

CONSTITUTION OF

THE STAFF COUNCIL

THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

PREAMBLE

We, the staff of The University of North Carolina at Charlotte (“UNC Charlotte”), in order to create a system of governance which will permit the exercise of such authority as may be granted to us and the sharing thereof with other elements of the University community, do establish this Constitution for the Staff Council of UNC Charlotte.

The term “staff” as used in this document refers exclusively to those persons defined in Article I.

ARTICLE I: MEMBERSHIP

The staff of UNC Charlotte shall consist of any full-time or part-time employee of the University subject to the State Personnel Act (SHRA), any full-time or part-time employee for the University exempt from the State Personnel Act (EHRA/EPS) who is not a faculty member as defined by University Policy 102.13, tenure Policies, Regulations and Procedures of the University of North Carolina at Charlotte. Any member of the staff may vote and hold office in the Staff Council pursuant to Article II, Section I of the Bylaws of the Staff Council.

ARTICLE II: PURPOSE AND AUTHORITY OF COUNCIL

The Staff Council was established to create and provide a more harmonious working environment for the staff of UNC Charlotte. The Chancellor has delegated to the Staff Council the authority and responsibility to bring to the attention of the administration any matters of general staff concern, and to take such actions as are necessary to enable it to meet those responsibilities. The Staff Council shall have the authority to enact such bylaws consistent with this Constitution as it deems necessary to conduct its affairs.

ARTICLE III: OFFICERS, DUTIES AND POWERS

Chair: The Chair of the Staff Council shall be elected at-large, shall preside over all meetings of the Staff Council and shall serve as Chair of the Executive Board.

Vice Chair: The Vice Chair of the Staff Council shall be elected at-large and will assume the duties of Chair of Staff Council in the absence of the Chair.

Secretary: The Secretary of the Staff Council shall be elected at-large and shall keep minutes and all other records of the meetings of the staff and of the Executive Board.

Treasurer: The Treasurer of the Staff Council shall be elected at-large and shall be responsible for maintaining the financial records of the Staff Council and providing up-to-date budget reports at each general meeting of the Staff Council.

Communications Officer: The Communications Officer responsibilities will include but are not limited to: drafting and distributing newsletters, internal and external communications (emails ,press releases, newsletters, etc). The Communications Officer will coordinate communications and/or projects with the Executive Board.

Technology Officer: The Technology Officer responsibilities will include but are not limited to: management of: website, internal and external communication channels (i.e. social media, listservs), electronic voting process, and moderator of technology used for monthly meetings.

ARTICLE IV: AUTHORITY OF THE EXECUTIVE BOARD

The Executive Board of the Staff Council shall have the authority to conduct the affairs of the staff as provided in Article II of the Constitution. The composition of the Executive Board shall be provided in the Bylaws of the Staff Council.

ARTICLE V: MEETINGS OF THE STAFF COUNCIL

Meetings of the Staff Council shall be held according to guidelines in the Bylaws of the Staff Council.

ARTICLE VI: CONSTITUTIONAL AMENDMENTS

Amendments of this Constitution shall be in accord with procedures described in the Bylaws of the Staff Council. No such amendment is effective until it has been approved in writing by the Chancellor.

Revisions:
May 23, 2014
May 2024