

University of North Carolina School of the Arts Staff Council By-Laws

Adopted December 18, 2008
Amendments Approved October 19, 2009
Amendments Approved October 21, 2010
Amendments Approved March 17, 2011

I. Establishment

The organization shall be the University of North Carolina School of the Arts (UNCSA) Staff Council (Staff Council). The Staff Council was established in 2006 by combining the former SPA Staff Council and the former EPA-NT Staff Council. The Staff Council shall represent:

- each permanent (part-time or full-time) employee who is subject to the State Personnel Act (SPA-Subject)
- each permanent (part-time or full-time) employee who is subject to the State Personnel Act but exempt from the overtime provisions of the federal Fair Labor Standards Act (SPA-Exempt)
- each non-teaching employee who is exempt from the State Personnel Act (EPA-NT), and
- each Senior Administrative Officer II (SAAOII), which are administrative positions that have been designated by the President, [N.C.G.S. 116-11(5)], as either generic positions that qualify or positions that have been approved by General Administration's Human Resources Advisory Board as qualifying,

hereafter referred to as "Staff".

II. Mission

The mission of the Staff Council is to foster a positive and respectful working environment by advocating for the interests and concerns of each Staff member. While advancing and supporting the mission and goals of UNCSA, the Staff Council shall be responsible for:

- promoting a sense of community among all school employees;
- providing regular communication to staff on issues affecting staff members;
- reviewing policies and procedures and making recommendations to the Chancellor and/or other administrators;
- encouraging professional and personal development of the Staff;
- representing issues and concerns of the Staff through our delegates to the statewide UNC Staff Assembly, and shall:
- serve as a liaison between the Staff, and other administrators (classified as SAAOI, the highest level of administrative officers which include: the Chancellor, Vice Chancellor, Deans, Chief Academic Officer, Chief Operating Officer, Chief Advancement Officer, Attorney, and Director of Library Services).

III. Membership

A. COMPOSITION

1. Membership on the UNCSA Staff Council is open to all Staff (as described above in Section I) by being elected to serve as a representative or alternate.
2. UNCSA Staff Council representatives will serve for two years
 - a. The composition of the voting districts is outlined in the Appendix
 - b. Elections will take place as follows:
 - i. *Spring odd years – Districts 1, 3, 5, 7, 9 and 11*
 - ii. *Spring even years- Districts 2, 4, 6, 8, 10 and 12*
3. New representatives and alternates to the Staff Council who are elected in the Spring term will assume duties at the first meeting of the fiscal year, which begins on July 1.
4. When Human Resources does not have a staff member serving as an elected delegate or alternate, the HR Director may appoint an ex-officio, non-voting member from Human Resources to serve until such time as a Human Resources staff member is elected to serve.

B. ELECTION OF REPRESENTATIVES AND ALTERNATES

1. The Membership and Elections Committee have the responsibility of conducting the elections of the new representatives and alternates. These elections shall be conducted in the Spring of each election year.
2. All Districts, [see Appendix for Voting Districts], will have two representatives and one alternate, unless a district drops below 14 or goes above 33 employees.
3. It is the responsibility of the Membership and Elections Committee to review the number of employees in each voting district in preparation for each election, and make any adjustments necessary to keep membership adhering to the scale above [See III.B.2.].
4. Nomination Procedure
 - (a) The Membership and Elections Committee will request from Human Resources the appropriate lists to determine staff members eligible for nomination [see Article I.].
 - (b) The Membership and Elections Committee will send a nomination form (by email or, for those that do not have email, by campus mail or fax) to each staff member employed in a permanent part-time or full-time position. The form shall
 - identify the district
 - provide a list of eligible employees in the district
 - specify the number of nominations allowed
 - include instructions for the return of the form (manner, date, time and place).
 - (c) Nominations for representatives will be accepted by telephone, fax, email, or campus mail.
 - (d) Each staff member within a voting district may nominate the number of representatives to be elected that year in that district.
 - (e) Nomination of candidates for election to the Staff Council shall be kept confidential.
 - (f) After the closing date of nominations, the Membership and Elections Committee shall certify the eligibility of the nominees and shall notify the nominees that

