**Mission**

The University Affairs Committee reports to the Staff Senate and shall serve as the conduit between the Staff Senate and University Staff on all matters which directly affect the well-being of the staff at the Institution. These matters shall include but are not limited to salary, insurance, professional development, and travel for University-related business.

**Bylaws**

1. Composition and Terms of Appointment
   1. Composition: At least seven (7) members
      1. Chair (elected Senator)
      2. Past Chair
      3. Secretary (elected Senator)
      4. Four (4) or more elected Senators and/or non-elected volunteers from the staff at large
         1. Membership should include exempt and non-exempt staff.
   2. Terms of Appointment
      1. Appointments of elected Senators and non-elected volunteers are for a one-year term. Reappointment for consecutive terms is allowable.
2. Member Duties
   1. Review current and proposed employee benefit changes and personnel policies for the purpose of providing recommendations on proposed changes as they affect staff employees.
   2. Serve as a liaison for staff to bring concerns or complaints they wish to have addressed to the attention of the Staff Senate.
   3. Establish and maintain effective communications between staff and the student body, specifically through the Student Government Association (SGA).
   4. Establish and maintain effective communications between staff and faculty, specifically through the Faculty Senate.
3. Chair Person Duties
   1. Distribute Mission Statement and Bylaws to the University Affairs Committee members at the first meeting of the year for information and review.
   2. Ensure that the Staff Senate Archivist has a copy of the University Affairs Committee Mission Statement and Bylaws.
   3. Call meetings on a regular basis. All meetings shall have the option to attend via Zoom, which will be recorded.
   4. Set the agenda and distribute to all University Affairs Committee members prior to each meeting.
   5. In the absence of the Secretary, the Chair shall appoint a substitute Secretary.
   6. Request the attendance of an administrative representative when needed for a specific meeting.
   7. Provide an annual report to the Staff Senate detailing activities completed during the academic year. Provide interim reports to the Staff Senate as requested.
   8. Submit to Staff Senate the recommendations and input of the University Affairs Committee on all matters within its charge.
4. Secretary Duties
   1. Record the minutes of each meeting. It is acceptable to do this in real-time or from reviewing the Zoom recording of the University Affairs Committee meeting.
   2. Record the names of those in attendance at each meeting.
   3. Submit copies of minutes to the committee members and the Staff Senate Archivist for archival purposes.
   4. Maintain copies of all University Affairs Committee documents (minutes, proposals, resolutions, etc.).
5. Meetings
   1. The University Affairs Committee will meet monthly. At the discretion of the Chair, additional meetings may be held when necessary.
6. Agendas and Minutes
   1. Meeting agendas and minutes shall be in the following order of priority:
      1. Call to order
      2. Approval of minutes
      3. Announcements
      4. Old Business
      5. New Business
      6. Adjournment
   2. Agendas shall be distributed by the Chair to the committee members at least one business day in advance of the meeting. The deadline for agenda items shall be two business days in advance of the meeting.
   3. Minutes shall be distributed by the Secretary to the committee members and the Staff Senate Archivist within five business days following the meeting.
7. Rules of Order
   1. Robert’s Rules of Order will govern the committee’s procedures in all cases where applicable.
   2. A quorum shall require half of the voting membership plus one (1). A quorum will be required to hold a meeting, conduct business, and vote.
   3. All members of the Committee have full voting privileges.
   4. Amendment of the University Affairs Committee Bylaws shall require a two-thirds (2/3) majority of the committee’s total voting membership.