STAFF ASSEMBLY BYLAWS

**ARTICLE I Name**

The name of this organization is the American University of Armenia Staff Assembly, (hereinafter referred to as a "Staff Assembly").

**ARTICLE II Goals and Objectives**

1. The Staff Assembly has an advisory function to University administration. Its objective is to represent, identify, and speak on behalf of the non-faculty employees of the American University of Armenia (AUA) and provide an effective base for staff communication with the administration in all matters relating to the welfare and efficient functioning of AUA.
2. In fulfilling this role, the Staff Assembly shall
3. Act as a stakeholder for Personnel Policies or policy changes that affect administrative staff members and can initiate the consideration of new or review of existing policies and regulations;
4. Provide relevant information to the decision making process on issues affecting staff to administrative authorities;
5. Promote and advocate improved communication and interaction with all AUA employees;
6. Encourage a sense of community and engagement among all AUA employees by promoting and facilitating staff participation in the University community.

**ARTICLE III Representation and Membership of Staff Assembly**

1. The opportunity to serve on the Staff Assembly is available to all non-executive tier and/or non-academic campus staff who have completed one year of regular status employment at AUA.
2. Each college and school, each administrative unit, and research center (hereinafter referred to as "department") selects one or two Staff Assembly representatives in accordance with paragraph 3 of this Article. The selection of the representative is carried out by the staff members of the department. In the departments with less than 5 employees, the representative will be selected by a lottery.
3. The apportionment of representatives for each department is based on the numbers of employees within each department with the following ratio:
4. one representative from a department with staff number up to 20;
5. two representatives from a department with more than 20 employees.
6. Selection of the representative will be held once in two years. The term of office for each member is two years. By lottery, the first half of the members will be selected for a one-year service and the second half for a two-year. Thereafter, the selection will be for two years.
7. In case of early termination of Staff Assembly member’s authority, the vacant position of the member of the Staff Assembly shall be supplemented by an employee from the appropriate department who has received the highest number of votes from the snap elections. Snap elections shall be held no earlier than 7 and no later than 12 days from the date of termination of the Staff Assembly member's authority in the manner prescribed by Article 5.
8. Representative of departments of less than five employees shall be elected by lottery.

**ARTICLE IV The first meeting of the Staff Assembly, the election of the Chair and Secretary**

1. The first meeting of the Staff Assembly shall take place within one week after the submission of the information on the candidates winning in the members of the Staff Assembly election to the AUA Vice President of Operations by Heads of the Departments.
2. The date and time of the first meeting of the Staff Assembly shall be appointed by the Vice President of Operations of the AUA, by sending an official e-mail to the Heads of the Departments.
3. The first session of the Staff Assembly shall be chaired by the Vice President of Operations of the AUA or her/his authorized representative.
4. The Staff Assembly shall elect the Chair and Secretary from among its members by secret ballot at its first session. Candidates for Chair and Secretary may be nominated by themselves or by members of the Staff Assembly. In case of the candidate is not nominated the Staff Assembly is deemed to be dissolved and the new Staff Assembly is formed in the manner prescribed in Article 3.
5. Before the first session of the Staff Assembly the Vice President of Operations of the AUA shall provide the Staff Assembly with ballot box and ballot papers. The ballot papers for the Chair and Secretary elections must have different colors.
6. The Chair of the Staff Assembly is considered elected by the majority of the total number of votes of the members of the Staff Assembly (hereinafter also the absolute majority).
7. The Secretary of the Staff Assembly is considered elected by the majority of the votes of the members present at the first session of the Staff Assembly if more than half of the members of the Staff assembly are present at the session (hereinafter also a simple majority).
8. After the election of the Chair and Secretary of the Staff Assembly, the first session of the Staff Assembly shall be considered closed.
9. With the initiative of one-third of the total number of Staff Assembly members, the Assembly discusses the issue of recalling the Chair and Secretary in case of absence in two consecutive regular sessions without any valid cause, improper fulfillment of the duties, or absence from the country for no less than one year.  
   The Chair or Secretary is recalled if the absolute majority of the Staff Assembly members vote for the withdrawal.  
   The position of the Chair or Secretary may be vacant in case of resignation or death of the Staff Assembly Chair or Secretary.
10. In case of absence of the Assembly Chair the duties of the Chair should temporarily perform the Secretary of the Staff Assembly, and in case of absence of the Secretary, his/her duties shall be performed by a member appointed by the Chair of the Staff Assembly.
11. Election of the Chair or Secretary of the Staff Assembly shall take place within a one-month period after the termination of the authority of the Chair or Secretary.

