

UNIVERSITY OF GUAM
Staff Council Committee
By-Laws

Amended April 01, 2010

Preamble

We, the University of Guam Staff Council, support a positive and collaborative work environment that are committed to promoting the mission of the University of Guam; providing an effective mechanism in the staff's execution of its responsibilities; and maintaining and enhancing communication within the University community.

Article I: NAME

The name of this governance body shall be the University of Guam Staff Council, hereinafter referred to as the UGSC. The UGSC shall represent the non-academic and non-administrative personnel.

Article II: PURPOSE

The purpose of the UGSC shall be to:

- A. Promote and support the interest and welfare of the non-academic and non-administrative personnel as allowed by law and in cooperation and coordination with the Administrative Offices of the University of Guam;
- B. Consider methods and means by which employment conditions may be improved and operating efficiency may be increased;
- C. Foster a spirit of unity and cooperation among all employees of the University.

Article III: MEMBERSHIP

The UGSC shall consist of employees who hold non-academic, non-administrative, full-time classified or unclassified, and part-time employment positions.

Article IV: TERM OF OFFICE

Section 1: The Executive Committee of the UGSC shall consist of eleven (11) elected representatives.

Section 2: Representatives shall serve a (2) two-year term effective May 1st of an election year. Elected representatives must have held a full-time position at the University of Guam for at least two years immediately preceding the date of election. Certification of Eligibility must be obtained from the Human Resources Office prior to the election.

Article V: OFFICERS

Section 1: Election of Officers

The officers shall consist of the Chair, Vice Chair, Secretary, and Treasurer. These officers shall be elected by the members of the Executive Committee of the UGSC.

Section 2: Removal of an Officer

An officer may be removed from office for unethical behavior, or for failure or inability to perform duties. Removal of an officer requires 50% plus one vote of the Executive Committee of the UGSC. Removal shall be accompanied by documented justification and cause of removal.

Section 3: Replacement of an Officer

- A. Whenever a vacancy shall occur among the officers of the Executive Committee, except in the Office of the Chair, the Executive Committee, at its next meeting, shall fill said vacancy in the same manner as for the original election of that position.
- B. When vacancy shall occur in the Office of the Chair, the Vice Chair shall succeed to that office for the remainder of that term.
- C. Should a vacancy exist in both the Office of the Chair and the Office of the Vice Chair, the Executive Committee shall fill both offices in the same manner as for the original election of that position.
- D. Should a vacancy exist in the Executive Committee, the vacancy shall be filled by the next highest vote count in the same election year. The term of the vacant position shall not exceed the term of the office of that election year.

Section 4: Duties of Officers

- A. Chair
 1. Preside at all UGSC and Executive Committee meetings and enforce all regulations and policies of the UGSC.
 2. Nominate, in consultation with Officers, representatives to serve on University committees when the UGSC representative is warranted.
 3. Maintain and update a calendar of events relevant to the UGSC for the coming year.
 4. Devise innovative methods for improving the visibility of the UGSC.
 5. Co-sign with the Treasurer all orders for disbursement of funds as directed by the Executive Committee.
 6. Complete other duties as assigned or requested.
- B. Vice Chair
 1. Preside at all UGSC and Executive Committee meetings and enforce all regulations and policies of the UGSC in the absence of the Chair or in the event the Chair requests the Vice Chair to serve during the course of the meeting.
 2. Coordinate programs, events, and special projects for the UGSC.
 3. Maintain and update calendar of events relevant to the UGSC for the coming year.
 4. Complete other duties as assigned or requested.

- C. Secretary
 1. Record, transcribe, and distribute minutes of all UGSC and Executive Committee meetings.
 2. Collect, receive, and maintain minutes of the UGSC meetings, minutes of the UGSC Standing, Working, and Ad Hoc Committee meetings, and annual reports.
 3. Maintain and update calendar of events relevant to the UGSC for the coming year.
 4. Ensure that past records of the UGSC are maintained according to University Policy on Records Managements and Retention.
 5. Complete other duties as assigned or requested.

- D. Treasurer
 1. Maintain all accounting records pertaining to receipt and disbursement of funds and report the status of the accounts at each Executive Committee meeting.
 2. Make recommendations concerning the UGSC budget to the Executive Committee.
 3. Co-sign with the Chair all orders for disbursement of funds as directed by the Executive Committee.

Section 5: Duties of Preceding Vice Chair

- A. Serve in an Ex Officio capacity for the subsequent UGSC Executive Committee.
- B. Assist the Vice Chair with Special projects.
- C. Shall not be a voting member of the Executive Committee.

Article VI: MEETINGS

Section 1: Meetings will be held at a time most convenient to the majority of the Executive Committee to facilitate maximum attendance. All Executive Committee meetings shall be open to the UGSC. Meetings will be held as often as required, but not less than once a month.

Section 2: There shall be one general meeting per Academic Year for the UGSC. The general meetings shall be open to all members of the UGSC.

Section 3: Special meetings may be called by the Chair. At any time, members may call a special meeting by petition of 50% plus one signatures of the membership. Notice of such meeting shall be announced at least five (5) working days prior to said meeting.

Section 4: All meetings must have at least 50% plus one of the membership present to constitute a quorum.

Article VII: ELECTIONS

Section 1: Eligibility

Any University of Guam non-academic, non-administrative, full-time classified or unclassified, and part-time personnel who have held that position for a minimum of two (2) years immediately preceding the date of election is eligible.

Section 2: Nominations

Any University of Guam non-academic, non-administrative, full-time classified or unclassified, and part-time personnel may nominate him/herself or other UGSC members as long as nominee(s) meet eligibility requirements.

Section 3: Election Day

Elections shall be held every two (2) years during Staff Development Day.

Article VIII: MEMBER ATTENDANCE

Any member who is unable to attend a scheduled meeting should inform any of the Officers or Members prior to the meeting time;

The Officer or Member who receives the message must inform the committee, so their reason will be noted next to their name on the Sign in Sheet;

Any member who has 3 consecutive uninformed absences will be removed from the committee and a notice from the Chair will be forwarded to the member.

Article IX: COMMITTEES

Section 1: Each sub-committee shall consist of not less than three (3) members, one of whom shall be appointed chairperson by the Chair of the Executive Committee of the UGSC.

Section 2: Committee members shall serve as needed.

Section 3: Each Committee shall meet at least once a month, or as often as needed to meet obligation or timeline and submit a report of its activities to the Executive Committee of the UGSC.

Section 4: Each Committee shall submit recommendations to the Executive Committee of the UGSC for approval.