

BY-LAWS
UNIVERSITY OF THE VIRGIN ISLANDS STAFF COUNCIL

I. NAME

The name of this representative body shall be the University of the Virgin Islands Staff Council (UVISC).

II. MISSION

The mission of the UVISC is to:

1. Represent the rights/privileges of Full-time Regular, Professional and Administrative Staff (hereinafter referred to in this document as “Staff”) relating to work conditions and benefits;
2. Promote communication between staff, students, faculty and administration at UVI;
3. Act to promote the general welfare of the Staff as it relates to the University and act as a vehicle to promote better understanding, cooperation, and communication within the campus community for the benefit and betterment of all;
4. Review policies and procedures and make recommendations to the appropriate senior administrator and/or the President of the University of the Virgin Islands on interests, issues, policies, and concerns that affect staff members;
5. Enhance the University and the community it serves, through the participation of Staff in meetings, discussions, and all matters that will contribute to the sustenance and continual advancement of this institution;
6. Encourage a sense of community among all University employees.

III. MEMBERSHIP REQUIREMENTS

1. The UVISC shall consist of all full-time regular, professional, and administrative staff members. Included in this group are employees covered under the hourly Pay Plan and the salaried Pay Plan. Not included in this group are: student and work-study employees; teaching faculty, including non-tenured categories, graduate teaching, service, or student research assistants; temporary instruction employees; individuals with service contracts not intended for renewal.
2. The officers of the UVISC Committee are thirteen (13), as detailed in Section VI. At the start of the academic calendar year, the UVISC Committee shall ask the Human Resources Department to provide printouts to determine staff eligibility for nominations.

3. The officers of the UVISC Executive Committee are nine (9). The UVISC Executive Committee shall consist of the Chair, Vice Chair, Secretary, regular staff representative (2), professional staff representative (2) and administrative staff representative (2).

IV. NOMINATIONS AND ELECTIONS PROCEDURES

A. Terms of Office

1. The term of office for UVISC Committee officers shall begin with the August meeting – 4th Tuesday in August - of the UVISC to coincide with the University academic calendar and provide time for appointments to committees meeting early in the fall term. A term shall be no more than two (2) years and a member can be elected for two consecutive terms. After serving four (4) consecutive years, an individual may not be re-elected as a UVISC Committee officer until a minimum of one (1) year has passed.
2. If a member is elected to the UVISC Committee to serve out an unexpired term vacated by another officer, the individual may complete that term and be elected to two additional terms.
3. In the inaugural year, UVISC Committee officers shall be elected to an interim one-year term. In succeeding years, the election of officers shall be staggered to ensure leadership continuity. Officers shall be grouped as follows:

Group 1: Chair
 Secretary
 Regular Staff Representative (STX)
 Professional Staff Representative (STT)
 Administrative Staff Representative (STX)
 Chair, Communications Committee
 Chair, Elections/Nominations Committee

Group 2: Vice Chair
 Regular Staff Representative (STT)
 Professional Staff Representative (STX)
 Administrative Staff Representative (STT)
 Chair, Human Resources Committee
 Chair, Membership Committee

The second year's elections shall result in the following term lengths:

Group I officers shall serve a two-year term
Group 2 officers shall serve a one-year term.

This shall establish a staggered cycle of election. Hereafter, each elected officer shall serve a two year term. Again, officers may not serve more than two consecutive terms during a regular election cycle.

B. Attendance/Removal from Office

1. UVISC Committee officers are expected to attend regularly scheduled meetings. Possible causes of removal from office shall include, but not limited to:

a. unexcused absences from attending two (2) consecutive regularly scheduled meetings. An absent UVISC Committee officer not meeting the provisions required to have an excused absence will have an unexcused absence.

Provisions for excused absence include:

- illness
- death or serious illness in family
- religious holidays requiring absence
- off-island
- jury duty
- approved/required work-related business

b. When a UVISC Committee officer receives an active disciplinary action or written warning for unsatisfactory job performance or unacceptable personal conduct in accordance with Section VI of the UVI Human Resources Policy on Disciplines, Grievance and Appeals Process.

c. When a UVISC Committee officer transfers to another position classification.

2. Upon recommendation from the UVISC, a UVISC Committee officer may keep his/her seat when placed in a temporary or interim position. If a UVISC Committee officer loses UVISC membership, the UVISC Committee may appoint the person from the classification with the next highest number of votes in the previous elections as a replacement, with approval of the majority of the UVISC Committee.

C. Voting Rights:

1. UVISC Committee officers (13) shall be elected by the staff membership as defined below.

2. The UVISC Committee shall be elected each year at the June meeting by nomination and a majority vote of the total UVISC present.

