

FOURTH AMENDED BYLAWS OF

STAFF SENATE

The FOURTH AMENDMENT TO THE BYLAWS OF THE STAFF SENATE is made this **3rd** day of **October, 2007** by the Staff Senate, following the approval by a majority vote of those Senators present and voting at a duly noticed meeting of the Staff Senate on **October 9, 2007**. University Support Personnel Services is changed to Staff resultant to the classification title change by Human Resources of USPS to Staff.

According to Article XVII of the Staff Senate Bylaws, amendments or any modification of the bylaws may be revised, amended, repealed, at any monthly meeting of the Senate by a majority of those Senators present and voting, provided the amendment was submitted in writing at a previous meeting and said notification contains a full statement of the proposed amendment. This Fourth Amendment amends the Third Amended bylaws as a result of a majority vote of the Staff Senate.

ARTICLE I. BYLAWS:

Bylaws will be defined as secondary laws and/or rules subordinate to the University presidential policy statements and constitutional (charter) provisions governing the University Staff Senate.

ARTICLE II. MEMBERSHIP

The membership of the Senate will consist of elected or appointed Staff classified as employees by the State University System and as specified by Article III, Sections A through D of the Senate Charter.

ARTICLE III. TERM OF OFFICE

Section A. All Senators will be elected to serve a two-year term of office.

Section B. Senators appointed to fill vacant seats will serve until the next election.

Section C. Senators changing positions from one Organizational Area to another may serve until the end of the fiscal year. If they wish to continue to serve as Senators, they must run for re-election.

ARTICLE IV. ELECTIONS

Section A. The election of new Senators will take place in May of each year and is the responsibility of the Senate Operations Committee.

Section B. The term of office for all newly elected Senators will commence on July 1st.

Section C. The election of officers will take place at the regularly scheduled meeting of the Senate in June of each year

Section D. A person will be eligible for a senate office if that person is:

1. A member of the Senate and has served for at least one year.

- an exception can be made to waive the one year served to appoint a senator as chair and/or co-chair to a standing committee, only if an eligible member has not been appointed.

ARTICLE V. OFFICERS AND TERMS OF SERVICE

Section A. The elected officers of the Senate will be:

1. **President.** Presides at all Senate and Executive Board meetings, appoints members to standing and special committees (if there are no volunteers), acts as Accountable Officer for the Senate, acts as spokesperson for the Senate, acts as ex-officio member of all committees, solicits nominations of staff employees for University-wide committees and councils, presents all written and oral communications regarding staff matters to the Executive Board.
2. **Vice President.** Assumes the duties of the President when the President is absent, monitors activities of each senate committee and reports to the Executive Board.
3. **Treasurer:** Prepares an annual budget and submits it to the Executive Board for approval, prepares a monthly report of budget status for submission to the Executive Board and Senate. Prepares reimbursements for vendors and senate members. Prepares budget documents as necessary for University budget processes.
4. **Secretary:** Responsible for the recording and publication of the minutes, maintains the official minutes book and distributes all minutes at least two weeks after the Executive Board and General Senate meetings.
5. **Sergeant of Arms:** Shall keep a Senate Membership book containing the name, address, years of service, and electronic email and/or physical address of each Senator. Any termination of membership shall be recorded in the membership book. Provide and maintain a sign in sheet for each monthly meeting of the Senate. Reports violations of Article IX to the Executive Board at the next scheduled monthly Executive Board meeting. Assures that each Senator is a member of a committee.
6. The Senate shall also have other officers, and/or assistant officers as may be deemed necessary and/or appropriate by the Senate from time to time.

Section B. A recording secretary may be appointed to aid the Secretary in dealing with Senate business as deemed necessary by the President.

Section C. The term of service for all elected officers will be two fiscal years (July 1 – June 30 or nearest fiscal date), or until new officers are elected. In the case of a vacancy, the officer will be filled in accordance with Section E of this Article for the remainder of the term.

Section D. The duties and powers of these elected officers will be as defined by Section A of this Article and as further articulated in the latest edition of “Robert’s Rules of Order”.

Section E. In the event of a vacancy occurring in the President’s term of service, the Vice President will assume the duties of the President and shall hold office for the unexpired term of the officer he or she is replacing. In the event of a vacancy in one of the other offices, the President will appoint a Senator to assume the duties of that office, per Article XI, Section A.

Section F. An elected and/or appointed officer may be removed for cause by a majority vote of those Senators present and voting, provided the motion was made and seconded at a previous General Senate meeting.

Section G. Elected officers may not serve as a chair or co-chair of a standing committee.

ARTICLE VI. SENATE MEETINGS

Section A. Regular Meetings. A minimum of ten regularly scheduled meetings will be held during the fiscal year. All regular meetings of the Senate shall be at such place and time as the Executive Board determines. Notification of said meetings shall be posted on the Senate website. No meeting shall take place on a legal holiday.

Section B. Special Meetings.

1. Special meetings may be called anytime by the President of the Senate.
2. Special meetings of the Senate for any purpose may be called at any time by the Executive Board of the Senate, or by written request of not less than fifteen (15) percent of the Senate membership.
3. No business other than that specified as the purpose of said meeting shall be discussed or transacted at such special meeting.

Section C. General Considerations.

1. All meetings will be open to the University community to observe. All scheduled Senate meetings and special meetings scheduled shall be posted in advance on the Senate website.
2. Only those individuals who are members of the Senate have the privilege of voting.
3. All meetings shall be conducted according to the "Robert's Rules of Orders".

ARTICLE VII. QUORUM

A quorum of the Senate shall be thirty (30) percent plus one of the membership. The membership shall be the active members of the Senate as determined by the current Senate membership book. No votes may be taken without a quorum present.

