

**CONSTITUTION OF THE UNIVERSITY STAFF OF THE
UNIVERSITY OF WISCONSIN-EAU CLAIRE
AND
UNIVERSITY OF WISCONSIN-EAU CLAIRE – BARRON COUNTY**

The Wisconsin Administrative Code is a collection of state agency rules developed by the policy-making body of each State of Wisconsin agency under authority provided in Wisconsin Statutes. The section of the Wisconsin Administrative Code pertaining to the University of Wisconsin System is officially entitled *Wisconsin Administrative Code: Rules of Board of Regents of the University of Wisconsin System* (abbreviated UWS). The Constitution of the University Staff is based on the UWS.

ARTICLE ONE: UNIVERSITY STAFF

SECTION A – NAME

The name of this organization is the University Staff of the University of Wisconsin-Eau Claire and University of Wisconsin-Eau Claire – Barron County. (6/18)

SECTION B – PURPOSE

The purpose of this organization is to enable the University Staff to be active participants in the immediate decision-making and policy development for the University within the framework established by the Board of Regents of the University of Wisconsin System. (BOR, 7/15)

Shared Governance: The Board of Regents is vested with the primary responsibility for governance of the University of Wisconsin System [Sec. 36.09(1), Wis. Stats.]. In discharging this responsibility, the Board has an interest in providing University Staff the opportunity to participate in institutional decision-making.

Each UW System institution shall:

1. Provide its University Staff members, subject to the responsibilities and powers of the board, the president, and the chancellor and faculty of the institution, the opportunity to be active participants in the immediate governance of and policy development for the institution;
2. Provide its University Staff members the primary responsibility for the formulation and review, and representation in the development, of all policies and procedures concerning University Staff members, including University Staff personnel matters; and
3. Provide its University Staff members the right to structure themselves in a manner University Staff members determine, and to select their representatives to participate in institutional governance.

SECTION C – UNIVERSITY STAFF DEFINITIONS (SEE BYLAWS OF THE UNIVERSITY STAFF, I.)

SECTION D – VOTING

University Staff who are employed are eligible to vote. (6/18)

SECTION E – MEETINGS

University Staff meets annually. Special meetings of the University Staff may be called by the Chancellor, the University Staff Council, or upon the request of ten percent of the University Staff members eligible to vote. Written notice of the time, place, and agenda of University Staff meetings will be made available to each University Staff member at least 48 hours in advance.

SECTION F – PRESIDING OFFICER

The Chancellor or the Chancellor's designated representative presides at University Staff meetings.

SECTION G – UNIVERSITY STAFF COMMITTEES

Standing committees of the University Staff (as listed in the University Staff Bylaws) can be established or abolished following the same procedures as those for amending this article. Membership and functions of all University Staff standing committees are included in the bylaws. The University Staff may, either directly or by action of the University Staff Council, establish ad hoc committees.

SECTION H – RELATIONSHIP OF THE UNIVERSITY STAFF TO THE UNIVERSITY STAFF COUNCIL

The University Staff Council is empowered to act for the University Staff, which may review and overrule any action of the University Staff Council. Such review may be initiated by a request for a special meeting as provided in Article One, Section E.

ARTICLE TWO: UNIVERSITY STAFF COUNCIL

SECTION A – NAME

The name of this organization is the University Staff Council of the University of Wisconsin-Eau Claire and University of Wisconsin-Eau Claire – Barron County. (6/18)

SECTION B – PURPOSE

The University Staff Council is a deliberative body empowered to act for the University Staff in matters of University Staff responsibility and concern.

SECTION C – MEMBERSHIP

All members of the University Staff who are eligible to vote, as defined in Article One, Section D of this constitution, and who have been employed at the university at least one year are eligible for membership on the University Staff Council. University Staff members of the Council are expected to serve as representatives of the University Staff as a whole. The size of the University Staff Council and the terms of office for members are included in the Bylaws.

SECTION D – VOTING

After discussion, the University Staff Council will vote on policies and procedures concerning University Staff, including personnel matters. The results will be forwarded to the Chancellor for consideration and, if approved, for implementation.

SECTION E – MEETINGS

1. The University Staff Council normally meets monthly at a time and place determined by the Chair. Special meetings of the University Staff Council may be called by the Chair.
2. Meetings of the University Staff Council are open. Written notice of the agenda of the University Staff Council meetings will be posted 24 hours in advance of the meetings. The items on which action is taken should be related to items on the agenda when practicable. Any University Staff member or group of University Staff may request the Chair place a matter on the University Staff Council agenda.

SECTION F – PRESIDING OFFICER

The Chair of the University Staff Council presides at University Staff Council meetings. In the event the Chair is unable to do so, the Vice-chair (as described in the Bylaws) will preside over the meetings. Election procedures and terms for officers are included in the Bylaws. (USC, 2/19)

SECTION G – UNIVERSITY STAFF COUNCIL COMMITTEES

The University Staff Council creates and maintains standing and ad hoc committees to assist in its deliberations. Such committees are responsible to the University Staff Council and their recommendations on matters of policy become effective only after receiving approval from the University Staff Council.

University Staff Council standing committees are listed in the Bylaws along with membership and functions of those committees.

SECTION H – UNIVERSITY STAFF – CHANCELLOR RELATIONS

The University Staff Council serves as a consultative body to provide the Chancellor with University Staff recommendations for making university policy decisions for which the Chancellor assumes responsibility. In addition, the University Staff Council fully participates in the formulation and review of policies and procedures concerning University Staff members, including University Staff personnel matters. The University Staff Nominating, Personnel and Compensation Committees will recommend appropriate actions to the University Staff Council. The University Staff Grievance and Excellence in Performance Committees will make recommendations directly to the Chancellor.

ARTICLE THREE: AMENDMENTS AND BYLAWS

SECTION A – AMENDMENTS

Amendments to this Constitution may be proposed by a petition signed by ten percent of the University Staff eligible to vote or by majority vote of the University Staff Council and presented at a meeting of the University Staff. The proposed constitutional amendment may be amended at this University Staff meeting by a majority vote of those present and voting, except that in this event the final form of the constitutional amendment must be presented again at a subsequent meeting of the University Staff prior to being submitted to the University Staff for ratification. University Staff decide, at the meeting at which the final form of the proposed constitutional amendment is presented, whether the ratification vote on the constitutional amendment is to be at a future meeting of the University Staff or in a referendum. The ratification vote must be held not less than one week or more than three weeks after the University Staff meeting at which the final form of the constitutional amendment was presented. Ratification requires a two-thirds vote of those voting at the meeting or in the referendum, provided no fewer than thirty-four percent of the University Staff participates in the voting.

SECTION B – BYLAWS

In order to facilitate the functioning of this constitution, the University Staff may, either directly or by action of the University Staff Council, enact such Bylaws as are consonant with the provisions of this constitution.