

Bylaws
The Ohio State University
University Staff Advisory Committee

I. ARTICLE: NAME

- a. The name of the organization shall be the University Staff Advisory Committee, referred to herein as “USAC”.

II. ARTICLE: PURPOSE

- a. USAC serves as an advisory committee to the university president, sharing information to all university staff members, pertaining to their interests and needs, including their daily work-related activities, work conditions, growth and development, and general well-being.
- b. USAC strives to support the university’s mission, vision, and values, as a model land- grant higher educational institution.
- c. USAC promotes understanding and cooperation by maintaining an active and participatory line of communication and outreach to the greater staff community.
- d. USAC collaborates with various university offices and functions that are provided for the benefit of employees to enrich community spirit.
- e. USAC advocates on behalf of staff for a more diverse, inclusive, equitable, and accessible work environment.

III. ARTICLE: MEMBERSHIP

- a. Membership Profile
 - i. Membership is comprised of no more than thirty (30) classified and/or unclassified staff members in non-bargaining units.
 - ii. USAC membership shall represent a variety of staff from across the university, seeking a balance from each classification as well as geographic locations of colleges, regional campuses, and support units.
 - iii. USAC will conduct business in accordance with university policy and standards, including the Office of Institutional Equity’s Non-Discrimination, Harassment, and Sexual Misconduct Policy.
 - iv. The president will appoint ex-officio members at their discretion.
- b. Eligibility for Membership
 - i. Prospective members shall have at least one (1) year of continuous, regular service, with a 75% FTE or higher at the time of application that leads into active membership (July 1).
 - ii. Staff members represented by a bargaining agreement with membership in a university recognized union are ineligible for USAC membership.
 - iii. Current USAC members who have served a full term are ineligible for reappointment for twelve (12) months following term expiration.
 - iv. Current USAC members who are appointed to complete a partial term during the first or second year of that term are ineligible for reappointment for twelve (12) months following term expiration.
 - v. Current USAC members who are appointed to complete a partial term during the third year of that term are eligible for reappointment immediately following term expiration. Reappointment shall be made at the recommendation of the Executive Committee and confirmed by a majority vote of the full committee.
- c. New Members
 - i. New members are appointed by the university president or designee upon recommendation by USAC.

- d. Term of Service
 - i. No member shall serve longer than three (3) consecutive years with the exception of a member who fills the chair elect position in their third year or a member who serves a partial and full term consecutively. In this circumstance, a 4th year term shall be permitted.
- e. Attendance and Participation
 - i. Members appointed by the President are considered active with full voting privileges of the committee.
 - ii. Members shall attend all USAC business meetings and actively engage in the work of the assigned subcommittee.
 - iii. Members shall participate in a manner that creates a collaborative and engaged work environment that furthers the collective mission and vision of USAC (*see USAC Operations and Procedures Manual*)
- f. Resignation of a Member
 - i. The notification to resign from USAC membership shall occur in writing. The notification shall be addressed to the USAC chair.
 - ii. Members accepting a new job role external to the university shall notify the USAC chair in writing, within seven (7) days of accepting an external job offer.
 - iii. Members are no longer eligible to serve on USAC if the member accepts a new job internal to the university that is classified as temporary or term, or if their current job permanently drops below 75% FTE. If a member meets one of these conditions, the member must resign their USAC membership immediately and inform the USAC chair in writing.
 - iv. Resignation shall be effective on the date decided between the USAC chair and the USAC member, but no later than their termination date, if leaving the University, or the date they become ineligible to serve.
 - v. The USAC chair will notify the Office of the President of any member resignations.
- g. Change of USAC Membership Eligibility Status
 - i. It is the responsibility of each USAC member to inform the USAC chair when a change of membership eligibility occurs:
 - a. FTE drops below 75%
 - b. Members who involuntarily experience a change in employment status shall inform the USAC chair to discuss options. (*see USAC Operations and Procedures Manual*)
- h. Change of Employment Status
 - i. It is the responsibility of each USAC member to inform the USAC chair when a change of employment occurs:
 - a. Accepting a new internal job role at the university
- i. Removal of a Member
 - i. Each member shall represent USAC in a manner that models the values of the university; treat others with care and compassion; act with integrity and respect; and engage in inclusive, equitable, and values-based decision-making for the greater good of all staff (*see USAC Operations and Procedures Manual*);
 - ii. USAC members who fail to adhere to the USAC Operations and Procedures Manual shall be subject to removal as stipulated in the manual.
 - iii. In addition, members may be removed for lack of regular attendance and active participation in USAC meetings, events, and subcommittee work assignments.
- j. Filling of Vacancies
 - i. The decision to fill a vacancy of an unfulfilled term created by the resignation or removal of a member shall be made at the recommendation of the Executive Committee.
 - ii. The decision to fill a vacant position shall be guided by the needs of USAC to achieve the goals of the member's unexpired term.