ARTICLE VIII. MAJORITY

A majority vote by the Senators present at a meeting of the Senate at which a quorum is present, shall be the act of the Senate, unless a greater number is required under any provisions of the these Bylaws.

ARTICLE IX. ATTENDANCE REQUIREMENTS

Section A. Attendance at Senate meetings is a University function and is mandatory for continued membership.

Section B. A senator who is absent from three (3) senate meetings during a fiscal year (July 1 – June 30) with excused absences will be reviewed by the Executive Board for potential action. A Senator with three (3) unexcused absences will automatically relinquish his or her seat. Reinstatement may be requested in writing to the Executive Board within ten (10) working days of the third absence.

Section C. If a Senator is reinstated and is subsequently absent from three (3) additional meetings during the remainder of their term, membership will be terminated. Exception will be considered by the Executive Board on an individual basis.

Section D. A Senator may be removed for cause by a majority vote of those Senators present and voting, provided the Senator was notified in writing by the Executive Board at least two (2) weeks before the meeting, at which the vote is to occur. The vacancy will be filled as outlined in Article XII.

ARTICLE X. VOTING METHODS

Section A. Voting in the Senate may be taken by voice vote, show of hands, rising vote or by ballot.

Section B. Voting for officers will be as set forth in the Bylaws, Article XV, Section B, subsection 2.

ARTICLE XI. METHOD OF FILLING VACANCIES IN THE SENATE SEATS

Section A. If a Senator's seat becomes vacant for whatever reason, the vacancy will be filled in the following manner:

1. The person receiving the next highest number of votes in the preceding general election from the area where the vacancy occurs will be contacted by the Senate Operations Committee Chair and asked to serve until the next election.
2. In case of non-acceptance, the person with the next highest vote will be contacted and the process will continue until the vacant seat has been filled, or the availability list is exhausted.

Section B. If no Senator can be found by the above-mentioned methods, the Executive Board may appoint an eligible person from the appropriate area to fill the vacancy. The Executive Board may appoint any eligible person to the Senate if Sections 1-2 cannot be filled.

ARTICLE XII. BUDGET

Control of the Senate budget and operating expenses will be vested in the Executive Board.

ARTICLE XIII. APPORTIONMENT

Section A. The Senate will be apportioned as stated in Article III, Section C of the Senate Charter (Staff Senate will be comprised of not more than 75 full-time staff members).

Section B. Each campus will be considered as a separate organizational area.

Section C. Within a Vice Presidential or organizational area, there will be equitable representation among the various colleges, divisions and departments.

Section D. Apportionment will be computed annually by the Senate Operations Committee based on information received from University Human Resources. The apportionment will be presented for Senate approval at the May meeting.

ARTICLE XIV. ORDER OF BUSINESS AT SENATE MEETINGS

Section A. The regularly scheduled meetings of the Senate may follow the sequence or order given below:

1. President calls the meeting to order.
2. Announcements.
3. Approval of the minutes of the preceding meeting.
4. Treasurer's Report.

5. Executive Board Report.
6. Reports of standing committees.
7. Reports of special committees.
8. Unfinished business.
9. New Business.
10. Adjournment.

Section B. This order is standard, but may be altered as deemed necessary by the President or any person presiding over the Senate meetings.

ARTICLE XV. COMMITTEES

Section A. Standing Committees.

1. It is the responsibility of each Senator to serve on at least one standing Committee. It will be the duty of the President, in consultation with the other officers, to present a list of standing committees and their duties for the Senate's consideration at the Senate meeting in June. Senators will join the committees of their choice and elect their officers at the July meeting.
2. Committee meetings are open to all Senators, however, only official committee members may vote on committee matters.
3. The term of service for all standing committee members will be for one fiscal year or until a new committee is formed.
4. A committee chair and co-chair will be elected by a majority vote of the Senate members present and voting.
5. Committee meetings will be called by the committee chair (or if not available, by the co-chair) as often as is necessary to conduct the business of the committee.
6. Minutes of the committee meetings will be kept by the chair or representative.
7. Written committee reports are to be made to the Senate by the committee chair or representative, and the written report is to be furnished to the Secretary for permanent record.
8. A committee chair or co-chair may be removed for cause by a majority vote of the Executive Board.

Section B. Senate Operations Committee

1. This committee is responsible for the election of Senators and the filling of vacancies.
 - A. Apportionment of Senate seats will be made in accordance with Article XIII, Section A.
 1. Candidates will declare their intent to run for Senate seats in May. Filing forms will be sent to all staff personnel. The form must be signed by the candidates to be valid.
 2. Newly elected Senators will be notified of election results when tabulations are verified.
 3. Senate vacancies will be filled in accordance with Article XI.
2. This committee will conduct the election of Senate officers. The chair of the Senate Operations Committee will preside over the Senate during the election of officers.

- A. The nominations forms for Senate Officer will be sent to all Senators at least thirty (30) calendar days before the date of the election.
- B. Written nominations will not be accepted after ten days before the date of election.
- C. Ballots will be prepared containing the name of those Senators who were nominated in writing for each office and who are eligible and willing to serve.
- D. Voting at the June meeting will be done separately for each office in the following order: President, Vice President, Treasurer, Secretary, and Sergeant of Arms.

Section C. Special Committees.

1. Special committees deemed necessary by the President and/or Senate to explore specific problems may be appointed by the president at any time. Each committee will have at least three (3) members.
2. The President will appoint a chair and co-chair.
3. Special committees will be dissolved when final recommendations are submitted to the Senate.

ARTICLE XVI. EXECUTIVE BOARD

Section A. This Board will consist of the duly elected officers of the Senate and the chair and co-chairs of the standing committees.

Section B. The Board shall:

- A. Review any projects proposed for the Senate.
- B. Approve the budget.
- C. