The petition shall be made available to the person whose conduct is under review at least two weeks before the USAC meeting to consider the action.  An officer who is not under review will preside over the discussion in this succession:  chair, chair-elect, immediate past chair, secretary, and secretary-elect.  The petitioners shall present their case first, and the officer or member will be heard second.  Eight voting members are required to approve removal.

**Section VI – Meetings**

Meetings of USAC shall be held monthly.  All official business shall be conducted in person.  All recommendations of USAC shall be approved by vote.  All changes to the bylaws or changes to documented procedures shall be approved by vote.  Voice votes will be the norm, unless otherwise requested or specified in the bylaws.  Any member of USAC may require a written or roll call vote.

USAC members elected to a current term of service are eligible to vote.  Officers who remain on USAC after the expiration of their term of service and other appointed representatives are not eligible to vote.

The presence and approval of the majority of the voting members, excluding those who have resigned or are on leave of absence are required to confirm recommendations or conduct other official business.  Tied votes are considered failed.  See Section II for tied election results.

The chair, the chair-elect, or any six members of USAC may call additional or special meetings **as necessary**.  At the written request of fifty unclassified staff, the Chair is required to call a special meeting.  Announcements of such meetings shall be made to all unclassified staff at least **five working days** prior to the meeting.  **The timing of such an announcement does not apply to special meetings where voting by the membership will not take place.**

**Section VII – Authorities and Amendments**

This charter and bylaws and other applicable policies and procedures of the University and the State of Ohio shall govern USAC.  USAC shall have the authority to establish and amend bylaws in consultation with the university president or designated representative.  President Kegerreis approved the original charter as noted in the Proceedings of the Board of Trustees, Volume XVII, and dated June 1, 1984.

Original: June 19, 1984
Revised: February 1989
March 1995
April 2000

November 2002

March 2004

March 2008
May 2013

**Appendix I – WSU Staff Council**

**The Composition of the WSU Staff Council (formerly known as the University Staff Council) was formalized in the minutes of the December 9, 2003 meeting** [**http://www.wright.edu/administration/staffcouncil/USCMinutes12-9-03.htm**](http://www.wright.edu/administration/staffcouncil/USCMinutes12-9-03.htm)

CSAC and USAC will each appoint 5 representatives to the University Staff Council. Selection methods and length of terms will be at the discretion of each Council. The Council will operate on the academic calendar. The chairs of CSAC and USAC and the Provost will select a mutually agreeable convener for the University Staff Council each year. The University Staff Council will meet 6 times per year on the second Wednesday of each month. Meeting times for the remainder of this academic year were set to include January 14, 2004, March 10, 2004, May 12, 2004 and June 9, 2004. The fall meeting agenda will regularly include Physical Plant issues. The May meeting will regularly include budget issues. The June meeting will regularly including incoming and outgoing Council members and will include a recap of the year and orientation for new members.