The University of North Carolina Staff Assembly Bylaws

I. MISSION

The Staff Assembly of The University of North Carolina shall gather and exchange information on behalf of the staff of The University of North Carolina. The Assembly shall, through the appropriate channels, advise and communicate with officers of the University, and through these officers, the Board of Governors, on matters of importance to staff members in the University. The Assembly shall foster and nurture the establishment and growth of staff organizations of the constituent institutions of The University of North Carolina and of the General Administration. The Staff Assembly will represent all permanent employees of the University except the faculty.

II. MEMBERSHIP

A. Composition of the Assembly

i. Delegates.
The Assembly will be composed of three representatives (hereafter called "delegates") of each of the constituent institutions and of General Administration of The University of North Carolina. The institutional staff organization that houses the chair of the UNC Staff Assembly shall have three voting delegates. Every delegate shall be a permanent staff member of the institution he or she represents.

ii. Alternates
iii. Other Participants

a. Ex officio members

b. Institutional Representatives

B. Selection and Terms of Delegates and Alternates

i. Each institutional staff organization shall establish a method for selecting the three delegates from that institution. At least one delegate from each institution shall be the current chair of the institution's staff organization. Each staff organization may also select an alternate delegate.

ii. Each institution will select one delegate by May 15th of each year for a three-year term by the method specified in the bylaws of the staff organization.

iii. Terms of delegates shall begin on July 1st of each year and shall be staggered to assure continuity of representation. Assembly delegates shall serve through June 30th or until their successors are selected.

iv. Each staff organization may also elect an alternate in accordance with the Bylaws of their staff organization.

v. Terms of alternates shall begin on July 1st of each year and shall be for a period of one year.

vi. If a vacancy occurs, the institution may fill the vacancy for the remaining portion of the term in accordance with the staff organization's bylaws.

vii. The immediate past Chair of the Assembly shall serve the Assembly as an ex-officio non-voting member of the Assembly.

viii. The Recording Secretary will be responsible for minutes of the meetings of the Staff Assembly. This position will be responsible for communication of Staff Assembly business to delegates and the University staff through appropriate means. This position will be appointed by the Executive Committee and will have the voting privileges allotted to delegates or alternates of the assembly.

ix. The President of The University of North Carolina, or his/her designee, shall serve the Assembly as a non-voting ex-officio member.

x. Ex-officio members do not count in determining a quorum.

C. Duties and Responsibilities of Delegates and Alternates

i. Duties of Delegates

a. It is the duty and responsibility of all delegates to facilitate communication between their campus organization and the UNC Staff Assembly. In addition, they must participate in Staff Assembly activities, serve on a standing committee and attend the four yearly meetings of the Staff Assembly.

c. If any delegate is absent from more than two meetings without being formally excused or represented by a duly elected alternate, the delegate shall be removed by the Chair of the Staff Assembly after appropriate notification has been sent to the individual campus.

ii. Duties of Alternates

a. Alternates must attend meetings in place of elected delegates who cannot attend.

b. Alternates have no voting rights except when representing an elected delegate. When not representing an elected delegate, alternates may attend meetings on their own time and not at the expense of the UNC Staff Assembly.

III. MEETINGS OF THE ASSEMBLY

A. Regular Meetings

i. Regular meetings of the Assembly shall be conducted four times per fiscal year in accordance with a schedule published and distributed no later than July 1st of each year to Assembly delegates by the Secretary of the Assembly.

ii. Meetings may be conducted in person or through electronic means (i.e., video conference or teleconference).

B. Special Meetings

i. The Chair may call special meetings as needed.

ii. Within five days of the receipt of a request signed by at least twelve delegates, the Chair shall be required to schedule a special meeting of the Assembly. This special meeting shall be conducted within ten (10) working days of the notice of the special meeting.

iii. The Chair shall be required to convene a special meeting of the Assembly within ten (10) days of the receipt of a request for such a meeting signed by the President of The University of North Carolina.

C. Open Meetings Law.

Meetings of the Assembly shall be conducted in accordance with North Carolina's Open Meetings Law.

D. Quorum

A Quorum shall consist of 2/3 of the total number of elected delegates.

IV. OFFICERS

A. Definition and responsibilities

i. Chair

The Chair will be responsible for calling and conducting meetings of the Assembly and of the Executive Committee. The Chair shall represent the Assembly to the University administration and through the President to the Board of Governors. The Chair will appoint committee leadership and committee membership.

ii. Vice Chair

The Vice Chair shall conduct meetings in the absence of the Chair and shall represent the Assembly in the absence of the Chair. The Vice Chair shall also serve as the Chair of the Campus Chairs Committee.

iii. Secretary Treasurer

The Secretary/Treasurer will be responsible for minutes of the meetings of the Executive Committee. The Secretary/Treasurer will be responsible for communication of Executive Committee business to delegates and the University staff through appropriate means. The Secretary/ Treasurer shall be the custodian of any funds allocated to the Assembly.

iv. Chair-Elect

A Chair-Elect will be elected in the second year of the term of the Chair and shall have duties as designated by the Chair. The Chair-Elect shall serve as the liaison to the scholarship fund when there is no Past Chair and all standing committees except the Campus Chairs, Communications and Governance Committees.

v. Past Chair

The Past Chair shall serve as an advisor to the Executive Committee and will serve as an ex officio member of said committee. The Past Chair shall serve as the liaison to the scholarship fund and all standing committees with the exception of the Campus Chairs, Communications and Governance Committees when there is no Chair-Elect.

vi. Communications Officer

The Communications Officer responsibilities will include but are not limited to: Newsletters, website, distribution, internal and external communication. The Communications Officer will serve as the chair of the Communications Committee.

vii. Parliamentarian

The Parliamentarian shall advise the chairperson and delegates on all matters of parliamentary procedure according to Robert's Rules of Order Newly Revised and ensure that all meetings are conducted according to the Bylaws and procedures. The Parliamentarian will serve on the Governance Committee.

B. Elections

Officers of the Assembly, except the Chair, shall be elected by the delegates at the first regular fall meeting of each year. The Chair-Elect will assume the position of Chair upon the election of the other officers.

C. Terms of Office

The officers, including the Chair, shall serve for two years from the date of election or until their successors are elected. The terms of the Vice Chair and Communications Officer shall be staggered. The terms of the four At-Large members will be staggered. No officer shall hold more than one office at a time.

D. Vacancies in Office

If an office becomes vacant during the term, it shall be filled by appointment of the Executive Committee for the remainder of the term.

V. EXECUTIVE COMMITTEE

A. Definition

The Executive Committee shall be composed of elected officers. The immediate past Chair shall serve as an ex-officio non-voting member of the Executive Committee and shall serve as a mentor for new members. The Assembly will also elect from the entire delegation four delegates to serve as At-Large Members of the Executive Committee. The President of the University, or the President's designee, the Associate Vice President for Human Resources and any other appropriate members of the staff at General Administration shall serve in an ex-officio non-voting capacity on the Executive Committee.

B. Meetings of the Executive Committee

i. The Executive Committee shall establish a regular meeting schedule.

ii. The Executive Committee may meet in special session on the call of the Chair with a required notice of five (5) working days.

iii. The Chair shall convene a meeting of the Executive Committee within ten (10) working days of the receipt of a request signed by a majority of the members of the Executive Committee.

iv. The Chair shall convene a meeting of the Executive Committee upon the receipt of a request made by the President of the University.

v. The Chair may call an emergency meeting of the Executive Committee in accordance with the provisions of GS 143-318.12(b)(3).

C. Powers and Duties

The Executive Committee shall represent the Assembly in matters involving the Assembly and University policy; shall fix the hour and place of meetings; shall appoint special committees to study specific issues brought before it by delegates to the Assembly; shall make recommendations to the Assembly; and shall perform any other related duties. No actions of the Executive Committee shall conflict with actions approved by the Assembly.

VI. OTHER COMMITTEES

A. Standing Committees

The following shall be Standing Committees for the UNC Staff Assembly: Budget & Planning, Human Resources, Campus Chairs, Communication & Technology, Governance, Staff Development and Nominating.

B. Special Committees

The Chair shall establish any other ad hoc committees to facilitate the work of the Assembly as is deemed necessary and appoint their membership.

VII. PROCEEDINGS OF ASSEMBLY AND COMMITTEES

Rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the proceedings of the Assembly and its committees insofar as they are not inconsistent with these Bylaws or established rules of order that the Assembly may adopt.

VIII. AMENDMENTS TO BYLAWS

A. Proposal

Any delegate to the UNC Staff Assembly may propose an amendment to the Bylaws. The proposal must be in writing and should be submitted to the Governance Committee.

B. Prior Notice

Proposed changes to the Bylaws must be submitted via email to all delegates prior to a scheduled vote.

C. Adoption

Amendments to the Bylaws of the UNC Staff Assembly shall become effective only upon approval by two-thirds (2/3) of the Assembly delegates present and voting at any regular meeting.