3. A minimum of 30 UVISC members is required to establish quorums for regular meetings. Votes shall pass and carry by a 50% +1 affirmative vote of the total UVISC membership votes received. UVISC members can vote via e-mail, audio/video conferencing methods.

D. Nominations and Election Procedures

The nominations and elections process shall be handled each year by the Election Committee, which shall be accountable to the UVISC Committee. The nominations and election process shall begin in March. New UVISC Committee officers begin their terms with the August meeting.

1. Nomination Procedures

- a. In a timely manner, the Election Committee will request from the Office of Human Resources the list of names from which to determine UVISC members eligible for nomination and the appropriate contact information for those staff members.
- b. All UVISC members meeting eligibility requirements (as defined in Article III) by the date of elections shall be eligible to vote.
- c. A nomination form shall be mailed to each UVISC member by name to her/his check distribution address. The form shall identify the classification, state the number of nominations allowed, and provide instructions for the return of the form (manner, date, time, and place). Nominations of candidates for election to the UVISC Committee shall be in writing.
- d. After the closing date of nominations, the Election Committee shall tally the nominations.
- e. The Elections Committee shall notify the nominees that their names will be placed on the election ballots unless they withdraw by a specified date.
- f. The number of nominees to appear on the election ballot in each classification shall not exceed three times the number of vacancies in that unit, except in the case of ties.

2. Elections Procedures

- a. An election form shall be mailed to each staff member by name to his or her check distribution address. The form shall identify the classification, list the nominees by name, state how many seats are to be filled in the classification, and provide instructions and a deadline for returning the form.

- b. After the closing date of the election, the Election Committee shall tally the votes with the person(s) receiving the highest number of votes established as the elected UVISC Committee officer or officers from the classification. In the case of a tie, there shall be a runoff election within ten (10) days, and the winner shall be the candidate with the highest number of votes.
- c. The Election Committee shall notify the nominees that they have been elected and confirm that they are willing to serve. A final list of UVISC Committee officers shall will be presented at the close of the election and confirmation shall be made public through widely circulated University publications within one (1) week of the final tally.
- d. All records pertaining to the election process shall be maintained by the Secretary of the UVISC Committee until the next election is over.

V. MEETING STRUCTURE

- 1. Parliamentary Procedure – The rules contained in the Robert’s Rule of Order Newly Revised 10th or later edition shall govern the UVISC and its committees in all cases to which they are applicable and in which they are not inconsistent with these guidelines or with any special rule of order UVISC may adopt.
- 2. The UVISC Committee meetings shall be held every two months on the 2nd Tuesday of the month. The presence of 50% +1 of the officers of the UVISC Committee at any meeting shall constitute a quorum.
- 3. The UVISC Executive Committee, as defined in Article III above, shall meet as needed. The presence of 50% + 1 officers of the UVISC Executive Committee at any of the its meeting shall constitute a quorum.
- 4. General Meetings - Regular meetings of the UVISC shall be held every three (3) months and decided annually, based on the University’s academic calendar year. The meetings will be held on the 4th Tuesday at 11:00 am. The date and time are subject to change. An agenda shall be sent to all representatives at least five (5) working days prior to the meeting. The Chair or Vice Chair may cancel a meeting due to weather or other extenuating circumstances.
- 5. Agenda – Meetings of the UVISC shall have an agenda that includes the time and place of the meeting, the order of business, and copies of any substantive proposals. The UVISC Committee shall set the agenda.

6. Special Meetings – The Chair, or upon petition of a quorum of the UVISC membership, may call a special meeting. Seven (7) working days notice must be given of any special meeting except in an emergency situation. Notice can be given at UVISC meetings, on UVISC website, via email, telephone, and/or by mail, depending on circumstances. Only business specified in the call of the special meeting shall be conducted at such a meeting.
7. UVISC Quorum – The UVISC shall not make official decisions without a quorum. A quorum shall consist of a simple majority of the membership, which is a minimum of 30 staff members.
8. Floor Privileges – Only members of the UVISC may introduce resolutions, proposals, and measures on the UVISC floor. Persons who are not members of the UVISC may be granted the right to speak, but not to vote, on matters before the UVISC.
9. Vote – Only eligible UVISC members present shall vote. All matters brought before the UVISC that require a vote, with the exception of the election of officers, shall be decided by written ballot or open vote, i.e., voice vote, show of hands, or roll call, as determined by the presiding officer.
10. Proposals for General Council Meetings – The UVISC shall use the following requirements for information submitted with a proposal:
 - a. The name and district of member presenting the proposal, as well as the date submitted;
 - b. A one-line caption describing or naming the proposal;
 - c. The reasons for submitting the proposal, such as goals and objectives, problem to solve, etc.;
 - d. Details of proposal;
 - e. Support for proposal, such as petitions, letters, or surveys; and
 - f. Backup documentation or material.