**ARTICLE V Officers and their Duties**

1. **Chair**
2. Provides leadership to the Staff Assembly; calls meetings, ensures its normal operation;
3. Chairs Staff Assembly meetings;
4. Acts as a point person for Staff Assembly and represents Staff Assembly on other University committees;
5. Signs Staff Assembly correspondence.
6. Presents annual reports on the work of the Staff Assembly at the General staff meetings to be held at the end of each calendar year;
7. On his initiative or at the suggestion of at least two Staff Assembly members invites AUA officials or other persons involved in matters discussed at the Staff assembly meetings to the sessions;
8. Carries other duties envisaged by this bylaw.
9. **Secretary**
10. Prepares and sends to the Staff Assembly members the agenda of forthcoming session;
11. Records, maintains, and posts minutes from Staff Assembly meetings;
12. Prepares and presents to the approval of the Chair of the Staff Assembly the information programs, announcements, and updates of Staff Assembly activities, for their publication;
13. Coordinates logistics related to meetings. This may include room reservation, call-in numbers, set up, and other miscellaneous items;
14. Carries out preparatory and current work of the elections process.
15. Performs the Assignments of the Chair of the Staff Assembly.

**ARTICLE VI Elections of members of the Staff Assembly**

1. The selection process for representatives shall take place in the month preceding the date of the convocation. The person with the highest number of votes shall be elected as a member of the Staff Assembly.
2. In case of equality of votes of two or more candidates, the second round is immediately held, with the two candidates having the highest number of votes. In case of equality of votes, members of the Staff Assemblyshall be determined by lottery from the given department.
3. If two candidates have taken part in the election, who have received an equal number of votes, members of the Staff Assemblyshall be determined by lottery from the given department.
4. In case of election of two members of the Staff Assembly of the given department, two candidates with the highest number of votes shall be considered elected.  
   In the case of equality of votes, the choice takes place by the procedure outlined in paragraph 2 of this Article.
5. The head of the department submits a note on the results of the election to the Vice President of Operations of the AUA for recording the election results.

**ARTICLE VII Staff Assembly Meetings**

1. The Staff Assembly shall meet on a quarterly basis by the decision of the Staff Assembly Chair, which shall be adopted at least one month prior to the meeting. The decision shall specify the date, time, and agenda of the session. The decision is sent electronically to all members of the Staff Assembly.
2. The Staff Assembly members may submit questions with the appropriate justification to be included in the agenda of the meeting to the Staff Assembly Secretary via e-mail, no later than one week prior to each session. The term of the sessions may be changed by the absolute majority of the members of the Staff Assembly upon the decision of the Staff Assembly Chair. The petition shall be submitted to the Chair and sent to the other members of the Staff Assembly no later than one week prior to the regular session. The Chair shall consider and make a decision on the petition within two days of receipt of the petition by sending it to all members of the Staff Assembly.
3. The Secretary shall include in the agenda of the forthcoming session the questions submitted by the Chair and other members of the Staff Assembly, upon the approval of the Chair shall send the agenda to the members of the Staff Assembly no later than one week prior to the date of the session, except as provided in paragraph 2 of this Article.
4. At the session of the Staff Assembly only issues included in the agenda are discussed except for issues requiring urgent discussion which may be submitted for consideration during the session.
5. At meetings, all Staff Assembly representatives may vote. The Chair shall be the deciding vote in the case of a tie. The Chair will confirm the tally and votes. Results are confidential until confirmed by the Chair.
6. The sessions of the Staff Assembly are competent if more than half of the members of the Assembly are present at the sessions. Decisions in the Assembly are adopted by a simple majority of the members present at the session.
7. Members of the Staff Assembly can also take part in sessions in the distance if appropriate communication means are available. In such cases, electronic voting is also permitted.

**ARTICLE VIII Amending the Bylaws**

1. The first edition of the Staff Assemblybylaw is approved by the Vice President of Operations of the AUA.
2. Any member of the Staff Assembly may submit a bylaws amendment proposal to the Chair for action.
3. Bylaws may be amended by 2/3 of votes received from eligible members at the regular meeting of the Staff Assembly, after which the amendments of the bylaw are sent to the Vice President of Operations of the AUA by the Chair of the Staff Assembly for approval.