- their names will be placed on the election ballots unless they decline by a specified date.
5. Election Procedure
- (a) The Membership and Elections Committee will send an election ballot (by email or, for those that do not have email, by campus mail or fax) to each staff member employed in a permanent part-time or full-time position. The form shall
- identify the district
 - provide a list of employees in the district that accepted the nomination
 - specify the number of votes allowed
 - include instructions for the return of the form (manner, date, time and place).
- (b) Votes for representatives will be accepted by telephone, fax, email, or campus mail.
- (c) Each staff member within a voting district may vote for the number of representatives being elected within his/her voting district.
- (d) If the number of candidates running within a district is equal to or less than the number of seats being filled for that district, the candidates may be elected by acclamation of the Membership and Elections Committee.
- (e) At the close of the elections, the Membership and Elections Committee will tally the ballots.
- (f) Representatives will be selected based on the highest number of votes received. In case of a tie, there will be a run off. The person receiving the next highest number of votes in each district category will serve as the alternates.
- (g) The Membership and Elections Committee shall notify the newly-elected representatives and alternates, and shall make the results of the election known to the UNCSA community at the last meeting of the fiscal year, which ends on June 30.
- i. All results pertaining to the nomination/election process shall be stored with the Staff Council Secretary/Treasurer for two years.
 - ii. In the event that a voting district loses a representative, or a representative misses three unexcused meetings in a fiscal year, the alternate will become the representative and the person receiving the next highest number of votes will become the alternate.
 - (a) Adherence to this policy is critical to the cohesiveness of the Staff Council, and the policy will be enforced.
 - (b) The Secretary/Treasurer will take attendance at each meeting and advise the Officers when a representative has missed three meetings.
 - iii. The Membership and Elections Committee will correspond with Human Resources monthly to update and keep current the list of employees in each voting districts and advise the Officers of any vacancies or imbalances in representation through the hiring of or departure of staff members.
 - (a) Any unusual or special circumstances should be brought to the attention of the Executive Committee [see Section III.F.1.(a) below] for discussion and consideration.
- (h) The newly-elected representatives will assume duties at the first meeting of the fiscal year, which begins on July 1.

C. RESPONSIBILITIES OF REPRESENTATIVES AND ALTERNATES

1. Representatives shall make every effort to attend each monthly meeting. If attendance is not possible, the representative must give notification to the Staff Council Secretary/ Treasurer *and* the District alternate. The alternate is then responsible for making every effort to attend the monthly meeting.
 - (a) Representatives are charged with keeping the alternate informed of all pertinent matters discussed in the meetings should the alternate have to assume the role of the representative without notice.) Alternates are encouraged to attend Staff Council meetings. **Alternates may vote ONLY IF one of the elected representatives is not present AND the Secretary/Treasurer has been informed that the alternate will be attending in his/her place.**
 - (b) The representatives and alternates on the Staff Council shall be the liaison between the Staff Council and the constituents that he/she represents, and shall make themselves known to their constituents by
 - keeping them informed of Staff Council business
 - indicating methods for contact
 - exhibiting a willingness to hear concerns
 - receiving information and suggestions, and
 - communicating these effectively to the Staff Council.

D. ELECTION OF OFFICERS

1. The Membership and Elections Committee has the responsibility of conducting the elections for open Officer positions. These elections shall be conducted at the first meeting of the new fiscal year, which begins July 1.
2. Nomination Procedure
 - (a) Representatives and alternates for the new fiscal year, which begins July 1, are eligible for Officer positions.
 - (b) The Membership and Elections Committee will send a nomination form (by email or, for those that do not have email, by campus mail or fax) to each representative and alternate. The form shall consist of:
 - a list of the roster of representatives and alternates for the new fiscal year,
 - the open Officer positions, and
 - instructions for voting and returning of the form (manner, date, time and place).
 - (c) Nominations for open Officers positions will be accepted by telephone, fax, email, or campus mail.
 - (d) Nomination of candidates for election as an Officer of the Staff Council shall be kept confidential.
 - (e) After the closing date of nominations, the Membership and Elections Committee shall notify the nominees that their names will be placed on the election ballots unless they decline by a specified date.
3. Election Procedure
 - (a) The Membership and Elections Committee will prepare the election ballots for use at the first meeting of the fiscal year, which begins July 1. The form shall
 - specify the open Officer positions
 - provide a list of representatives and alternates that accepted the nomination for each Officer position
 - state the number of votes allowed

