ARTICLE I – GENERAL MEMBERSHIP

SECTION 1. Members and Terms
A. The Membership Committee of the Council invites all active, benefits eligible classified staff to apply to the Classified Staff Council for membership.
B. A concerted effort will be made to ensure diversity of council membership.
C. The Membership Committee will review, verify eligibility (employment status and supervisor support), and forward applications to the Executive Board.
D. The Executive Board will approve or disapprove the applications. The Chair of the Council will notify all applicants of their status. The Chair composes the approved appointment letters and forwards to the University President for signature. Signed appointment letters will be forwarded to the applicant and supervisor for their signatures.
E. Qualified Council members are eligible for re-appointment to additional three-year terms.
F. Eligibility for reappointment to the Council is contingent on the fulfillment of all membership responsibilities and supervisor approval.
G. In the event a member changes from classified staff to another classification, continued membership until term completion shall be discussed by the Executive Board and the member.

SECTION 2. Responsibilities
A. Council members are expected to attend all General Meetings and to participate in one or more committees or task forces.
B. Accommodations may be made for members who wish to participate, but are unable to attend in person (for example: Skype, Go-To Meeting, or conference call into meeting). If a member desires such accommodations, they should submit a request to the Administrative Vice Chair at least three business days prior to the General Meeting.

SECTION 3. Failure to Meet Responsibilities
A. The Membership Committee Chair will contact the member if they are failing to meet Council responsibilities including, but not limited to, being absent from General Meetings four (4) times in a given fiscal year without a valid reason (as determined by the Executive Board).
B. If after meeting with the Membership Committee Chair it is determined that the member cannot fulfill the Council responsibilities, and the member does not wish to resign, the decision to initiate removal will be brought to the Executive Board. The Executive Board will notify member of their decision to rescind their membership. If requested by the member, the issue will be brought to the Council by the Executive Board for a final vote. If in agreement by quorum of the Council, (excluding the member in question) the Chair of the Council will advise the member of the final vote. Notification will be made to supervisor.

SECTION 4. Resignation
A. Membership may be vacated by written resignation addressed to the Chair of the Council, and a copy to the Membership Committee Chair. The Chair of the Council announces the resignation.
ARTICLE II — OFFICE OF THE EXECUTIVE BOARD

SECTION 1. Eligibility
A. Election to an office is contingent upon continuing membership on the Council.

SECTION 2. Election
A. Election for new officers takes place by majority ballot vote at the April General Meeting.

SECTION 3. Terms of Office
A. Terms of office are from July 1st through June 30th or until successors are in place.
B. All elected offices have one-year term, except Chair and Treasurer. The Chair and Treasurer offices have a two-year term.
C. No member shall hold more than one office at a time.
D. An officer is eligible for re-election to the same office.
E. An officer having served two consecutive terms is eligible for re-election after at least one year has lapsed from the second term.
F. An officer who has served more than half a term is considered to have served a full term.

SECTION 4. Titles of Office
A. The officers will be referred to as Chair of the Council, Executive Vice-Chair, Administrative Vice-Chair, Recording Secretary, Parliamentarian/Historian, and Treasurer, all elected from the membership of the Council and the immediate past Chair, Emeritus or Emerita.

SECTION 5. Duties
A. Chair of the Council
   a. The Chair of the Council is the chief executive officer; is the presiding officer at all official business, study and executive sessions and Executive Board meetings; establishes special committees, ad hoc committees and task forces; makes recommendations for appointments on University committees; is the spokesperson for the Council; is a non-voting ex-officio member of all Council committees and task forces, with the exception of the Membership Committee; reports activities of the Executive Board to the Council; coordinates meetings with the University Administration; prepares and submits the Annual Report to the University Administration; performs other duties as directed by the Council. Attends Shared Governance, ABOR meetings, and represents Classified Staff Council at events such as inauguration and graduation at the request of the University Administration.

B. Executive Vice-Chair
   a. The Executive Vice-Chair becomes the interim presiding officer at any official business meeting, study or executive session, or Executive Board meeting in the absence of the Chair of the Council; becomes the Interim Chair of the Council in the event of a long term absence of the Chair of the Council; coordinates the agenda for the Executive Board meetings; performs the duties of the Administrative Vice-Chair in the case of vacancy of that office until a successor is in place; coordinates travel for all Tri-U Council meetings; and performs other duties as assigned by the Chair of the Council or the Council.

