UW COLLEGES

ACADEMIC STAFF COUNCIL OF SENATORS

BYLAWS

Established March 3, 2000
Revised by the ASCS 11-14-11
Revised by the ASCS 2016-04-22

Article I: Name

The name of this organization shall be the Academic Staff Council of Senators.

Article II: Purpose

Pursuant to UW Colleges Constitution 7.03, the academic Staff Council of Senators shall establish ad hoc committees and elect academic staff members to the Academic Staff Appeals and Grievance and Academic Staff Personnel committees, and represent the academic staff perspective to the UW Colleges Senate.

Article III: Structure

Revised by the ASCS 2016-04-22

Section 1. There shall be a lead senator elected annually by the new and continuing academic staff senators before the final Senate meeting of the academic year.

Section 2. The Academic Staff Council of Senators may form ad hoc committees as necessary. These committees may include academic staff who are not senators.

Article IV: Membership

Revised by the ASCS 2016-04-22

Section 1. The UW Colleges Constitution, section 2.02 provides for Senate Membership for academic staff as follows:

Eight academic staff senators, at least two of which are members of the instructional academic staff with an appointment of .40 or greater, shall be selected by the academic staff who are eligible to participate in Senate elections (see Chapter 7.02).

Section 2. At most two academic staff senators may be from any one campus or from UW Colleges central administration.

Article V: Eligibility

Revised by the ASCS 2016-04-22
Section 1. Current non-instructional academic staff with a 50% or greater appointment, and
instructional academic staff with a 40% or greater appointment, are eligible to be a
candidate for the UW Colleges Senate.

Section 2. All academic staff, regardless of appointment level, are eligible to nominate and vote
for new candidates to the Academic Staff Council of Senators.

Article VI: Nomination Procedures
Revised by the ASCS 2016-04-22

Section 1. Annually, at the final Senate meeting of the academic year, the Academic Staff
Council of Senators shall designate academic staff members to serve on the Nominations
and Elections Committee for the following year. Members shall serve two-year terms
with two members being appointed in odd-numbered years and one member being
appointed in even-numbered years.

Section 2. The Nominations and Elections Committee shall determine the number of academic
staff positions to be filled in each election.

Section 3. The Nominations and Elections Committee shall invite nominations for the Academic
Staff Council of Senators and prepare and announce a slate of nominees for each vacancy
on the Council. Consideration shall be given to providing representation of campuses,
operational areas, women and minorities, and professional and instructional academic
staff.

Section 4. Nominations shall have the consent of the person nominated.

Section 5. A biographical sketch of the nominee, consisting of a paragraph of 100 words or less,
shall accompany the nominations. The biographical sketches for all nominees will be
distributed to all academic staff personnel.

Article VII: Voting Procedures

Section 1. The Nominations and Elections Committee will conduct an election by ballot and will
inform the lead senator, the Chair of the Senate Steering Committee and the Chancellor
of the results of the election by March 31. Ballots will be distributed to all academic staff
personnel at least two weeks prior to the due date.

Section 2. Each eligible voter may vote for one person for each vacancy.

Section 3. The Nominations and Elections Committee will count the votes, identify valid ballots,
and determine the results of the election.

Section 4. In years in which there is an instructional academic staff senator vacancy, the
instructional academic staff nominee receiving the most votes will be elected. The
remaining nominees receiving the most votes will be elected.
Section 5. The method of breaking a tie shall be left to the Nominations and Elections Committee.

**Article VIII: Term of Appointments**

Revised by the ASCS 2016-04-22

Section 1. Senators shall serve two-year staggered terms.

Section 2. Newly elected academic staff senators will attend the final Senate meeting of the academic year for organizational purposes and to vote and stand for election to standing committees of the Senate.

Section 3. Senators may serve more than one two-year term.

Section 4. If an academic staff senator is unable to attend a Senate meeting, a senator must find an eligible substitute to attend in his/her place. More than two absences by the elected academic staff senator per academic year may result in removal of the individual from the Senate by a 2/3 vote of the Academic Staff Council of Senators.

Section 5. A vacancy shall be filled through the normal election process whenever possible. However, if the Academic Staff Council of Senators determines the normal election process is not possible, the vacancy shall be filled through appointment by a vote of the Academic Staff Council of Senators.

**Article IX: Academic Staff Liaisons**

Section 1. An academic staff liaison will be appointed at campuses where there are no academic staff senators.

Section 2. The lead senator will work with the campus Dean to identify and appoint an appropriate liaison.

