

Curry Staff Advisory Council By-Laws

- I. Purpose
 - a. Purpose Statement
 - i. The purpose of the Curry Staff Advisory Council (CSAC) is to facilitate communication between staff and leadership of the Curry School of Education and Human Development.
 - b. Commitments to Curry Staff
 - i. CSAC will partner with school leadership to identify, brainstorm and implement ideas that foster an engaged and positive community.
 - ii. CSAC will enable open dialogue to share ideas and concerns in an effort to facilitate implementation of school-wide changes and resolution of staff concerns as appropriate.
 - iii. CSAC will provide ideas and feedback on employee development opportunities and help facilitate such opportunities.
 - iv. Each representative will be responsible for communicating with the staff in his or her category and for bringing staff concerns to CSAC. Curry staff may also bring concerns directly to the Council.
 - c. Authority
 - i. CSAC exists as counsel to the leadership of the Curry School of Education and Human Development and has no governing authority.
 - ii. CSAC will act upon business as is brought by the representatives, staff, or leadership and will make recommendations to the senior leadership as appropriate.
- II. Membership
 - a. Represented Units
 - i. CSAC comprises a minimum of two (2) representatives (full-time employees) from each of the following categories: academic departments, centers, and administrative offices.
 1. For every additional 15 full-time staff members over 30, that category will elect an additional representative.
 2. University and classified staff in each of the categories will elect their representatives.
 3. Determination of those included in each category may require consultation from the Dean's office administration.
 - b. Terms of Office
 - i. Each term of office will be for two years.
 - ii. Representatives are eligible for re-election for additional terms *but may serve no more than two consecutive terms*.
 - c. Officers and Responsibilities
 - i. The Chair will be responsible for conducting meetings, inviting guests and speakers, and coordinating agendas. S/he will be the primary liaison to the dean's office administration. S/he will also have sole authority to request budget funds from the dean's office for programs.
 - ii. The Vice-Chair will perform the duties of the Chair in his or her absence.

- iii. The Secretary will record minutes at meetings, distribute copies of minutes for approval, and once approved, post to the CSAC web site.
- d. Ex-officio Members
 - i. The Curry representative(s) to the University's Staff Senate will serve on CSAC as ex-officio.
 - ii. The staff representative to the Curry Diversity Action Committee (DAC) will serve on CSAC as ex-officio.
 - iii. The Senior Associate Dean and Chief Operating Officer, or his/her designee, will serve on CSAC as ex-officio.
- e. Council Membership Responsibilities
 - i. Council members are responsible for carrying out projects outlined in the Bylaws Addendum in addition to priorities set by the Council at the beginning of each year.
 - ii. Council members should maintain open communication with other staff in their area and pass forward concerns and ideas to the Council.

III. Elections

- a. Area Representatives
 - i. Current CSAC representatives will reach out to department administrators, center directors, other supervisors, and all staff asking for nominations (including self-nominations).
 - ii. Elections will be held from a slate of nominated full-time staff members who have received supervisor approval to serve.
 - iii. Each represented unit will elect the number of representatives as defined in membership (section A) per year.
 - iv. CSAC elections will take place in May.
- b. Officers
 - i. During the annual transition meeting, the CSAC representatives will elect three (3) officers – Chair, Vice-Chair, and Secretary.
 - ii. Officer positions are open to any current member of CSAC.
 - iii. Priority for the Chair position will be given to members in the second year of their term or those with previous experience on CSAC.
- c. Ex-officio Members
 - i. At the request of the Staff Senate, CSAC will solicit nominations for senators and coordinate a school-wide election.
 - ii. CSAC will conduct the school-wide election for the staff representative to the Diversity Action Committee every two years or when vacancies occur.
- d. Handling of Vacancies
 - i. Should a representative be unable to complete a term for which he or she was elected, a new representative will be elected to serve out the original representative's term.
 - ii. Should a representative change employment categories during their term, they will continue to serve for the remainder of their term.
 - iii. If a CSAC officer takes extended leave during their term, they may appoint an alternate from current CSAC membership to serve in their absence with approval from a majority of CSAC representatives.

IV. Meetings

- a. Schedule
 - i. The Council will meet monthly during the calendar year.

- ii. A transition meeting will occur each June with outgoing and incoming members of the Council.
 - iii. Special meetings can be held at the Council's discretion with at least two weeks advanced notice.
 - b. Quorum
 - i. Fifty percent (50%) of the voting members of the Council must be present in order to be considered a quorum for conducting business.
 - c. Voting
 - i. Approval of minutes will be conducted by consent of the members present. No formal vote is required.
 - ii. Approval of motions requires affirmation from 50% plus one of the members present assuming a quorum is met.
- V. Amendments
 - a. Amending Bylaws
 - i. A motion to amend the bylaws will be presented and considered for one-month prior to the vote to approve.
 - ii. Approval requires two-thirds of elected CSAC representatives.

Approved July 3, 2013
Amended June 2, 2014
Amended June 8, 2015
Amended April 8, 2016
Amended May 13, 2016
Amended February 14, 2019

CSAC Bylaws Addendum

Overview:

CSAC membership will be responsible for the following projects in addition to priorities set by the Council at the beginning of each year.

1. Staff Newsletter

Purpose: To provide a regular communication process to staff regarding information pertinent to the University and Curry School of Education and Human Development.

Schedule: Quarterly OR two times each semester.

Development/Implementation: The newsletter will be developed and written by a designated CSAC member.

Topics for the newsletter will be vetted by the CSAC membership.

Approval: Approvals must be obtained by: CSAC membership, the Director of Operations, and the Senior Associate Dean and Chief Operating Officer. Once the approvals are received, it is the responsibility of the designated CSAC member to send the newsletter to staff.

2. Staff Orientation Program

Purpose: To assist with the development of an orientation session to help new staff familiarize with Curry's operational structure and protocols and provide ongoing guidance for future improvements.

Schedule: 2-3 times/year

Development/Implementation: The Orientation Program will be led by the Director of Operations in collaboration with CSAC. A designated CSAC member will serve as the liaison for the staff orientation program.

3. All-Staff Meeting

Purpose: To provide an in-person opportunity for staff to receive updates and information about projects and programs at the University of Virginia and within the Curry School of Education and Human Development.

Schedule: 2 times a year, usually at the beginning of the Fall semester and the end of the Spring semester

Development/Implementation: Agenda development and speaker invitations are led by the CSAC Chair with input from the CSAC membership. The meeting is led by the CSAC Chair or appointed designee from the CSAC membership. Meeting set up and implementation is the responsibility of all CSAC membership.