C. Administrative Vice-Chair
   a. The Administrative Vice-Chair becomes the interim presiding officer at any official business meeting study or executive session, or Executive Board meeting in the absence of the Chair of the Council and the Executive Vice-Chair; coordinates the annual retreat; Serves as Chair of the Membership Committee; develops the agenda for general meetings in collaboration with the Recording Secretary; and performs other duties as assigned by the Chair of the Council and the Council.
D. Recording Secretary
   a. The Recording Secretary develops the agenda for general meetings in collaboration with the Administrative Vice Chair. They keep minutes and send notices and minutes for official business meetings, study or executive sessions or Executive Board meetings; maintains a permanent record of all official Council documents including minutes, bylaws, guidelines, resolutions, standing rules, committee and task force minutes and reports; other records as directed by the Chair of the Council or the Council; transfers records to the Classified Staff Council House at fiscal year-end for storage; ensures that all reports are available to the Executive Board and performs other duties as assigned by the Chair of the Council and the Council.

E. Parliamentarian/Historian
   a. The Parliamentarian/Historian is a consultant who advises the presiding officer and other officers, committees, and members on matters of parliamentary procedure. Parliamentarians are frequently used to assist with procedure during conventions and board meetings. Familiar with Roberts’ Rules of Order and serves as a delegated lead for new memberships and meeting attendance. Performs other duties as assigned by the Chair of the Council and the Council.

F. Treasurer
   a. The Treasurer shall maintain a permanent record of all financial reports; coordinates annual and revised budgets with assistance from the Executive Board; coordinates and presents monthly financial KFS and Emily Krauz Staff Endowment accounts for the General Meetings; coordinates accounting processes for all Council approved purchases; maintains a permanent record of receipts and other expenses paid and transfers to the Classified Staff Council House at fiscal year-end for storage; prepares the annual financial statement for the inclusion in the Annual Report; transfers the PCard and other accounts to newly elected Treasurer; receives mail on behalf of the Classified Staff Council; and performs other duties as assigned by the Chair of the Council and the Council.

G. Chair, Emeritus or Emerita
   a. The Chair, Emeritus or Emerita will assist in preparing and mentoring new Executive Board members on current issues. Prepare a notebook of information covering his/her year as Chair of the Council for historical record. This should include but not be limited to: a written overview of the past year in general, copies of the general meeting minutes, copies of the Executive Board meeting minutes, and copies of the Treasurer’s monthly statements including a year-end financial report.

SECTION 6. Meetings of the Executive Board
A. Quorum
   a. A minimum of four (4) Executive Board members is required as a quorum to conduct business.

B. Responsibilities
   a. The Executive Board shall meet monthly (in person or via email) to set the Council’s agenda; to discuss pertinent matters and establish direction for Council activities; to review committee reports; to take necessary action between General Meetings; to review member nomination and attendance; fill membership vacancies from the Candidate members.
   b. The Executive Board will meet with the University Administration two (2) to four (4) times annually and with the Director of Human Resources as needed.

SECTION 7. Failure to Meet Responsibilities
A. An officer may resign from office. Resignation from an office does not indicate resignation from the Council membership.
B. In the event of vacancy or removal of the Chair of the Council, the Executive Vice-Chair will assume the office of the Chair of the Council and the Administrative Vice-Chair that of the Executive Vice-Chair. Election for the Administrative Vice-Chair shall be held by majority vote of a quorum.
C. In the event of vacancy or removal of the Treasurer, Parliamentarian/Historian, or Recording Secretary, a special election shall be held in accordance with the Bylaws.

SECTION 8. Removal from Office
A. If an officer is failing to meet their position’s duties, the remaining Executive Board members will discuss this with the officer. If the officer continues to neglect their duties, the Executive Board will ask the officer to step down from their position. If requested by the officer, the issue will be brought to the Council by the Executive Board for a final vote. If in agreement by quorum of the Council,
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(excluding the officer in question) the Chair of the Council will advise the officer of the final vote, and notification will be made to their supervisor.
ARTICLE III - MEETINGS OF THE COUNCIL

SECTION 1. Rules of Order
   A. In all instances not covered by this Constitution or the Classified Staff Council Bylaws, the most recent edition of Robert’s Rules of Order will guide the Council.

SECTION 2. General Meetings
   A. General Meetings shall be held the first Tuesday of each month at a time and place scheduled by the Council.
   B. General Meetings are open to all University employees.
   C. In the event the General meeting falls on a University Holiday, the general meeting defaults to the following regular business day.
   D. A quorum vote by the Council at a General Meeting can change the meeting date as needed.

