UNIVERSITY STAFF COUNCIL CHARTER

Article I: University Staff Council Mission Statement

I. Support the University’s mission, vision, and strategic goals.
II. Serve as a recognized part of the University governance system and provide a voice for staff within that system.
III. Enhance and further University-wide internal communications.
IV. Assist in developing and promoting staff development programs.
V. Recognize staff for their commitment to excellence in service.
VI. Create and nurture a spirit of unity and collegiality among all employees at the University.

Article II: Membership

I. The Council consists of twenty-five (25) members. Any employee of Loyola University Chicago who is not a faculty member, student, or officer of the institution [i.e. Vice President or above], or who does not belong to a collective bargaining unit, and is a full time employee, is eligible to become a member of University Staff Council. Any eligible member of the University staff may nominate him/her or be nominated by his/her peers. All nominations will be reviewed and approved by Human Resources to ensure employee is in good standings with the University. An electronic balloted election will be held annually. Elected representatives will serve a required two-year term with an optional third year (3 years total). Staff eligible for membership may vote in annual election. All new members are inaugurated at the first meeting following the election results.

II. All USC elected members must remain in good standing with the University throughout the duration of their term, which will be reviewed annually by Human Resources.

III. Since meetings are held during regular business hours, those employees interested in serving on USC should obtain the approval of their supervisor. The University encourages departments supervisors to release staff for this important work.

IV. It is expected that all members attend each scheduled meeting to the best of his/her abilities. Any member who accumulates more than two (2) unexcused absences in a three (3) month period automatically relinquishes his/her seat and a new member will be selected in his/her place from the pool of nominees with the next highest number of votes for that campus. If a member is unable to attend a meeting, they must notify the Chair prior to the start of the meeting; otherwise, it will be counted as an unexcused absence.

a. Reasons for an excused absence may include:
   i. Work-related commitments, such as a meeting or conference
   ii. Illness
   iii. Scheduled vacation
   iv. Family emergency

V. Each member is expected to serve on at least one (1) of the four (4) USC sub-committees listed under Article IV. below.
Article III: Executive Board Leadership

I. During the transition meeting, the members of USC will select an Executive Board, which will consist of a Chair, Past Chair, Vice Chair, Secretary, and Treasurer as officers for the next USC year. The major responsibilities of each Executive Board member are as follows-

a. Chair
   i. Leading USC meetings
   ii. Attendance
      1. The Chair is responsible for ensuring members’ participation in University Staff Council through regular attendance at meetings within the attendance guidelines (as outlined in Article II of this document)
   iii. Acting as USC liaison with Chair of Faculty Council (FC)
   iv. Acting as USC liaison with the President, Unified Student Government
   v. Acting as USC liaison with the VP of Human Resources
   vi. Acting as USC liaison with the University Senate
   vii. Acting as USC liaison with Mission & Identity via the Faculty/Staff Chaplain
   viii. Acting as USC liaison, or appointing liaison, to Executive Council on Diversity & Inclusion

b. Past Chair
   i. Immediate former elected Council Chair to provide support in an advisory role to the current chair and the Board, providing oversight of special projects or liaison to university-wide committee’s or governance structures for a minimum period of 6 months. May continue up to one (1) year if necessary and decided on by current council members.

c. Vice Chair
   i. Leading USC meetings in absence of Chair
   ii. Overseeing and coordination all USC elections (task forces or election process, etc.)
   iii. Updating the Charter and By-Laws as needed, in consultation with the Chair
   iv. Coordinating any and all necessary revisions that need to be made on the SC website to maintain accurate and current information

d. Treasurer
   i. Managing USC budget and report at USC meeting
   ii. Leading USC meeting in absence of Chair and Vice Chair
   iii. Signing check requisitions, invoices, budget transfers, etc. on behalf of USC
   iv. Acting as liaison for Loyola Employee Emergency Fund (LEEF) with Human Resources

e. Secretary
   i. Scheduling date, time, and location for USC meeting
   ii. Compiling and distributing USC meeting agendas and minutes
   iii. Maintaining the operational infrastructure (file share), access to the file share(remove access to outgoing members, enable access to new members), and shared emails accounts (remove access to outgoing members, enable access to new members)
iv. Coordinating the Annual Transition Meeting (agenda & minutes and scheduling the meeting)

v. Identifying and updating any operational efficiencies that will assist the council in performing day to day operations

II. All Executive Board members are expected to be active on at least one (1) committee.

III. Leaving your post
   a. Training with newly elected Executive Board
      i. All materials should be uploaded to the correct repository
      ii. Outgoing Executive Board creates an operations calendar and a transition document
   b. Leaving in the middle of your post
      i. If an Executive Board members leaves his/her post in the middle of a term, he/she must schedule an exit meeting with the executive board and relinquish all notes, important documents, and training materials