- iii. An alternate is permitted to serve out the remainder of a three-year term should they be called upon to serve on USAC. If called upon during the fiscal year between the months of July and March that will count as year one (1) of service. If called upon between the months of April and June of a fiscal year the alternate's year one (1) begins on July 1st.
- iv. Once a new member is selected, a full committee vote is needed to confirm the appointment.

IV. ARTICLE: USAC ADVISOR (ADHOC)

- a. The university president, president's designee and/or USAC chair has the authority to appoint a USAC advisor.
- b. The advisor serves as a consultant to the USAC chair and Executive Committee on matters that may come before the USAC membership.
- c. The advisor is not a USAC member and therefore, has no responsibility to participate in business meetings, subcommittees, or events and does not have voting privileges.

V. ARTICLE: OFFICERS

- a. USAC officers shall consist of chair, chair-elect, vice chair/secretary-treasurer, and vice chair/communications.
- b. Qualifications of Officers
 - i. No person shall be eligible to hold office who has not been an active member for at least 6 months prior to nomination.
- c. Terms in Office
 - i. Officers shall serve for a one (1) year term beginning July 1 of each fiscal year.
 - ii. Officers shall serve until their successors are elected and installed prior to June 30.
 - iii. No person shall hold the same office for more than two (2) consecutive terms.
 - iv. Upon completion of the term, the chair-elect shall assume the role of chair for the consecutive fiscal year.
 - v. If a third-year member fills the chair-elect position, that member's term shall be extended to a 4th year.
- d. Vacancies
 - i. In the event of a chair vacancy, the chair-elect shall assume the duties of the chair.
 - ii. An officer who resigns shall turn over all records to the chair within fifteen days of the resignation and all permissions to USAC electronic files will be removed at that time.
 - iii. It shall be the duty of the Executive Committee to act upon the resignation of any officer and make recommendations to USAC to fill an unexpired officer's term.
 - iv. Upon the concurrent resignations of the chair and chair-elect, the Executive Committee shall meet in special session to appoint an acting chair.
 - v. The chair may temporarily appoint a USAC member in good standing to fulfill the officer role until the Executive Committee and USAC membership are able to take action on the vacancy.
 - vi. The election of officers shall take place by a confidential ballot at a USAC meeting no later than May 1st.
 - vii. Election details and procedures are outlined in the USAC Operations and Procedures Manual and authority to oversee elections is held by the Election Taskforce appointed by the outgoing USAC chair.
 - viii. Once a new officer is selected, a full committee vote is needed to confirm the appointment.

VI. ARTICLE: DUTIES OF OFFICERS

- a. Chair
 - i. The chair shall be the principal executive officer, providing leadership and vision for USAC

with responsibility for supervising the affairs of USAC and serving as the spokesperson in any official matters. The chair shall preside at all regular meetings and special meetings, shall make appointments to all committees with the approval of USAC, and shall be an ex-officio member of all committees and task forces, except the Officer Election Task Force. The chair, in conjunction with the chair-elect, vice chairs and subcommittee chairs, is responsible for the creation of the USAC budget and approval of expenditures. The chair shall oversee the shared USAC email inbox. As the presiding officer, the chair has the authority to assign duties as needed or as necessary to officers, committees and members of USAC.

b. Chair-Elect

- i. The chair-elect shall assume the duties of the chair during the chair's absence, removal or inability to serve and shall assist the chair in their duties. The chair-elect shall arrange programs and workshops for USAC, subject to the approval of the Executive Committee and in accordance with the interests of the membership. The chair-elect shall oversee the shared USAC email inbox, new member orientation and new member selection.

