



University of Wisconsin  
**Whitewater**

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Academic Staff Assembly

# UW-WHITewater ACADEMIC STAFF BY-LAWS

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# UW-WHITewater ACADEMIC STAFF BY-LAWS

## CHAPTER I: ACADEMIC STAFF ASSEMBLY

### ARTICLE I - NAME

This organization of academic staff shall be known as the Academic Staff Assembly of the University of Wisconsin-Whitewater.

### ARTICLE II- PURPOSE

The Academic Staff Assembly shall represent and be responsible to the general academic staff in governance matters and serve as the campus forum for the articulation of academic staff views concerning university, administrative, fiscal, and academic staff matters. The Academic Staff Assembly, comprised of instructional and non-instructional staff, shall represent the academic staff of the University of Wisconsin-Whitewater to the Board of Regents, the University of Wisconsin System administration, the University of Wisconsin-Whitewater administration, the Faculty Senate, and the Student Association of the University of Wisconsin-Whitewater.

### ARTICLE III - MEMBERSHIP

#### *Section 1 - Academic Staff Assembly Members*

The Academic Staff Assembly shall have a total of sixteen (16) elected members serving two-year terms, with eight (8) of those seats up for election each spring. Assembly membership should broadly represent the campus community. The Elections Committee is charged with striving to maintain that balance, including equal representation between Academic Staff and Instructional Academic Staff, specific representation of each College, and general representative distribution within the university.

The ASA Elections Committee shall use the process below to fill seats available through the expiration of a two-year term.

#### **A. Review of Available Seats**

- i. Establish distribution and constituencies of filled seats, defined as representatives completing the first year of their two-year term.
- ii. Work with appropriate administrators to determine the numbers and reporting distribution of Academic Staff and Instructional Academic Staff eligible to vote in ASA elections as of October of the current academic year.
- iii. Make recommendations to designate any available seats as open to specific constituencies, making every effort to ensure a balance between Academic Staff and Instructional Academic Staff that doesn't fall below a ratio of 7:9, and to maintain the balance referenced above.
- iv. Present recommendations to the Academic Staff Assembly for ratification prior to beginning to solicit nominations.

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### **B. Solicitation of Nominations**

- i. Seek nominations for available seats from among all Academic Staff and Instructional Academic Staff eligible to vote.
- ii. Eligible individuals may nominate themselves or, if nominated by another individual, accept the nomination in order to be included on the ballot.
- iii. Self-nominations or nomination acceptances will include instructional status and a description of reporting areas and appointment percentages, along with any other information deemed necessary by the Elections Committee.
- iv. In the event that specific outreach needs were identified during the Review process, the Elections Committee will use a specific list of qualified staff from the identified area to solicit nominations using outreach method(s) deemed appropriate by the Elections Committee and the Executive Board.

### **C. Elections**

- i. Eligible voters will be presented with a slate of all nominees, including their names, instructional status, reporting areas, and constituency area(s) if applicable.
- ii. Anonymous voting will be completed using a ranked choice system including an individual voter option to opt out of voting for any number of specific candidates.
- iii. The Elections Committee will first review the results of each available seat designated to specific constituencies, awarding the available seat to the nominee designated as the winner using an instant runoff vote system.
- iv. Once seats designated for specific constituencies have been awarded, the Elections Committee will designate any remaining available seats as "At-Large," and will award them as above.
- v. Elections results will be presented to the ASA for ratification in accordance with Chapter I, Article IV of the by-laws.
- vi. Once the electoral process is complete, the Elections Committee will update a constituency list, ensuring that all academic staff are assigned at least one specific point of contact within the Assembly.

### ***Section 2 - Limit Upon Number of Academic Staff Assembly Members***

There shall be no more than two (2) representatives to the Academic Staff Assembly from any one (1) operational unit.

### ***Section 3 - Term of Office***

Each member of the Academic Staff Assembly shall be elected to a two-year (2) term of office.

### ***Section 4 - Consecutive Terms***

An academic staff member may serve an unlimited number of consecutive terms. A term is defined as twenty-four (24) months beginning with the first Academic Staff Assembly meeting in May following elections. A person/appointed to fill a vacant term may be a candidate in the next scheduled election.