- (b) The Membership and Elections Committee will conduct the election of Officers at the first meeting of the fiscal year, which begins July 1.
 - (c) Nominees will be allowed to speak briefly to the assembled Staff Council attendees at the Elections Meeting to introduce themselves, explain their interest in the Officer position and outline their philosophy.
 - (d) Ballots will be distributed, completed, collected and tallied by the Membership and Elections Committee before the conclusion of the said meeting, and will announce the results, based on the highest number of votes received, naming the new Officers for the year.
 - (e) The Officers will assume duties immediately.
4. If an alternate is elected to an office, they will serve as a non-voting Officer. If one of the elected representatives of the alternate's district is absent from a meeting, then the alternate/officer may vote in his/her place.

E. RESPONSIBILITIES OF OFFICERS

1. Officers of the Staff Council shall consist of a Chair, Chair-Elect, and Secretary/Treasurer. These Officers, along with the chairs of the standing committees [see III.F.1.(b), (c), (d), (e) below], constitute the Executive Committee.
 - (a) Chair
 The Chair shall call and preside over the meetings and work with the Chair-Elect as a leadership team for the Staff Council. They may appoint ad hoc committees as appropriate. They shall serve as a liaison for the Staff Council with the Faculty Council and with administrators. The Chair shall be responsible for disseminating the minutes from the Staff Council meetings and other information as it pertains to the campus via the Staff Council Representatives. The Chair shall work with the web master, or appoint a designee, to continually update the Staff Council web pages. All correspondence going out to staff shall be coordinated through the Chair and the chair will be responsible to keep the council contact lists current. The Chair shall serve a one-year term and cannot serve two consecutive terms.
 - (b) Chair-Elect
 The one-year term of the Chair-Elect will serve as a training period for the responsibilities to be assumed. The Chair-Elect shall automatically succeed the Chair and will take over at the first meeting each year after July 1st. The duties of the Chair-Elect shall be to assist the Chair in setting the agenda, running the meetings, sharing the responsibility to represent the Staff Council by attending meetings of the Chief Operating Officer, Board of Trustees, Faculty Council and other committees as necessary.
 - (c) Past Chair
 After having served as the Chair of the Staff Council, the Past Chair will serve as a non-voting ex-officio member for one year and will be available to advise the next Chair for his/her term.
 - (d) Secretary/Treasurer
 The Secretary/Treasurer shall record all minutes of all meetings of the Staff Council and distribute to the Staff Council representatives within seven working days of the meeting. The Secretary/Treasurer will give five working-days notice of all Staff Council regular meetings and will inform the representatives on all voting issues. The Secretary/Treasurer will call roll and record the attendance at each meeting and advise the other Officers if a representative has missed

three meetings. The Secretary/Treasurer will also be responsible for keeping accurate accounting records of expenditures from funds available to the Staff Council for operating expenses. The Secretary/Treasurer shall serve a 1-year term and may be elected to serve one additional term.

F. COMMITTEES

1. The committees of the Staff Council shall be as follows:
 - (a) The Executive Committee consists of the Chair, Chair-Elect, the Secretary/Treasurer and the chairs of the Standing Committees [Section III.F.1.(b), (c), (d), & (e) below]. This committee provides input for the agenda for regular meetings and when necessary to discuss issues pertinent to the operation and direction of the Staff Council.
 - (b) Membership and Elections Committee
 - i. Coordinate Election Procedure (see Article III.B. and III.D. above)
 - ii. Monitor the voting districts and advise the Officers of any vacancies or imbalances in representation through the hiring of or departure of staff members
 - iii. Maintain list of new employees through HR and the Chair
 - (c) Professional Development Committee
 - i. Educational opportunities
 - ii. Resource management
 - (d) Social Events Committee
 - i. Special events, including Annual Meeting of Staff in August and All-School Holiday Potluck in December
 - (e) Community Service Committee
 - i. Community Service Projects
2. The Officers shall appoint Staff Council representatives, or alternates if no member is able, to serve as chairs on standing Staff Council committees for one year. Staff Council representatives or alternates may also represent the Staff on various UNCSA committees for a term determined by the Officers.
3. Committees may be added or deleted by the Officers as they see fit in order to accomplish the mission of the Staff Council.
4. Any staff member of UNCSA, as defined in Section I, can request to serve on any Staff Council committee.