Article IV: Committees

I. Committee Structure
   a. Each staff council member, including the executive board, will serve on at least one (1) committee
   b. Each committee should consist of at least four (4) current USC members
   c. Each committee will have a chair appointed by the respective committee members
   d. It is expected that each committee meets regularly as projects dictate

II. Training with new committee chair
   a. All materials should be uploaded to the correct repository
   b. It is recommended that outgoing chair create an operations calendar and a transition document to provide a general understanding of a time line of events and expectations of duties

III. Leaving in the middle of your post
   a. If a chair leaves his/her post in the middle of a term, he/she must schedule an exit meeting with the executive board and relinquish all notes, important documents, and training materials

IV. Committee Major Responsibilities
   a. Communications
      i. Promoting communication to staff, such as a USC website, monthly newsletter, etc.
      ii. Monitoring USC email inbox and bringing staff feedback to full USC meetings
      iii. Acting as liaison with UMC on behalf of USC to market/communicate different initiatives
      iv. Maintaining USC website and making sure information is updated
      v. Coordinating with Vice Chair to disseminate USC elections communications

   b. Cultural Engagement & Events
      i. Promoting spirit and unity throughout Loyola by coordinating and assisting in staff social events
ii. Organizing President receptions (Pizza with the President)
iii. Assisting Human Resources with University-wide events (Holiday party and St Ignatius picnic)
iv. Coordinating monthly Heritage Month celebrations
v. Holding various cultural and social events throughout the year for staff to participate in and engage with one another and the community

c. Staff Recognition & Excellence Awards
   i. Promoting and recognizing the contributions of staff and their integral role in supporting and fulfilling Loyola’s values
   ii. Coordinating with Human Resources on Annual Staff Recognition & Excellence Awards
   iii. Partnering with Human Resources and UMC on promoting Monthly Excellence Awards
   iv. Supporting Human Resources annual milestone recognition

d. Staff/Work-life & Support
   i. Bringing awareness of USC to new staff members at Loyola 101 sessions
   ii. Hosting various Lunch & Learn programs
   iii. Developing and implementing staff mentor-ship program, 'Colleagues Who Care'
   iv. Overseeing LEEF (Loyola Employee Emergency Fund)
      1. Raising awareness and funding for LEEF
      2. Establishing dollar goal for funds raised each year (e.g. $5-10K)
      3. Partnering with other University Staff Council committees, other LUC departments, including Faculty Council, Mission & Ministry, Advancement, and Human Resources
      4. Working with Human Resources and USC Treasurer on the LEEF requests and disbursement of payment
      5. Human Resources will send LEEF request to LEEF Chair, USC Treasurer, and USC Chair
      6. Period of Transition
         a. (Former) LEEF committee members will review request and determine outcome
         b. In absence of LEEF committee members, (former) Executive Board members will review request and determine outcome
         c. In absence of Executive Board, (former) USC members will review request and determine outcome
UNIVERSITY STAFF COUNCIL BYLAWS

Article I: Meetings

I. USC meets one (1) time each month, and in the Spring, each “new” Council selects the date of the month that regularly scheduled meetings will take place

II. In order to hold a meeting, a minimum of 50% of USC members must be present with at least one representative from each campus.

III. Guests (e.g. Chief Human Resources Officer (CHRO)) may be invited to attend meetings

IV. Meetings will be held electronically on each campus

Article II: Order of Business

I. The order of business to be followed at meetings of USC shall ordinarily be:
   a. Minutes of the previous meeting
   b. Chairperson’s report
   c. Follow up on action items
   d. New Business
   e. Committee reports
   f. Committee sessions
   g. Adjournment

Article III: Agenda Setting

I. Setting the agenda for the month meeting shall be the responsibility of the Chair, in consultation with the Executive Board

II. Any member of USC may present an item for the agenda

III. Members of USC may propose items for the agenda through the USC inbox

IV. The agenda will be communicated in advance of meetings

Article IV: Voting

I. Each member of USC shall have voting rights

II. Voting shall be decided by a simple majority of those present

III. Discussion on a topic to be voted on will be held one meeting prior to the meeting with the vote.

IV. In order for a vote to be held, a minimum of 60% of USC members must be present with at least two representatives from each campus
   a. Votes can be submitted electronically, and must be provided to the Council Chair by the close of business day prior to the meeting
   b. Votes submitted after this time will not counted

Article V: Amendments

I. These Bylaws can be amended only by an affirmative vote when a minimum of 75% of USC members are present with at least two representatives from each campus