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### ***Section 5 - Academic Staff with Split Appointments***

An academic staff member holding an appointment in two or more designated areas may only be a candidate for election in the area of the higher percentage. If the academic staff member holds a fifty (50) percent appointment in two areas, the Elections and Balloting Committee, in consultation with the candidate, shall authorize the specific area for elected representation. Once an individual academic staff member with a split appointment has been designated to a specific area by the Elections Committee, that designation may not be changed unless the appointment of the individual is revised.

## **ARTICLE IV - ELECTIONS**

To be a candidate for election to the Academic Staff Assembly, an eligible academic staff member must indicate candidacy to the Elections and Balloting Committee.

### ***Section 1 - Eligibility for Election to the Academic Staff Assembly***

To be eligible for election to the Academic Staff Assembly an academic staff member must hold at least a half-time academic staff appointment for the entire academic year. An individual academic staff member may be a candidate for election to one seat only in any given election.

### ***Section 2 - Time of Elections***

Elections for all open seats of the Academic Staff Assembly shall be held according to the procedures and guidelines set forth by the Election and Balloting Committee.

- A. The nomination period for all open seats on the Academic Staff Assembly must be at least seven (7) days.
- B. The voting period for all open seats on the Academic Staff Assembly must be at least ten (10) days.
- C. Election results must be presented to the assembly at least three (3) weeks prior to the organizational meeting.
- D. Days will be defined as "calendar" days.

### ***Section 3 - Election Questions or Disputes***

The Academic Staff Assembly is empowered to determine the methods by which election questions or disputes shall be resolved, in accordance with other provisions in the Constitution and By-laws.

## **ARTICLE V - VOTING**

### ***Section 1 - Eligibility to Vote in Elections and/or Referendums***

In order to vote in an Academic Staff Assembly election or referendum during the academic year, an individual must hold an academic staff appointment at the time of the election or referendum. Academic staff members employed during the spring semester and holding a continuing appointment during the fall semester are eligible to vote in elections or referendums held during the summer session even if the staff member does not hold a summer session

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appointment. A member of the academic staff appointed to only the summer session is ineligible to vote in elections or referendums during the summer session unless that staff member holds a continuing appointment during the following fall semester.

### ***Section 2 - Voting Process***

All academic staff members eligible to vote may vote for all candidates appearing on the ballot.

### ***Section 3 - Filling of Vacancies***

If a portion of an elected term of an elected member remains to be served prior to the next regular election for the Academic Staff Assembly, the seat will be filled by an appointment by the Academic Staff Assembly, subject to a majority vote of the Assembly. This appointment will be made from a list of additional candidates who have indicated a willingness to serve. The appointee will serve until the next regularly scheduled election, subject to other provisions of the Constitution and By-laws.

When filling a vacancy, after first using the criteria above, and in accordance with other provisions in the Constitution and By-laws, the Assembly will give primary consideration to candidates who have had broad representation and service on academic staff committees.

## **ARTICLE VI - OFFICERS**

The executive officers of the Academic Staff Assembly shall consist of a Chair, Vice-Chair, Past Chair, Communications Director, and Faculty Senate Liaison. In consideration for serving as Chair, the individual will be compensated in one of the following ways:

**A.** Fifty (50) percent release time from their department during their tenure as Chair. For all customary purposes (including, but not limited to, compensation, retention and promotion), the Chair shall be considered to hold the fifty (50) percent release as an addition to the remaining appointment percentage. For example, should an individual hold a fifty (50) percent release for service as Chair of the Academic Staff Assembly, for all customary purposes (including, but not limited to, compensation, retention and promotion), they shall be considered to hold a one-hundred percent appointment;

**B.** Be given a flat stipend. The amount of the stipend shall be determined by the Office of the Chancellor.

### ***Section 1 - Election of Officers***

The office of Vice Chair of the Assembly will be elected in the spring by the members of the Assembly as constituted and elected for the upcoming year. The Vice Chair shall be elected following general elections for a one-year (1) term which will begin July 1 of the same year. At that time, the Vice Chair of the previous year shall assume the office of Chair at that time, and the Chair of the previous year shall assume the office of Past Chair.

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### ***Section 2 - Terms and Duties of the Chair***

The Chair may serve an unlimited number of separate terms. At the conclusion of each term, the current Chair will automatically transition to the office of Past Chair for a one-year (1) term. The current Vice Chair will automatically transition to the office of Chair for a one-year (1) term. If the incoming Chair has one (1) year of their two-year (2) term remaining, the vacancy created shall be filled by the individual who received the next highest number of votes within the constituency previously represented by the Chair. If there is no such individual, the Chair shall appoint an eligible individual to serve the remainder of the term, subject to the approval of a majority vote by the Academic Staff Assembly. The Chair shall preside at meetings of the Academic Staff Assembly and Academic Staff Executive Committee, shall serve as a member of the Chancellor's Cabinet, shall serve as the UW-Whitewater representative at the University of Wisconsin System Academic Staff Representatives meetings, and shall serve on other committees as appointed. The Chair shall perform other duties as prescribed within the by-laws. The Chair abstains from voting except in the case of a tied vote. The Chair is not considered an elected member of the Academic Staff Assembly, and as such, any units or groups of instructional or non-instructional staff previously represented by the chair during a term as Assembly Member or Vice Chair will be considered open seats and be eligible for an interim appointment.

### ***Section 3 - Terms and Duties of the Vice Chair***

The Vice Chair may serve an unlimited number of separate terms, but at the conclusion of each term, will automatically transition to the office of Chair for a one year (1) term. The Vice Chair shall be elected following general elections for a one-year (1) term which will begin July 1 of the same year. The Vice Chair shall solicit and organize the staffing of all academic staff assembly standing and ad hoc committees, and shall secure academic staff members to serve on University committees with the approval of the Academic Staff Assembly. The Vice Chair shall serve in the absence of the Chair, serve as the Chair of the Outreach Committee, shall serve as the Academic Staff Assembly liaison to the University Staff Council, and shall perform other duties as prescribed within the by-laws. The Vice Chair is a voting member of the Academic Staff Assembly.

### ***Section 4 - Terms and Duties of the Past Chair***

The Past Chair may serve an unlimited number of separate terms. The Chair of the previous year will automatically transition to the office of Past Chair for a one-year (1) term, barring resignation, disqualification, or a removal action of the sitting Academic Staff Assembly. The Past Chair shall serve in an advisory role to all of the Academic Staff Assembly, including the Chair and Vice Chair, and shall perform other duties as prescribed within the by-laws. The Past Chair is a non-voting member of the Academic Staff Assembly and does not hold one of the elected Academic Staff Assembly seats.

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### ***Section 5 - Terms and Duties of the Communications Director***

The Communications Director may serve an unlimited number of separate terms. The Communications Director shall be elected in the spring by the members of the Assembly as constituted and elected for the upcoming year. The Communications Director shall be elected following general elections for a one-year (1) term which will begin July 1 of the same year. The Communications Director shall oversee the publishing of meeting announcements, meeting minutes, and any other public or internal Academic Staff Assembly communications channels. Any elected, voting member of the Academic Staff Assembly shall be eligible for election as Communications Director, and shall remain a voting member of the assembly.

### ***Section 6 - Terms and Duties of the Faculty Senate Liaison***

The Faculty Senate Liaison may serve an unlimited number of separate terms. The Faculty Senate Liaison shall be elected in the spring by the members of the Assembly as constituted and elected for the upcoming year. The Faculty Senate Liaison shall be elected following general elections for a one-year (1) term which will begin July 1 of the same year. The Faculty Senate Liaison's responsibilities shall include attending Faculty Senate meetings and providing feedback and updates between the Faculty Senate and the Academic Staff Assembly. Any elected, voting member of the Academic Staff Assembly who holds an instructional staff appointment at UW-Whitewater of at least fifty (50) percent shall be eligible for election as Faculty Senate Liaison, and shall remain a voting member of the assembly.