IV. Meetings

All regular, annual and special meetings of the Staff Council, except for committee meetings, require the presence of a quorum to conduct business. A Quorum shall consist of a simple majority (greater than fifty percent) of the elected representatives of the Staff Council, and/or to include alternates acting on behalf of and in the absence of the elected representative.

A. REGULAR MEETINGS

The Staff Council shall meet on the 3rd Thursday of every academic month, or as needed and called by the Chair. In the absence of the Chair, the meeting will be conducted by the Chair-Elect. If both are unavailable to meet, the meeting will be rescheduled.

1. OPEN MEETINGS

Meetings of the Staff Council are open to all staff members. If confidential issues are on the table, then a motion can be made to go to closed session and excuse all visitors.

2. UNC STAFF ASSEMBLY MEETINGS

The Chair, Chair-Elect and Past Chair shall serve as delegates to the UNC Staff Assembly at the monthly video conference and the two meetings conducted in Chapel Hill each year. Should one of these be unavailable to travel to Chapel Hill, alternates will be sought to equal three representatives from UNCSA in attendance at those meetings.

B. ANNUAL ALL-SCHOOL STAFF MEETING

The Staff Council shall conduct a meeting each August for all staff members as defined in Section I to introduce the Council members to the full staff, to apprise the full staff of proceedings and accomplishments of the previous year, and to report on goals for the current year. The Annual All-School Staff Meeting will include a forum for staff members to present questions and concerns to the Council.

C. SPECIAL MEETINGS

Either the Chair or the Chair-Elect may call special meetings. The purpose of these meetings shall be stated in the call and, except in cases of emergency, at least five working-days notice shall be given.

D. COMMITTEE MEETINGS

Committees that meet on behalf of the Staff Council shall be prepared to summarize committee activity at the next regular meeting.

V. Budget and Appropriations

The Chair or Chair-Elect of the Staff Council shall have the authority to approve expenditures from the funds available for operating expenses of the Staff Council.

VI. Business Proceedings

Roberts Rules of Order shall govern the proceedings of all meetings of the Staff Council and its constituent parts except as provided in the By-Laws of the Staff Council.

VII. Amendments to the By-Laws

These By-Laws may be amended by a simple majority (a quorum vote of Staff Council representatives) at a regular meeting of the Staff Council.

Appendix – Voting Districts for UNCSA Staff Council

District 1:	<ul style="list-style-type: none"> • Academic Affairs • Chancellor • Chief Operating Officer • Econ. Development & External Affairs • Financial Services (which includes Accounts Payable, Budget, Payroll and Purchasing) 	District 7:	<ul style="list-style-type: none"> • Human Resources • Information Technology • Internal Auditor
District 2:	<ul style="list-style-type: none"> • Advancement (which includes Alumni, Communications and Marketing, Development) • Kenan Institute for the Arts • University Programs (which includes Undergraduate Academic Program, Career Services, Outreach) • UNCSA Foundation 	District 8:	<ul style="list-style-type: none"> • Center for Design Innovation • Community Music School • Stevens Center
District 3:	<ul style="list-style-type: none"> • Auxiliary Services (which includes Campus Store, Mail Center and One Card Office) • Counseling • Health Services • Student Activities • Student Affairs • Student Success • Transportation 	District 9:	<ul style="list-style-type: none"> • Facilities Services
District 4:	<ul style="list-style-type: none"> • College Residence Life • High School Residence Life 	District 10:	<ul style="list-style-type: none"> • Campus Police • Semans Library
District 5:	<ul style="list-style-type: none"> • Campus Performance Facilities • School of Filmmaking • School of Music 	District 11:	<ul style="list-style-type: none"> • Housekeeping Department
District 6:	<ul style="list-style-type: none"> • High School Academic Program • School of Dance (including Dance Costume Shop) • School of Design & Production • School of Drama 	District 12:	<ul style="list-style-type: none"> • Welcome Center (which includes Admissions, Financial Aid, Registrar, Student Accounts/Cashier, and part of Academic Affairs) • Fitness Center