

BYLAWS

Article I - NAME

The name of the organization shall be "University of Colorado Denver Anschutz Medical Campus Staff Council," hereinafter referred to as Staff Council.

Article II - AUTHORITY

Staff Council was established by the President of the University and approved by the Board of Regents of the University of Colorado, July 1, 1970. A copy of the bylaws is provided to the Human Resources, Regents' and Chancellor's offices. The bylaws are also published on the Staff Council's website.

Article III - PURPOSE

- A. Staff Council Members are to serve as representatives for the University of Colorado Denver (UC Denver) classified staff to the Board of Regents, President of the University, Chancellor of UC Denver, Administrative Officers and the State Personnel Board.
- B. Provide means for the exchange and dissemination of information among and for the UC Denver classified staff and employees relative to concerns, procedures and policies of mutual interest.
- C. Promote unity, cooperation and loyalty among all employees of the UC Denver.
- D. Study concerns of the classified staff relating to the management, operations and administration of the UC Denver campus locations and to make recommendations to the UC Denver Administration.
- E. Work with any and all similar councils, groups, or bodies of the University's campuses to fulfill the aforementioned purposes.

Article IV - MEMBERSHIP

- A. Membership on Staff Council shall consist of no more than 30 permanent, classified staff employees of the UC Denver campuses. They may be full or part-time (at least .5 FTE) classified staff.
- B. One member of the UC Denver faculty or administrative officer exempt from the State Personnel System may be appointed by the Chancellor of the UC Denver, with the approval of the Executive Committee of Staff Council, to serve as an ex-officio member.
- C. The UC Denver Director of Personnel Services shall be an ex-officio member.
- D. Staff Council shall strive to have representation from all geographic locations and occupational groups.
- E. Immediately following his/her election or appointment, a letter from the Chancellor, or his designee, shall be sent to the immediate supervisor of each Staff Council member indicating the member's election or appointment to Staff Council and authorizing participation in council and committee functions. Time to perform staff council functions is to be arranged with the immediate supervisor.

Article V - TERMS OF OFFICE OF STAFF COUNCIL MEMBERS

- A. Employees elected to Staff Council will begin their term of office on the first Tuesday in the month of January.
- B. Members shall serve three-year terms. A Staff Council member may be elected to consecutive terms, with no limit set on the number of terms a member may be elected to serve.
- C. The position of any member of Staff Council shall become vacant upon his/her written resignation, and may become vacant after three absences from regular meetings of Staff Council. Staff Council members are required to attend 9 of the 12 yearly meetings (3/4 of the monthly meetings). A member is allowed 3 absences per calendar year (January - December). Members must notify the Secretary in advance of missing a meeting, if possible. The Executive Committee shall decide whether an absence is to be excused.
- D. Staff Council members will be sent a letter from the President of staff council upon their 3rd unexcused absence asking them of their commitment to Staff Council. At that time the member should respond to the President prior to the next scheduled Staff Council meeting.
- E. Vacant positions on Staff Council shall be filled by the runners-up from the last election for those seats. The employee filling the vacancy will complete the term of the member being replaced.

Article VI - OFFICERS AND THEIR DUTIES

- A. Elected officers of the Staff Council shall be the President, Vice Presidents (2), Secretary and Treasurer. Terms of office (in years) are as follows: President (2), Vice President (1), Secretary (1) and Treasurer (1).
- B. The officers shall be elected by a simple plurality of a quorum (two thirds of the membership), by the continuing and new members of the Staff Council at the April meeting. Officers may succeed themselves. The vote shall be by secret written ballot under the supervision of the Election Committee.
- C. Members of Staff Council must serve one year immediately prior to running for President.
- D. In the event of the President's resignation, the Vice President to succeed will be voted upon by the body and another Vice President will be elected to fulfill the unexpired term of the person succeeding to the Presidency.
- E. In the event of an officer leaving office, the Executive Committee will request volunteers to complete the term. The President will then appoint an individual.
- F. In the event of vacated offices, the duties of more than one officer may be combined or delegated, i.e. Secretary/Treasurer.
- G. Requirements and Duties of the Officers:

The President shall:

1. Appoint the Vice President to reside in the absence of the President.
2. Prepare, in cooperation with the elected officers, an agenda for all regular and special staff council meetings.

3. Preside at all Staff Council and Executive Committee meetings and enforce all policies.
4. Appoint ad hoc committees with the approval of the Executive Committee.
5. Appoint members to represent classified staff on university task forces and committees, as requested.
6. Approve all communications sent by Staff Council in cooperation with the Executive Committee.
7. Vote only in case of a tie.
8. Call special meetings for Staff Council and the Executive Committee.
9. Oversee budget and expenditures in cooperation with the Secretary and Treasurer.
10. Submit a yearly report summarizing all activities to the Chancellor and members of Staff Council, including accomplishments of committees.

The Vice Presidents shall:

1. In the absence of or upon the resignation of the President, preside at the Staff Council meetings and assume the powers, responsibilities, and prerogatives of the President.
2. Be responsible for membership elections.
3. Assist the President and shall communicate with committee Chairs to ensure continuity.

The Secretary shall:

1. Record and edit the minutes of Staff Council meetings and Executive Committee meetings.
2. Notify members of special meetings.
3. Keep a listing of all Staff Council members and their committees with their contact information.
4. Keep records in a permanent book and electronically, where possible, to be passed on to the succeeding Secretary.

The Treasurer shall:

1. Provide assistance with paying or arranging payment for staff council functions.
2. Reconcile financial records with the staff governance office in accordance with UC Denver fiscal year closing dates.
3. Report the financial transactions at the regular council meetings.
4. Keep track of financial records and backup documentation, as well as provide documentation to the Assistant Director of Human Resources' Administrative Support person.

5. Responsible for Accounts Receivable and Accounts Payable.
6. Keep records in a permanent book and electronically where possible, to be passed on to the succeeding Treasurer.

Article VII - COMMITTEES

A. Nominating/Election Committee: In addition to the two Vice Presidents, there shall be at least one additional member selected for the Committee by the September meeting, either by volunteer or appointment.

The Nominating/Election Committee shall present to Staff Council in March a slate of nominees for Officers of Staff Council and representatives to the University of Colorado Staff Council and Statewide Liaison, along with information on each nominee.

B. Standing Committees

All Staff Council members are required to actively participate on at least one standing committee. Preference is given to areas of interest. Committees shall schedule their monthly meetings to fit their individual requirements and availability of their membership. Committees must communicate their meeting time and day to the Secretary and are encouraged to promote non-committee members to attend. Each committee shall maintain a record of its activities and present a monthly report to the Executive Committee. Each committee shall elect a chairperson and secretary following the May meeting.

Active participation in the University of Colorado Staff Council and one of its Committees may be substituted for active participation on a UC Denver Anschutz Medical Campus staff council committee.

The Executive Committee is normally comprised of the President, Vice Presidents, Secretary and Treasurer.

The Standing Committees shall be: Personnel/Legislative, Communications and Images, Chancellor's Campus Life.

C. Ad Hoc Committees:

Ad Hoc Committees shall be appointed as needed by the President with the approval of the Executive Committee. Committee representatives are to give monthly reports to Staff Council. Upon termination of a committee's responsibilities, a written summary of the committee's findings and recommendations shall be forwarded to the Council's Executive Committee.

D. Staff Council members selected to serve on other committees and representing Staff Council shall, upon the expiration of his/her term of office with Staff Council, submit a complete written report of activities of this committee to Staff Council. A member of Staff Council will be appointed by the Staff Council President to succeed the retiring member if the committee is still active.

Article VIII - MEETINGS

- A. Staff Council meetings will be held on the first Tuesday of each month unless otherwise changed by the President.
- B. Special meetings will be called by the President as necessary or at the written request of three (3) Staff Council members.
- A. Any employee of the UC Denver is welcome to attend regular or special staff council meetings. Only members of the Staff Council have voting privileges. In cases of long-term leave of absences a substitute may be appointed with voting privileges with the approval of Staff Council. At no time will proxy or one time only voting be allowed.
- D. A joint meeting of new, continuing, and retiring members of Staff Council shall be held in December. This meeting will be for introduction of new members and orientation to the duties of officers and members.
- E. The outgoing President shall preside at the April meeting.

Article IX - ELECTIONS

Staff Council elections will be the responsibility of the Vice Presidents who head the Nominating/Election Committee. The committee will be comprised of at least 3 staff council members. Elections are decided by a plurality of the constituency voting.

