

USC LANCASTER STAFF ORGANIZATION CHARTER

PREAMBLE

The USC Lancaster Staff Organization exists as an advisory body, sponsored by and administratively responsible to the Dean of the Campus. The Organization is committed to the ideals of the institution and seeks to foster a spirit of unity and cooperation among all staff employees by providing a forum for the discussion of policies and issues that affect the staff at USC Lancaster.

PURPOSE

The purpose of the USC Lancaster Staff Organization is to encourage staff wellbeing, communication, and collaboration among staff and staff offices at USC Lancaster. Additionally, its purpose is to express the recommendations of the staff to campus administration regarding the existing policies at USC Lancaster or the desire for new policies or programs which affect all staff. The Staff Organization shall not exceed its authority regarding individual employee issues such as disciplinary actions, performance appraisals, compensation, or other individual employment related matters not specifically named herein (staff with individual complaints or grievances should refer to University of South Carolina Policy HR 1.42). The empowerment limits of the Staff Organization are to review, recommend and advise on appropriate matters to campus administration, PC Staff Senate, and USC Lancaster Faculty Organization.

ARTICLE I Membership

1. Membership in the USC Lancaster Staff Organization is comprised of all full-time, part-time, and temporary non-academic staff employees of the University of South Carolina Lancaster, excluding Federal and Non-Federal Work-Study students.
2. Membership shall be representative of (3) staff in functional areas that include Campus Administration and Operations, Community Engagement, and Academic Support and Student Engagement.
 - a) **Campus Administration and Operations** shall include the Office of the Dean, Business Office, Facilities Management, Human Resources, Information Technology Services, and Campus Law Enforcement and Security.
 - b) **Community Engagement** shall include Office of Advancement, Native American Studies Center, Indian Land Location, Lancer Athletics and iCarolina Lab.
 - c) **Academic Support and Student Engagement** shall include Student Success and Retention, Internship and Career Coaching, Enrollment Management, Records and Registrar, Student Life, and the Office of Federal TRiO Programs.

3. The Executive Committee (see ARTICLE III, Section 1 for committee composition) may recommend to the Staff Organization that membership be extended to certain administrative faculty positions, subject to annual review. This must be approved by the voting members of the Staff Organization.

ARTICLE II Organization Officers

1. The policies and business of the Staff Organization will be determined by the Executive Committee, subject to state laws and regulations and the policies and procedures of the University of South Carolina.
2. Officers: The officers of the Staff Organization shall be the Chair, Vice-Chair, Immediate Past Chair, Secretary, and three (3) Members-at-Large who serve as representatives from each campus functional area defined in Article I Section 2.
3. Terms of Service: For a term of service, a year is defined as one (1) year beginning on 1 July and ending 30 June. Officers shall serve for two years, with the Chair and Secretary being elected in even years (beginning 2026) and the Vice-Chair and 3 Members-at-Large being elected in odd years. In the first year of the Staff Organization (2026), all officers will be elected with the Chair and Secretary serving only one year. Officers may be reelected to the same office not to exceed two (2) consecutive terms. Each officer will take office effective July 1st following their election. In the case of an unexpired term of the Chair, the Vice-Chair will assume the office and duties of the Chair for the remainder of the unexpired term. In the event both Chair and Vice-Chair become vacant, the executive committee will appoint both for the remainder of the unexpired terms.
4. In the event all officer positions become vacant, the Dean of the Campus will appoint the executive officers for the remainder of the unexpired terms.

Executive Committee and Officer Responsibilities

5. The Chair will preside over all meetings of the Staff Organization. The Chair shall have the power to establish and maintain the operating procedures of the Staff Organization and will be an *ex officio* member of all standing and appointed Committees.
6. The Vice-Chair will preside over Staff Organization meetings for which the Chair is not available and assist the Chair with all administrative duties. The Vice-Chair shall serve as a liaison to designated committees, as appointed by the Chair, to ensure progress on

assigned initiatives. The Vice-Chair will facilitate effective communication between the membership and the Executive Committee. The Vice-Chair will assume the duties of the Chair until the end of the Chair's term of service should the Chair step down or become otherwise indisposed.

7. The Secretary will be responsible for recording the minutes of all Executive Committee and general Staff Organization meetings. Draft minutes must be submitted to the Dean of the Campus and Executive Committee within ten working days. Copies of the minutes will be provided to the Staff Organization one (1) week before the next meeting. The Secretary will also be responsible for the maintenance and preservation of all Staff Organization minutes.
8. Members-at-Large shall represent the staff of their respective functional areas and maintain communication with staff in those areas.
9. Should any elected office (except Chair) become vacant during the term of office, the Chair will appoint a successor to fill the vacancy until the next meeting, whereupon a special election will be held to fill the unexpired term.