### ***Section 7 - Removal from Office***

The Chair, Vice Chair, and Past Chair may be removed from office upon a two-thirds (2/3) vote of the Academic Staff Assembly. This removal action must be placed on the agenda at least five (5) working days prior to the next regularly scheduled Academic Staff Assembly meeting. In the event that the Vice Chair is removed, a new Vice Chair may be elected by the sitting Academic Staff Assembly. In the event that the Chair is removed, the sitting Vice Chair will transition to the office of the Chair for the remainder of the year, which will not be counted as a part of the one-year term of Chair office tenure. In the event that the Past Chair is removed, the office will remain vacant for the remainder of the year.

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### **ARTICLE VII - ASSEMBLY MEMBER DUTIES**

#### ***Section 1 - General Duties***

Members of the Academic Staff Assembly have the following duties:

- A.** Represent their constituency and serve as a liaison between the Assembly and their constituency.
- B.** Attend meetings of the Academic Staff Assembly.
- C.** Serve on appropriate standing or ad hoc committees of the Academic Staff Assembly.
- D.** Serve as a liaison between the committees they represent and the Academic Staff Assembly.
- E.** Serve as representatives on University-wide committees including, but not limited to the following: Strategic Planning and Budget Committee, University Center Board, Sexual Assault Response Team, Memorial Committee, Planning Committee for 2008, and other special committees appointed by the Office of the Chancellor.

#### ***Section 2 - Absences***

An Assembly member is expected to attend all meetings unless excused by advance notification to the Chair. Failure to provide advance notification to the Chair from two (2) consecutive Assembly meetings or four absences (excused or unexcused) within an academic year will constitute cause for removal from the Academic Staff Assembly by action of a majority vote of the Assembly.

#### ***Section 3 - Recall of an Assembly Member***

An Assembly member may be recalled from office by a petition to the Academic Staff Assembly signed by two-thirds (2/3) of the academic staff members holding voting privileges.

### **ARTICLE VIII - MEETINGS**

#### ***Section 1 - Regular Meetings***

The Academic Staff Assembly meets on designated Wednesdays of each month, September through May, at a designated meeting time to be published at the beginning of each semester, when school is in session. Additional meetings may be called by any of the methods described in Article VIII, Section 2.

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### ***Section 2 - Special Meetings***

A special meeting of the Academic Staff Assembly may be called at any time by one of three methods:

- A.** By the Chair of the Assembly; or,
- B.** By a petition of two-thirds (2/3) of the Academic Staff Assembly; or,
- C.** By a petition containing signatures of twenty (20) percent of the total membership of the academic staff eligible for voting privileges. This petition shall be submitted to the Academic Staff Assembly Chair. The date of the meeting shall be set within five (5) working days of the Chair's receipt of a valid petition as described in Article VIII, Section 2C. The special meeting shall be held within ten (10) working days of receipt of the petition.

### ***Section 3 - Open Meetings***

All meetings of the Assembly shall be open. All meetings will be announced in advance.

### ***Section 4 - Agenda/Minutes***

The agenda for Academic Staff Assembly meetings shall be established by the Executive Committee under the guidance of the Chair and shall be distributed at least two (2) working days prior to the meeting. Any member of the academic staff may submit an item to the Chair for inclusion on the agenda. Minutes of each meeting of the Assembly shall be recorded and distributed two (2) days prior to the next meeting.

### ***Section 5 – Meetings Held Electronically***

Except as otherwise provided in these bylaws, meetings of the Academic Staff Assembly may be conducted through use of internet meeting services designated by the Chair. These electronic meetings of the Academic Staff Assembly shall be subject to all rules adopted by the Academic Staff Assembly to govern them, which may include any reasonable limitations on, and requirements for, members' participation. The information to access the electronic meeting shall be published.

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### ***Section 6 – Conducting Business Over Email***

If a matter cannot wait until the next scheduled meeting of the Academic Staff Assembly, business may be conducted over email.