- A. Membership elections are held once each year in the fall.
 - 1. The Vice Presidents will ratify the number of vacancies.
 - 2. Nominations for membership shall be solicited by the Nominating Committee. During the month of September, the Nominating Committee shall solicit nominations by direct mailing, through the campus newspapers, email and staff council newsletter. Nominees will be contacted by the Election Committee to determine their willingness to run. Ballots shall be distributed via inter-campus mailing to all Health Sciences Center classified staff by the last week in October. Ballots must be returned no later than the deadline indicated on the ballot to be validated.
 - 3. Election to membership will be by written ballot.
 - 4. All candidates will be notified of the results of the election in writing within ten (10) days after the election.
 - 5. In case of a tie, the tie will be broken by a vote of current members of Staff Council.
- B. Staff Council officer elections are held in the spring of each year, usually April.
 - 1. The vice presidents will ratify with the Executive Committee the terms that are ending.
 - 2. Nominations shall be solicited by the Nominating Committee at the regular February meeting.
 - 3. A ballot is presented at the March meeting. Voting occurs at or before the April meeting; new officers preside at the May meeting.
 - 4. Ballots will be tabulated by the committee; those on the committee as well as the ballot will be excused. The Vice President will confirm the results before announcements are made.
- C. All ballots shall be preserved for thirty (30) days in case the election is contested. A copy of the elections results shall be kept until the results of the next election, in order to fill vacancies which may occur during the upcoming year.

Article X - REPRESENTATION TO OTHER COUNCILS

Representatives to other councils or committees are to give monthly reports to Staff Council.

A. University of Colorado Staff Council (UCSC)- There shall be two (2) representatives elected. Both shall serve 2 year terms, elected in alternate years to provide continuity. The alternate shall be the president or designee.

B. Statewide Liaison of Higher Education - There shall be one delegate and one alternate. The terms shall be for two (2) years. Both shall serve 2 year terms, elected in alternate years to provide continuity.

C. Silver and Gold Editorial Board -- one representative shall be elected during the regular officer elections in April. The term shall be for a three (3) years term.

D. Chancellor's Campus Life Committee representatives are the staff council President (co-chair) and one or two volunteers appointed by the staff council president. The term shall be a two (2) year term.

Article XI - AMENDMENTS TO BYLAWS

A. An amendment to the Bylaws may be proposed by a Staff Council member in writing to the President two (2) weeks prior to a regularly scheduled meeting.

B. The proposed amendment will be submitted in writing to Staff Council members two (2) weeks prior to a general meeting. At this scheduled general meeting, the amendment will be read. Changes suggested should be given in writing. The proposed amendment shall then be voted on at the following regularly scheduled meeting. A two-thirds vote of those present and voting shall be necessary for adoption of the amendment.

C. All ratified amendments will be submitted for signature by the appointing authority of the council.

Article XII - RIGHTS OF MEMBERS UNDER REPRIMAND

A. Members and associates shall be subjected to reprimand, censure or suspension by a two-thirds vote of the members. No such action shall be taken against a member until such member has been served with written, specific charges.

B. The member shall be given ten (10) days to prepare any defense and afforded a full and fair hearing. Members under the provision of this act may, within thirty (30) days after notification of such action, request the Executive Committee with the Ex-Officio member to review any questions or procedure involved.

Approved October 9, 2007, amended by resolution December 11, 2007 (attached)

Staff Council President

UCDHSC Human Resources Director

SCResolution 12-11-2007

**Reflecting the University name change
in Staff Council bylaws
University of Colorado Health Sciences Center Staff Council
December 11, 2007**

Approved by Council:	December 11, 2007
Submitted to the Board of Regents:	January 8, 2008
Effective Date:	December 11, 2007

WHEREAS: The University of Colorado Health Sciences Center and the University of Colorado at Denver have consolidated as a single campus, AND

WHEREAS: the name of the consolidated university is now University of Colorado Denver.

THEREFORE, BE IT RESOLVED that the name of the Classified Employee council representing the Anschutz Medical Campus classified staff change the name of the Council to UC Denver Anschutz Medical Campus Staff Council; AND,

THEREFORE, BE IT RESOLVED that approval of this resolution supersedes the requirement of three (3) meetings to amend the bylaws.