

BYLAWS OF THE COUNCIL OF UNIVERSITY AND COLLEGE HR DIRECTORS

Article I

Authorization

Section 1. This advisory council is established by the South Carolina State Budget and Control Board at its meeting held on May 8, 2013. The Board created the Council as part of the implementation of the South Carolina Higher Education Efficiency and Administrative Policies Act of 2011.

Article II

Responsibilities and Duties

Section 1. The Council of University and College HR Directors will work cooperatively with the State Human Resources Division to oversee and manage the Higher Education Classification and Compensation System, to develop and maintain HR regulations for higher education institutions, and to propose innovative HR practices and programs for higher education institutions.

Article III

Membership

Section 1. Membership. The Council of University and College HR Directors shall consist of nine members representative of all higher education institutions, including three members from the research institutions, three from the comprehensive four-year institutions (not including the University of South Carolina senior campuses since they are represented by USC as a research institution), and three from the technical college sectors. Membership will consist of the Chief HR Officers as selected by the Presidents or sectors, as appropriate, of the institutions. The State Human Resources Director will serve as the chair of the Council.

Section 2. Term of Appointment. All members except the State Human Resources Director shall serve for a two-year term with the option to be re-appointed for additional two-year terms. Each term begins on July 1 of the appointment year. The members from the research institutions will not be limited to the Chief HR Officers but may include direct reports to the Chief HR Officers and serve at the discretion of the Presidents of the institutions. The membership of the State Human Resources Director is not limited.

Section 3. Duty of Members. It shall be the duty of each member to conduct any efforts undertaken on behalf of the Council within the scope of the responsibilities and duties of the Council as provided in the Bylaws. Service as a member of the Council is part of the official duties of the respective members.

Article IV

Officers

Section 1. Manner of Election - The election of new officers and new Council membership rules and policies shall proceed by voice vote.

Section 2. Number of Officers --The officers of the Council shall be a chair, a vice-chair, and a secretary who shall be members of the Council.

Section 3. Election of Officers and Term of Office – The vice-chair and secretary of the Council shall be elected by a majority of the voting members of the Council and shall hold office for two years.

Section 4. Schedule of Elections – The vice-chair and secretary shall be elected initially at a meeting designated by the chair and thereafter at a regular spring meeting of the Council.

Section 5. Duties of Chair - The chair shall preside at all meetings of the Council and shall be responsible for the general direction of the affairs of the Council.

Section 6. Duties of Vice-Chair - The vice-chair shall preside at all meetings of the Council when the chair is unable to attend.

Section 7. Duties of the Secretary – The secretary shall cause accurate minutes of the Council’s proceedings to be kept and will provide notices and communications as requested by the chair.

Article V

Meetings

Section 1. The Council will meet at least quarterly.

Section 2. Special meetings of the Council shall be held as determined by the Council or upon call of the chair or upon request in writing signed by at least three members. There shall be at least three days’ prior written notice of such special meetings to all members of the Council.

Section 3. The exact date and place of holding meetings shall be as fixed by the Council, or in the call issued for the meeting.

Section 4. Decisions will be made by a majority vote of those members present in person at the meeting.

Article VI

Quorum

Six voting members shall constitute a quorum.

Article VII

Committees

The chair is authorized to establish such committees as he or she may deem appropriate.

Article VIII
Amendments

These Bylaws may be amended at any regular meeting by vote of a majority of the members of the Council; provided the notice of such meeting states that amendment of the Bylaws is to be considered.

Article IX
General Rules and Procedures

If questions of procedure and organization that are not specifically covered herein are raised in connection with these Bylaws, then the current edition of *Robert's Rules of Order* or its successor publication, if any, shall provide guidance.