

# **Charter of the University Staff Council at Rush University**

Passed: September 23, 2019 / Amended: June 24, 2021

## **Mission Statement**

The mission of the University Staff Council at Rush University is to provide a collective voice for the university's educational and research staff in order to improve the morale and effectiveness of the institution. The council will listen and respond to the ideas and opinions of the staff and convey them to university administration.

## **ARTICLE I: Establishment**

This organization shall be known as the University Staff Council (USC) at Rush University (RU). Articles I through VI of this document constitute the Charter for the USC. The USC will meet regularly for council meetings and open forum meetings as defined by the bylaws.

## **ARTICLE II: Purpose**

The purpose of the USC is to act as a liaison between the RU staff and the President and/or leadership of the university in all relevant matters. In an effort to create a better culture within the university, the USC will engage in the following:

1. Serve in an advisory capacity to the President and/or leadership of the university.
2. Advocate for needs; raise awareness of issues; recommend initiatives and policies on behalf of the staff.
3. Enhance the exchange of information among staff as well as between other stakeholder groups of the university.
4. Establish standing and ad hoc committees as appropriate to perform the USC's functions.
5. Advocate for staff representation on university committees and recommend staff to the President for appointment to university, RUMC, and system committees.

## **ARTICLE III: Membership**

All full-, part-, and restricted part-time, exempt and non-exempt employees of the Rush University System for Health whose primary responsibilities are devoted to the support of the educational, research, and administrative functions of Rush University, with the exception of executive leadership with faculty appointments and faculty, are considered Rush University staff members.

#### **ARTICLE IV: Elected Representatives**

1. Twenty-five elected representatives serve a one-year term. Staff members are eligible for election after the 90-day new hire probationary period, so long as they do not hold executive leadership roles. Staff members vote to determine the representatives of the council. The 25 elected representatives must be comprised of staff from at least five divisions, colleges, or equivalent administrative units and must include exempt and non-exempt employees.
2. Terms for representatives and officers run for one year except for the Vice Chair, who serves for two years in two capacities: as Vice Chair for the first year, then as Chair for the second. The USC will hold elections for positions as deemed appropriate. Representatives are term-limited to two consecutive years. Staff who serve two consecutive years may run for office again following a one-year hiatus.
  - a. Inaugural representatives' term will run for 19 months to establish rules and governance for the Council.
3. The Chair and Vice Chair will serve in a two-year rotation. After year one, the Chair steps down and the Vice Chair moves into the role of chair. This rotation will remain in effect unless the representatives lose confidence in either office.
4. If a representative must resign and vacate their seat, notification must be sent to the Corresponding Secretary as soon as possible.
5. A USC Chair who must resign mid-term is replaced by the Vice Chair for the remainder of that term and a special election is held to fill the Vice Chair position.

#### **ARTICLE V: Officers**

The officers of the University Staff Council shall consist of a Chair, a Vice Chair, a Corresponding Secretary, and a Treasurer elected from amongst the council representatives. Officer duties and responsibilities are outlined in the USC bylaws.

#### **ARTICLE VI: Amendments**

Amendments to the Charter require an in-person vote of two-thirds of all present elected representatives. Prior notice must be provided in order for the Charter to be amended. Revised versions of the Charter must be distributed to USC staff members.