SECTION 3. Special Meetings
   A. Special Meetings may be called as needed by the Executive Board or at the request of a majority of the Council.
   B. Special Meetings are held in executive session unless specified otherwise by the Classified Staff Council Chair

SECTION 4. Quorum
   A. A minimum of 1/2 of current membership + 1 shall be the quorum required to conduct business at all meetings of the Council. In order to carry a motion, affirmative votes must be cast by a majority of those present and voting.
ARTICLE IV – COMMITTEES

SECTION 1. Classified Staff Council Committees

A. Council representatives participate on available Classified Staff Council Committees.
B. Volunteers are welcome upon necessity.
C. At the July Meeting, the Chair of the Council shall call for nominations or volunteers, if none, Committee Chairs shall appointed by the Chair of the Council.
D. Classified Staff Council’s standing committees perform the following functions:
   a. COMMUNICATIONS & MARKETING - Committee works to promote and publicize Classified Staff Council to staff and the University community works on webpage, Classified Staff Council Announcements, and Marketing aids: brochures, fliers, display board for tabling, etc.
      i. Any communications intended to be sent to more than the members and/or in behalf of Classified Staff Council, should be reviewed by a Communications Chair or member designate and approved by the Executive Board member.
      ii. The committee will consist of an Executive Board member (or a designated member appointed by the Executive Board) and members of the Classified Staff Council.
   b. CROSSROADS CONFERENCE - Committee focuses on bringing personal and professional development opportunities to staff with this annual one-day conference.
   c. EMILY KRAUZ STAFF ENDOWMENT – Committee reviews applications for professional development scholarships and will closely work with other committees to plan fundraising for the endowment.
   d. MEMBERSHIP - This committee (which consists of all official Classified Staff Council Members) solicits and recommends the appointment of new Council members and the reappointment of existing or former members. This committee also makes recommendations from the currently approved nomination list to fill vacancies during the year. Members have voting status and Liaisons do not. The Membership Committee establishes and maintains a checklist for new member integration.
   e. PROGRAMMING – This committee (which consists of the Administrative Vice Chair, Recording Secretary, and a Council Member) coordinates room scheduling, refreshments, and speakers for both Classified Staff Council meetings and the quarterly Professional Development series. They work in collaboration with the Communications & Marketing Committee to advertise the new fiscal line up and publicize to the UA Classified Staff.
      i. Speakers for the Classified Staff Council meetings will be encouraged to prepare a 15-20 minute presentation with 10 minutes of questions from any UA Classified Staff in attendance.
      ii. Speakers for the Professional Development series will be encouraged to prepare a 45-60 minute presentation.
   f. STAFF APPRECIATION – Committee plans and organizes an annual event to show appreciation to all Classified Staff.
   g. STUFF THE CAT TRAN - Committee works closely with the UA4Food, Parking and Transportation, and the Community Food Bank of Southern Arizona to plan the Annual Stuff the Cat Tran event held usually in March or April in conjunction with the UA4Food Drive on campus.

SECTION 2. Other Committees

A. These are the University Committees or Special Committees in which Classified Staff Council representatives participate as a member or a liaison to the Council.
   a. Appointed Professional Advisory Council (University) - The Appointed Professionals Advisory Council (APAC) represents professional employees by taking an active role in shared governance and advising the University administration and other UA organizations on matters of concern to Appointed Professionals. APAC’s goal is to enhance the quality of career life for all Appointed Professionals by providing advocacy, information and resources.
   b. Campus Emergency Response (University) - The University of Arizona Campus Emergency Response Team – composed of various campus officials – focuses primarily on the management of situations involving critical incidents on campus. Its involvement is central to the successful implementation of the Campus Emergency Response Plan.
   c. Campus Recreation Advisory Board (University) - Campus Recreation Advisory Board works to advise the Recreation Center on new policies and plans for changes, improvements.
   d. Commission on the Status of Women (University) - CSW is a group of women and men who want to facilitate the vision of a just and inclusive UA Campus by supporting the creation of a place that allows women and men to be successful in their education and work. We proactively seek to implement programs such as on-site child care for employees and students and parental accommodation for graduate students, we monitor the statistics and culture on campus to identify signs that indicate that women are succeeding and we seek to raise awareness to
improve all of our behaviors towards a more inclusive future.

e. **Emergency Employee Fund (University - Chair of the Council Only)** - The University of Arizona (UA) community has a long history of demonstrating compassion for its members and for providing generous donations to colleagues in need. The University of Arizona Employee Emergency Fund (EEF) has been established to provide another opportunity to offer support to colleagues who face an unexpected, temporary financial hardship, such as rent, utilities, or other essential expenses, as a result of sudden illness, a family crisis, or a natural disaster. Awards are contingent on adequate contributions to the fund and the other requirements set forth within the application.