c. Vice Chair/Secretary-Treasurer

- i. The secretary/treasurer shall handle all general correspondence of USAC and keep accurate records of USAC regular meetings, including attendance. In addition, the secretary/treasurer shall also keep records of the Executive Committee. It is the responsibility of the secretary/treasurer to follow university and committee protocol for the approval of meeting agenda and minutes and distribution to the membership.
- ii. The secretary/treasurer shall be the financial liaison to the Business and Finance fiscal officer and business partner with the Office of Human Resources for the purpose of determining an annual USAC budget and securing funds necessary for USAC operations. The secretary/treasurer shall keep accurate financial records and maintain records for USAC membership.
- iii. The secretary/treasurer shall present financial reports at the USAC regular business meetings, at least annually.
- iv. The secretary/treasurer shall provide a financial report for the prior fiscal year and the current fiscal year, at the end of the fiscal year, to be signed off by the current chair and vice chair-secretary/treasurer as well as the incoming chair and vice chair-secretary/treasurer.
- v. The secretary/treasurer will secure written approval (e.g., via email) from the USAC chair regarding any budget expenditures in advance of purchasing items or services. If the initial request for a purchase comes from the USAC chair, then the chair-elect should provide a second written approval.
- vi. The secretary/treasurer shall be responsible for maintaining USAC archives.
- vii. The secretary/treasurer shall be responsible for overseeing the USAC calendar.
- viii. The secretary/treasurer shall be responsible for maintaining permissions to electronic USAC files.

d. Vice Chair/Communications

- i. The vice chair/communications shall be responsible for USAC outreach communication to its designated audiences and maintain accurate messaging on the USAC website.
- ii. The vice chair/communications shall be responsible for sending out the USAC newsletter to the university community.
- iii. The vice chair/communications shall be responsible for monitoring the shared USAC email inbox and updating the calendar on the USAC website.

VII. ARTICLE: EX-OFFICIO MEMBER

- a. USAC, in partnership with the Office of the President and the Senior Vice President for Talent, Culture, and Human Resources, will appoint an ex-officio member from the Office of Human

Resources;

- b. Ex-officio members shall attend executive and general business meetings, and serve as liaisons to subcommittees as needed.

VIII. ARTICLE: EXECUTIVE COMMITTEE

- a. The Executive Committee shall have general supervision of the affairs of USAC between its business meetings, fix the hour and place of meetings, approve USAC meeting programming and agendas, provide direction to subcommittees, and make recommendations to the USAC membership. The Executive Committee shall be subject to the will of the USAC membership, and none of its acts shall conflict with the action taken by the USAC membership.
- b. The Executive Committee shall consist of the elected officers.
- c. A majority of the Executive Committee shall constitute a quorum.
- d. Subcommittee & task force chairs are appointed by the USAC chair
- e. Executive Committee meetings are open to the general membership of USAC, upon request.
- f. The Executive Committee shall meet once per month.

IX. ARTICLE: MEETINGS

- a. Business Meetings
 - i. The general membership shall convene approximately twice per month to conduct the business of USAC.
 - a. Meetings may be open and/or closed to university staff and the meeting type should be communicated or properly designated ahead of time.
 - ii. A quorum shall consist of a majority of total membership, including the presiding officer. The act of the majority present at any meeting at which there is a quorum shall be the act of the entire USAC, except as otherwise provided by these bylaws.
 - a. A motion brought before the USAC membership shall need a majority of the quorum to pass.
 - iii. The purpose of the meeting is to conduct regular USAC business, including but not limited to:
 - a. Executive Committee reports and recommendations
 - b. Subcommittee reporting and recommendations
 - c. Programming that informs and advises USAC membership on topics critical to the general welfare and interest of university staff
 - d. Review of proposed policies
 - e. Other business at the discretion of the chair
 - iv. An agenda of each business meeting shall be distributed by noon on the day prior to each business meeting by the vice chair/secretary-treasurer.
 - v. Meeting minutes shall document attendance, all proceedings distinguishing between open session proceedings and closed session proceedings, action items and voting outcomes of each meeting.
 - vi. Meeting minutes shall be submitted for approval at the next regularly scheduled business meeting.
 - vii. Business meetings may take place in-person, virtually, or in a hybrid format as determined by the USAC chair.
- b. Special Meetings
 - i. The chair has authorization to call special meetings and shall state the purpose of the special meeting in the call.
 - ii. Five (5) calendar days' notice of a special meeting shall be given to the membership.
 - iii. The chair may authorize the use of computer technology to facilitate a special meeting.

- iv. Attendance shall be taken by roll call to establish a quorum.
- v. If a ballot of the membership is required to take action on an agenda item, the chair can determine whether an in-person, written, virtual, and/or hybrid ballot may take place in accordance with the USAC bylaws.
- vi. Special meetings follow the same protocol for documentation and approval as business meeting.
- vii. Special Meetings may take place in-person, virtually, or in a hybrid format as determined by the chair.

