

Charter of the University Staff Council at Rush University

Passed: September 23, 2019 / Amended: April 25, 2025

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. Elected representatives serve a two-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 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 two years except the Vice Chair, who serves for up to four years in two capacities: as Vice Chair for one term, then as Chair for the second. The USC will hold elections for positions as deemed appropriate. Representatives are term-limited to two consecutive terms. Staff who serve two consecutive terms may run for office again following a one-term 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-term rotation. After the first term, 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 from among the elected representatives.

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 a vote of two-thirds of all present elected representatives. A quorum shall be established if representatives are present in-person or virtually. Prior notice must be provided for the Charter to be amended. Revised versions of the Charter must be distributed to USC staff members.