f. **Employee Recognition/ On Our Own Time** – Classified Staff Council, Appointed Professional Advisory Council, Shared Governance and Campus Community Advisory Committee, Financial Services Office, President’s Office and past winner’s participate as members for this committee. The committee plans the annual Excellence Awards ceremony and recognizes both nominees and winners.

g. **Faculty Senate (University – Two Executive Board Members)** - The University of Arizona practices shared governance with its faculty, appointed personnel, staff, students, and our ultimate governing body, the Arizona Board of Regents. Faculty members share in recommending academic curricula and academic personnel policies, of course, but also in the strategic and financial planning process; and in developing policies and procedures relative to the general operations and development of the University. The voice of the faculty is strong and respected, and your collective wisdom is needed as we face dramatic changes in teaching and research, communications technology, and financial support. Your participation in the faculty governance process, on committees, in the Faculty Senate, on SPBAC, etc. helps to improve this University and to protect faculty rights.

h. **Naming Committee (University - Chair of the Council Only)** - The University President shall forward all proposals for honorary naming of any site on University property to the attention of the Naming Advisory Committee. After review and deliberation, the committee forwards a written recommendation on each proposal to the University President for further action.

i. **Parking and Transportation Services Advisory Board (University)** - The Parking & Transportation Services department is ready to assist you with your parking permit and transportation needs. The advisory board serves as a sounding board for new ideas and programs.

j. **Shared Governance Review Committee (University - Chair of the Council Only)** - The Shared Governance Review Committee addresses issues regarding the implementation and functioning of the procedures contained in the Shared Governance Guidelines and Agreements as may be entered into from time to time. It will establish and maintain processes to (1) review compliance with the agreement, (2) examine ways in which apparent breaches of the agreement can be addressed, and (3) consider possible extensions of the agreement. It is the body to which members of the University community can bring particular shared governance concerns, and it will also examine whether the agreement has been violated or is in need of clarification or modification. Meets as needed, 1 to 2 times per year.

k. **Strategic Planning and Budget Advisory Committee (University - Chair of the Council and a Classified Staff Council member as alternate)** - SPBAC in consultation and dialogue with the University President, Provost, and the University community, supports and enhances the success of the University through thoughtful and informed advice relating to: strategic planning, assessment of institutional priorities, review of budgetary policies, and the evaluation of programs and services. The SPBAC chair shall provide regular reports to the Faculty Senate. In partnership with the University, SPBAC: Develops and disseminates the University’s strategic plan; Identifies issues that facilitate or impede the pursuit of the University’s mission; Provides advice on budget policies, significant budgetary actions and institutional priorities consistent with the strategic plan of the University; Evaluates the effectiveness of plans, policies, and the assessments that affect the entire infrastructure of the University; and Develops guidelines for setting planning and budgeting priorities.

l. **Tri-University Classified Staff Executive Board (Classified Staff Council Executive Board)** - a group comprised of the Executive Boards of the classified staff councils of the three state universities: ASU, NAU, and the UA. The purpose of the Tri-U Board organization is to work together on mutual concerns and present a united front on those issues. The Classified Staff Council, as a member council of the Tri-U Board, accepts as By-laws the covenants and conventions of the Tri-University Classified Staff Executive Board Policies and Procedures.

m. **UA Retiree Association (University)** - There are about 800 UARA members as retirees from the University of Arizona. The Executive Committee is the decision making group and is composed of the four officers. In addition, it is a Council that engages in information sharing, topical discussions, and advice. It is composed of all committee chairs and liaison representatives of relevant campus organizations.

n. **University Hearing Board (University)** - The Hearing Board is the body that conducts hearings concerning suspensions, expulsions, and degree revocations. The Hearing Board is advisory to the Vice President for Student Affairs who will make the final decision. The purpose of the Hearing Board is to formulate a
recommends to the Vice President for Student Affairs regarding the student’s appeal. This recommendation may have two parts depending on the nature of the appeal. First, the Hearing Board may make a recommendation as to whether a violation of the Student Code of Conduct was more likely than not to have been committed by the student. Second, the Hearing Board may make a recommendation as to whether the imposed sanctions should remain as imposed or should be modified if appropriate.

B. Chair of the Council at the request of the Council or Executive Board shall appoint ad hoc and/or special committees and task forces as needed to conduct special or extra-ordinary business of the Council. The Chair of the Council shall appoint the ad hoc special committee and task force chairs.