X. ARTICLE: SUBCOMMITTEES and TASK FORCES

- a. USAC members not serving as an elected official shall be appointed to serve on a subcommittee or task force.
- b. A subcommittee chair or co-chairs shall be appointed by the USAC chair.
- c. USAC shall have the following four (4) standing subcommittees:
 - i. **The Governance Subcommittee** with duties that include:
 - a. Oversight of the USAC bylaws, including appointment of a USAC parliamentarian(s);
 - b. Responsible for the selection process of non-bargaining unit staff senators to University Senate. This includes ensuring the process follows university approved staff senator rules, ensuring that staff senators have experience relevant to academic policy, and ensuring staff senators are not in a position to vote, or impact, specific staff wages, benefits and terms and conditions of employment (*see USAC Operations and Procedures Manual*);
 - c. Responsible for the appointment of a staff representative on relevant Senate and university-wide committees, including receiving reports from the university- wide committee meetings from the appointment staff member and sharing relevant information with USAC (*see USAC Operations and Procedures Manual*);
 - d. Facilitation of awardee selection and ongoing process improvement for Staff Career Development Grants.
 - ii. **The Outreach and Engagement Subcommittee (O&E)** with duties that include:
 - a. Coordination of the efforts for USAC-sponsored outreach to university staff through multiple engagement activities throughout the year;
 - b. Serving as a resource to support and disseminate information with respect to efforts and issues related to diversity, equity, inclusion and wellness by engaging and supporting university outreach with opportunities for dialogue, discussion and education.
 - iii. **The Staff Affairs Subcommittee (SA)** with duties that include:
 - a. Engaging with policies and university initiatives that impact staff and promoting an equitable staff experience;
 - b. Investing in data collection, education, and building partnerships with organizations across the university to help inform USAC's work and recommendations;
 - c. Focusing efforts on topics that include total rewards, career progression, recruitment, onboarding, retention, recognition, and overall staff wellbeing.
 - iv. **The Inclusive Excellence Subcommittee (IE)** with duties that include:
 - a. Integration of deliberate efforts and executing practices that support a more equitable and inclusive culture within USAC, including serving as liaisons to other USAC subcommittees to promote inclusive practices within USAC;
 - b. Continuing collaboration with established partnerships across campus to promote inclusive initiatives that are significant to enhancing the staff experience around diversity, equity, and inclusion matters.
- d. Subcommittees may be formed or disbanded with a majority vote of the full committee following a motion made by a member. The bylaws should be amended to include the new subcommittee in accordance with Article XII: Amendment of Bylaws.

- e. Formation of a task force is authorized by the chair, not to exceed the balance of the chair's term
 - i. Task force shall follow the same operational guidelines as subcommittees (*see USAC Operations and Procedures Manual*).

XI. ARTICLE: PARLIMENTARY AUTHORITY

- a. The rules contained in the current edition of Robert's Rules of Order Newly Revised (RONR), shall govern USAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order USAC may adopt.
 - i. Information regarding RONR can be found in the USAC Operations and Procedures Manual and the USAC RONR training.
- b. The chair of the Governance Subcommittee shall serve as a Parliamentarian(s) who acts in an advisory capacity to the chair and USAC at the meetings and as needed to ensure that USAC's bylaws are followed. Alternatively, another member of the Governance Subcommittee can serve as Parliamentarian, with the approval of the USAC chair.

XII. ARTICLE: AMENDMENT OF BYLAWS

- a. The bylaws shall be subject to continuing review and revision. At a minimum, the bylaws should be reviewed every three (3) years and any necessary changes made pursuant to the following.
- b. Bylaws shall be amended at any regular meeting of USAC by a majority vote of the present quorum. A quorum consists of a majority of total membership, including the presiding officer.
- c. Proposed amendments are submitted in writing and reviewed by the Governance Subcommittee prior to coming before the general USAC membership to ensure the proposed amendment does not conflict with or override other articles in the USAC bylaws.
- d. Written notice regarding intent to vote and the proposed amendments shall be distributed to USAC at least one week prior to the next scheduled business meeting.
- e. Upon receiving a majority vote of the present quorum, the proposed amendments shall be sent to the university president or designee in addition to the Office of Legal Affairs for review and approval.
- f. Amended bylaws are not effective until USAC receives approval from the Office of the President.
- g. The USAC Operations and Procedures Manual shall serve as a supplemental document separate from the bylaws and shall align to provisions in the bylaws with specific procedural instructions.