Rules for conducting an e-mail vote:

1. The Chair, or designee, shall send out an email notice with the subject line “ASA: Motion #” and include any supporting documentation. This notice must include a specific timeframe (day, month, date, year, at time am/pm) to respond to the email with any discussion. The timeframe shall not be less than one business day. A second is not necessary for the motion to be considered.
2. Assembly members shall use “reply all” to the email motion to discuss the motion. After the noted timeframe for the motion has elapsed, the chair, or designee, shall reply all and change the “Motion” in the subject line to “ASA: Vote on Motion #”. This notice must include a specific timeframe to “respond all” to the email with a vote of “I vote yes” or “I vote no” or “I abstain” as the only response.
3. After the noted timeframe for the motion has elapsed, the chair, or designee, shall tally the results. In the event of a tie, the chair shall reply all with their vote to break the tie.
4. The chair, or designee, shall reply all with the results of the vote, including whether a quorum was reached.
5. The Communications Director shall compile and maintain the complete thread of the motion and its disposition and draft the minutes.
6. The minutes shall be included on the agenda and approved at the next scheduled Academic Staff Assembly meeting.

## **ARTICLE IX - OPERATIONAL PROCEDURES**

The following operational procedures are adopted for the Assembly:

- A.** A quorum of the Assembly is defined as at least fifty-one (51) percent of the voting Academic Staff Assembly.
- B.** The Assembly shall utilize Roberts' Rules of Order - Revised as its definitive source regarding parliamentary procedure.
- C.** All members of the Assembly may vote, aside from the Chair. The Chair abstains from voting unless a tie-breaking vote is needed. The Past Chair is considered an advisor to the Academic Staff Assembly rather than a member, and as such does not vote.

# **UW-WHITWATER ACADEMIC STAFF BY-LAWS**

## **CHAPTER II: GOVERNANCE STRUCTURE**

### **ARTICLE I - STANDING COMMITTEES**

During the first meeting of the Academic Staff Assembly each fall, a list of standing committees shall be presented by the Chair and reviewed for approval by the membership for continuation or a pause in duties for that year. Standing committee lists shall include the committee function, terms of office, membership makeup, and any required timeline of work. Upon completion of review by the assembly, standing committees shall be designated as active or on hold for the year. A request to update this committee status may be entertained as a motion and voted upon by the assembly at any time.

The list of standing committees for annual review shall include:

1. Elections and Balloting
2. Outreach
3. Professional Development
4. Promotions
5. Rewards and Recognition

### **ARTICLE II - FUNCTION, MEMBERSHIP & TERMS OF STANDING COMMITTEES**

Function and membership of standing committees of the Academic Staff Assembly shall be as described below.

Committee chairs shall be named by the Vice Chair of the Academic Staff Assembly or appointee each year following elections. Committee members are ineligible to take part in any selection/election process for an award or position for which they are nominated.

The Academic Staff Assembly shall be empowered to appoint all standing committee members and to confirm, on an annual basis, all appointments to other University-wide committees on which academic staff have representation. Standing committee terms follow the term definitions and timelines established in Chapter I, Article III, Section 3 - Term of Office, regardless of committee member's election to assembly membership.

All binding and final changes and decisions of academic staff committees, standing and ad hoc, and recommendations forwarded to the Assembly, must be approved by a quorum of the committee's membership.

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## **Section 1 - Elections and Balloting Committee**

### **Function**

- Solicit candidates for election for general membership of the Academic Staff Assembly
- Conduct elections
- Tabulate election results
- Report election results to Academic Staff Assembly
- Provide Executive Board with additional results if assembly seats must be filled

### **Membership**

- 3 or more academic staff

## **Section 2 - Outreach Committee**

### **Function**

- Structure and administer orientation for academic staff
- Facilitate academic staff participation and engagement in shared governance
- Create and host outreach events

### **Membership**

- 3 or more members, including at least one with instructional status
- Chaired by Vice Chair of the Academic Staff Assembly

## **Section 3 - Professional Development Committee**

### **Function**

- Designated as “Active” when funding is available
- Solicit proposals by academic staff members for funding of professional development activities
- Establish proposal evaluation criteria
- Evaluate proposals
- Make recommendations to the Academic Staff Assembly for approval