VI. UVISC COMMITTEE

A. Membership

The membership of the UVISC Committee shall consist of the elected officers of the UVISC and the chairs of the standing committees. This group shall be responsible for developing the agenda for upcoming UVISC meetings.

- B. Duties of the UVISC Committee are as follows:
1. consider all matters presented to it by the Chair, University President, or designee, UVISC, standing committee chairs, or others, and to make recommendations;
 2. assist the Chair in setting the agenda for UVISC meetings;
 3. recommend to the UVISC the establishment and termination of standing committees;
 4. review periodically the purpose and membership of each standing committee to assure it is functioning as intended by the UVISC Committee;
 5. assist the Vice Chair in appointments to the standing committees;
 6. appoint, considering volunteers first, ad hoc committees as needed;
 7. recommend to the UVISC such special committees as it deems necessary;
 8. resolve questions related to the UVISC elections process;
 9. appoint members to serve as UVISC representatives on University-wide committees
 10. make recommendations to the UVISC regarding the removal from position of UVISC members.

C. Officers

1. Chair
2. Vice Chair
3. Secretary
4. Regular Staff Representative – STX
5. Regular Staff Representative - STT
6. Professional Staff Representative – STX
7. Professional Staff Representative – STT
8. Administrative Staff Representative – STX
9. Administrative Staff Representative – STT
10. Chair – Communications Committee
11. Chair – Human Resources Committee
12. Chair - Elections/Nominations Committee
13. Chair - Membership Committee

D. Specific Duties

1. Chair

- a. preside over all UVISC meetings and general body meetings
- b. serve as the official representative/advocate for the welfare and spokesperson for UVISC
- c. break all ties in votes of the UVISC according to Robert's Rules of Order
- d. appoint ad hoc or special committees
- e. coordinate and prepare annual reports of activities to the University President
- f. communicate actions of UVISC to the University President

2. Vice Chair

- a. preside in the absence of the Chair, or at the request of the UVISC
- b. oversee all committees
- c. advise officers of their specific position requirements. If a new Officer is elected, it is the duty of the Vice Chair to give that person on-the-job training until that Officer is confident with their position
- d. responsible for all financial issues of the UVISC
- e. perform other duties as deemed appropriate by the Chair

3. Secretary

- a. serve as secretary of the UVISC meetings, recording and distributing minutes to the UVISC Committee at least five (5) working days before the next scheduled meeting of the UVISC
- b. serve as Secretary of the UVISC Committee, recording minutes of committee meetings, and notifying members of meeting dates and location
- c. maintain UVISC files and records
- d. serve as the UVISC historian

E. Standing Committees

1. Membership

- a. membership in these standing committees shall consist of five (5) members
- b. shall have elected chair and secretary

2. General Duties of all Standing Committees

- a. accept business items assigned to the respective committee by the UVISC Committee and will deal with items in a responsible and timely manner
- b. Chairs of respective Standing Committee will make a full report to the full UVISC at each quarterly meeting

3. Roles of Standing Committees
 - a. Communications Committee
 1. handle promotion of information and events that the UVISC examines and/or acts upon
 2. work with UVI administration to devise effective strategies to educate employees on key topic and/or policies through newsletters, brochures, press releases, etc.
 3. maintain the UVISC website (to be determined)
 - b. Human Resources Committee
 1. provide advisory input on issues related to compensation and benefit issues
 2. provide input on relevant personnel policies/issues
 3. assist with recognition programs for staff
 - c. Elections/Nominations Committee
 1. handle nomination and election procedures as set forth in Article IV above
 - d. Membership Committee
 1. handle membership issues, including addressing members not attending meetings, assigning alternates to assume missing UVISC members' seats, etc.

F. Ad Hoc Committees

1. The UVISC Committee shall appoint Ad Hoc Committees of the UVISC as needs arise. Ad hoc committees shall elect a chair. An ad hoc committee will be disbanded when its purpose has been served. The number of members will be determined by the UVISC Committee.
2. General Duties of all Ad Hoc Committees
The duties of the ad hoc committees shall be to accept the business assigned to the committee by the UVISC Committee and to deal with the item in a responsible and timely manner; to make progress reports on its activities to the UVISC, as well as a final report.

VII. AMENDMENTS TO BYLAWS

Amendments to the UVISC Bylaws can be made at any scheduled meeting of the UVISC by a 50% + 1 of members present and voting at a meeting of the UVISC at which a quorum is present. Suggested amendments must be distributed in writing to the UVISC Committee no later than three (3) weeks prior to the UVISC vote on the amendment.