ARTICLE III Committees

1. The Executive Committee will be a permanent standing committee which will determine the policies and business of the Staff Organization subject to state laws and regulations and the policies and procedures of the University of South Carolina and policies and procedures specific to the University of South Carolina Lancaster campus. Membership of this Committee will consist of the Chair, Vice-Chair, Immediate Past Chair, Secretary, and (3) Members-at-Large. The Executive Committee will meet prior to any scheduled Staff Organization meeting to prepare the agenda and conduct any necessary Staff Organization business. The Chair of the Staff Organization will serve as the head of the Executive Committee but will vote only when it is necessary to break a tie.
2. The Awards and Recognitions Committee shall be charged with recognizing and honoring those individuals who have made significant contributions to the university community, its staff, students, or to higher education. Such recognition and honor shall be conveyed as appropriate as per the policy and procedures established by the Staff Organization.
3. The Special Events Committee shall be charged with organizing and planning special events to serve the staff of the university. Such events shall be according to the policy and procedures established by the Staff Organization.

4. The Executive Committee has the authority to establish, eliminate, or modify any regular or special Committee of the Staff Organization as it determines necessary, except for the Executive Committee.

ARTICLE IV Elections

1. The Executive Committee will be responsible for overseeing nominations and elections for the position of Chair, Vice-Chair, Secretary and the three (3) additional Executive Committee members. The list will be provided to the membership at least two (2) weeks prior to the meeting at which the election of officers is scheduled to take place. Additional nominations will be permitted from the floor and must have the consent of the member(s) being nominated.
2. Special elections can be held at a regular or special meeting to fill any vacated position other than that of Chair (see Article II, Section 3).
3. University of South Carolina Lancaster is required to elect two Palmetto College staff senate representatives, who can be any current staff member including serving members of the executive committee.

ARTICLE V Meetings

1. USC Lancaster Staff Organization meetings will be held at least once each quarter, with one of those meetings being in July, October, January, and May (after commencement). Special meetings may be called to conduct important time-sensitive business at the discretion of the Chair with proper notification, as indicated in V.2 below and so long as all quarterly meetings are still held.
2. Notification of a general Staff Organization meeting must be made by email at least ten working days in advance of the scheduled meeting to allow all Staff Organization members adequate time to prepare their schedules.
3. A quorum shall be established by the Chair at the beginning of each meeting. Twenty (20) staff members of the Organization will constitute a quorum. The Staff Organization may conduct a meeting without a quorum, but any such meeting will only involve information sharing, not actionable items.
4. A simple majority vote of the members present and comprising a quorum will be necessary to act on all matters except in the following situations:
 - a) Resolutions announced on the agenda or introduced during a meeting of the Staff Organization shall be voted on no sooner than the next meeting. If, however,

there is a motion to vote during the meeting in which a resolution is announced, then that motion must pass by a two-thirds (2/3) majority of those present and comprising a quorum. If it passes, then the Staff Organization may vote upon the resolution at the meeting in which it was introduced.

- b) The removal of an executive committee member shall require a resolution and approved by a simple majority of the entire membership of the Staff Organization.
- c) A change to a bylaw shall require a resolution and approved by the majority of the entire membership of the Staff Organization.

ARTICLE VI Bylaws

Once these Bylaws are adopted by a majority of the official voting membership present and approved by the Dean of the Campus and the administration of the University of South Carolina, they will supersede all operating procedures and materials of a related nature; however, they will not supersede state laws and regulations and the policies and procedures of the University of South Carolina.

1. The minutes of all meetings will be provided by the Secretary to all members of the Staff Organization one (1) week prior to the beginning of the next meeting.
2. An agenda and previous meeting minutes will be provided by the Secretary of the Executive Committee via email three (3) days prior to each meeting.
3. Any member of the staff organization may request to place an item of business on a meeting agenda, and it must be submitted in writing to any Executive Committee member at least five (5) days prior to the meeting.
4. Emergency business items may be brought before the Staff Organization without prior distribution with the permission of the Chair or two-thirds (2/3) of the voting members present.
5. Non-members are invited to attend any general Staff Organization meeting with the right to present new business in accordance with the agenda but are not eligible to vote.
6. Executive Committee meetings may be open to any USC Lancaster Staff Organization member.
7. Past meeting minutes will be provided on the University of South Carolina Lancaster website to view.

ARTICLE VII Parliamentary Authority

The rules contained in the most recent edition of Roberts Rules of Order will govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special orders the organization may adopt. This charter or any portion thereof may be recommended to be altered, amended, or repealed in whole or in part by a vote of at least two-thirds (2/3) of the voting members of the Staff Organization attending a regular or specially called meeting of the Organization before transmittal to the Dean for consideration. The Dean of the Campus and the University of South Carolina administration must approve all changes and/or additions before they become effective. No such amendments may be considered unless a written explanation of the amendments is provided to all voting members prior to the vote.