### **Membership**

- 5 members, at least 2 of whom have instructional status
- Members elect an Evaluation Chair at first meeting

## **Section 4 - Promotions Committee**

### **Function**

- Structure and administer the academic staff promotions process
- Receive and review applications for promotion
- Report recommendations to the Academic Staff Assembly

### **Membership**

- 6 academic staff with instructional status
- Chairperson serves as Tabulator during review process and does not review or vote on promotion recommendations
- 5 committee members serve as voting Promotion Reviewers

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### ***Section 5 - Rewards and Recognition Committee***

#### ***Function***

- Designated as “Active” when funding is available
- Determine and administer overall rewards and recognition timeline
- Determine criteria for meritorious rewards
- Determine allocation and administration of funds
- Determine and track accountability of funds

#### ***Membership***

- 5 academic staff

## **ARTICLE III - AD HOC COMMITTEES**

The Academic Staff Assembly is empowered to appoint ad hoc committees deemed appropriate to the interests of the academic staff. The function, length of term, and membership of the committee will be determined based on the charge of the committee.

## **ARTICLE IV - COMMITTEE REPORTS**

All committees under the purview of the Academic Staff Assembly, standing and ad hoc, are required to submit a written summary report to the Assembly Chair upon the conclusion of the committee's charge or by the last meeting of the Academic Staff Assembly in each academic year. The chairperson of each standing committee shall submit the report.

The report shall include, but need not be limited to, the following:

- Committee name
- Committee membership, including specific roles
- Years of service of all committee members.
- Names of participants other than committee members, where applicable.
- Committee activity timetable including important dates relative to the committee function or charge (i.e., ballot mailing and collection dates for elections, the steps in the promotion or professional development process, when title appeals were heard, etc.).
- Brief summary of committee activities through the report period

Committee reports, as public documents, are expected to respect the confidentiality and privacy rights of academic staff members as pertains to promotion, review and other similar issues.

A summary of committee reports shall be included in a year-end summary created by the Chair at the conclusion of the Chair's term and be shared with academic staff, UW-Whitewater leadership prior to the first meeting of the next academic year.

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### **ARTICLE V – UNIVERSITY- AND SYSTEM-LEVEL COMMITTEES**

#### **Appointment of Representatives**

The Chair will solicit and/or appoint individuals to represent the Academic Staff Assembly on university- or system-level committees. The Chair will inform the assembly of the committee name, charge, and the individual representative(s) appointed at least once per year.

#### **Reports and Endorsements**

Individuals representing the Academic Staff Assembly on a university or system-level committee shall provide periodic written or verbal updates to the Executive Board regarding their representation and activity on these committees. Representatives will make a specific request to be included on the agenda as an action item in the event that approval or endorsement by the ASA is needed on behalf of the committee.

## **UW-WHITewater ACADEMIC STAFF BY-LAWS**

### **CHAPTER III: BY-LAW REVIEW AND AMENDMENT**

The by-laws of the Academic Staff Assembly shall be reviewed annually and amended, if necessary, by a majority vote of the Academic Staff Assembly. Amendments may be initiated by one of the following methods:

1. Upon the recommendation of the Academic Staff Assembly;
2. Upon a petition submitted to the Academic Staff Assembly by twenty (20) percent of the total membership of the academic staff eligible for voting privileges or by a two-thirds (2/3) vote of returned ballots from a general mailing. This petition shall be submitted to the Academic Staff Assembly.

## **UW-WHITWATER ACADEMIC STAFF BY-LAWS**

### **BY-LAWS COMMITTEE REVIEW AND REPORT COMPLETED:**

January 26, 2022

### **BY-LAWS COMMITTEE MEMBERS:**

Christine Hoover (Committee Chair, ASA Vice-Chair, Instructional academic staff member)

Brenda Johansen (Academic staff member)

Rebecca Jones (Academic staff member)

Richard Pues (Instructional academic staff member)

### **ADOPTED BY ACADEMIC STAFF ASSEMBLY:**

January 26, 2022

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