Section 3. The Academic Staff Council of Senators will provide liaisons with a list of expectations and all documents, policies, and other relevant materials.

Section 4. Academic staff liaisons are encouraged to attend meetings of the Academic Staff Council of Senators.

**Article X: Meetings**

Section 1. The Academic Staff Council of Senators meets at the close of the institution agenda of the UW Colleges Senate. Special meetings of the Council may be called by the lead senator or by petition of a majority of the Academic Staff Council of Senators.

Section 2. A majority of the Council members constitutes a quorum.
Section 3. The lead senator shall prepare the agenda and communicate it to the chair of the Senate Steering Committee for inclusion on the Senate agenda.

Section 4. The minutes of all meetings shall be distributed with the Senate minutes.

**Article XI: Amendment Procedures for Personnel Policies and Procedures**
*Revised by the ASCS 2016-04-22*

Section 1. Any proposed amendment to the Academic Staff Personnel Policies must be submitted in writing to the Academic Staff Council of Senators and shall be considered by the Council within 60 calendar days of receipt of the proposed amendment.

Section 2. All academic staff personnel shall be notified of the proposed amendment at least 30 calendar days before the meeting at which action is to be taken. The notice shall include a date by which responses to the proposed amendment should be received.

Section 3. In order to be proposed for adoption, an amendment shall be approved by two-thirds of the Council.

Section 4. A proposed amendment, approved by the Council, shall be forwarded to the Chancellor by the lead senator.

Section 5. The Academic Staff Council of Senators shall inform the academic staff of the final disposition of the amendment.

**Article XII: Amendment Procedures for Bylaws**

Section 1. Any proposed amendment of the Bylaws must be submitted in writing to the Academic Staff Council of Senators and shall be considered within 60 calendar days of receipt of the proposed amendment.

Section 2. All academic staff personnel shall be notified of the proposed amendment at least 30 calendar days before the meeting at which action is to be taken.

Section 3. In order to be proposed for adoption, an amendment shall be approved by two-thirds of the Council.

Section 4. A proposed amendment, approved by the Council, shall be forwarded to the Chancellor by the lead senator.

Section 5. The Academic Staff Council of Senators shall inform the academic staff of the final disposition of the amendment.

**Article XIII: Succession to Lead Senator in Case of Inability to Serve**
*Added by the ASCS 2016-04-22*
Section 1. In the event that the Academic Staff Lead Senator cannot fulfill the duties of the office for any reason and the inability to serve is deemed permanent, such as in the event of the Lead Senator resigning or taking employment outside of Colleges, the academic staff senator serving as UW Colleges Academic Staff Representative to UW System, by virtue of serving on UW Colleges Senate Steering Committee, shall assume the role of Interim Academic Staff Lead Senator.

Section 2. The Interim Academic Staff Lead Senator shall request nominations, including self-nominations, from existing members of the Academic Staff Council of Senators for the Lead Senator and shall distribute all nominations, including any accompanying biographical data for the nominees, to the Council no later than 30 days after assuming the role of Interim Lead Senator; and shall convene the Academic Staff Council of Senators no later than 60 days after assuming the role as Interim Lead, to elect a new Academic Staff Lead Senator.

Section 3. In the event the Academic Staff Lead Senator cannot fulfill the duties of the office for any reason and the inability to serve is deemed temporary, such as in the event of illness or surgery, the academic staff senator serving as UW Colleges Academic Staff Representative to UW System, by virtue of serving on UW Colleges Senate Steering Committee, shall assume the role of Interim Academic Staff Lead Senator for the duration of the Academic Staff Lead Senator’s absence, not to exceed 90 days.

Section 4. In the event the Academic Staff Lead Senator’s temporary inability to serve exceeds 90 days, the inability to serve shall be deemed permanent, and procedures in Article XIII, Sections 1 and 2 must be implemented with the date of “assuming the role of Interim Lead” being the date upon which the temporary absence was deemed to be permanent.

Section 5. In the event that the Academic Staff Lead Senator cannot fulfill the duties of the office for any reason and the Academic Staff Representative cannot assume the role of Interim Academic Staff Lead Senator for any reason, the Provost of UW Colleges shall appoint the academic staff senator with the most cumulative years of service on the Academic Staff Council of Senators to serve as Interim Academic Staff Lead Senator and implement procedures in Article XIII, Sections 1 and 2.

Section 6. Vacancy created on the Council due to inability to serve shall be filled following the procedures in Article VIII, Section 5 of the Academic Staff Council of Senators Bylaws.