CHAPTER VI

Personnel Bylaws and Policies

Section 1.

Establishment

(a) This Chapter shall govern the Personnel Director and Committee

Section 2.

Committee Composition and Operating Procedures

Part 1.

For the purposes of this Chapter and all amendments made hereto, and all motions and resolutions of the Senate concerning personnel matter-

(a) "Committee" shall refer to the Personnel Committee of the ASUCR;

(b) “Chair” shall refer to the Personnel Committee Chairperson;

Part 2.

The Personnel Committee organization shall be as follows-

(a) The Committee shall consist of at least five (5) members including a designated Chair, all to be appointed by the Senate;

(b) At least two (2) seats on the Committee shall be filled by members of the Senate;

(c) The President shall be a member of the Committee, but shall serve in an ex-officio (voting) capacity.

Part 3.

The Personnel Committee Chairperson shall-

(a) Preside over all Committee meetings;

(b) Appoint a committee member to serve as Vice-Chairperson, with the approval of the Committee;
(c) Call meetings as required, or when a majority of the Committee members request such action;

(d) Be responsible for contacting all committee members, in adequate time (at least 48 hours in advance), to give notice of a public meeting;

(e) Be responsible for the preparation and distribution of the reports and/or minutes of the Committee;

(f) Give at least two week notice before all interviews for all open positions within the ASUCR;

(g) Be responsible for maintaining all files concerning the Committee;

(h) Have the right to vote on all Committee matters, as well as the privilege of the floor;

(i) Perform all other duties as assigned by the Senate, Cabinet, or the President;

(j) Designate an ASUCR member as chair of an ASUCR committee when needed with the approval of the Committee;

(k) Compile monthly reports from the appointed members of the student body to their committees that shall be presented to the ASUCR Senate as least once a month. In the case of committees which do not meet during that month, the note of such an occurrence shall suffice in the monthly report the Senate;

(l) Compile and continuously update a list of all ASUCR committees and committee members and submit to the Executive Director each quarter for recording and eligibility purposes;

(m) Have the responsibility of contacting the chairpersons of the respective committees in which ASUCR Personnel Committee and Senate Appoints a representative (but wherein the committee is not an ASUCR Committee) and report quarterly to the ASUCR Senate as to attendance of the appointees;

(n) Make proper recommendations to the ASUCR Senate as to the modifications or restructuring of any ASUCR committees (if any) who fail to meet and/or perform their duties;

(o) Make proper recommendations to the ASUCR Senate as to the removal or reprimand of undergraduate student appointees or ASUCR Standing Committee Chairs (if any) who have been failing in attendance and/or have been failing to perform their duties;

(p) Work with the President to fill vacant committee appointments over summer months;

(q) Establish an interim committee to help with the placement of committee members over the summer months;
(r) Continue filling and placing committee appointments from the previous year while preparing for the upcoming school year;

(s) Assume all duties and responsibilities of the Personnel Office for one (1) year following the last day of commencement.

Part 4.

The Personnel Committee Vice Chair shall-

(a) Assist the Chair of the Personnel Committee;

(b) Assist in communications between the Personnel Chair and the Senate in the absence of the Chair;

(c) Contact all undergraduate chairpersons and collect the monthly reports from the undergraduate chairpersons of each committee, containing a brief summary of the committee's activities and the attendance record of the undergraduate representatives;

(d) Perform all other duties as assigned by the Senate, the Cabinet, or the Chairperson.

Section 3

Amendments

(a) Any amendments to the Personnel Director and Committee bylaw shall require a two-thirds (2/3) vote of the Personnel Committee prior to submitting the amendments to the Legislative Review Committee.

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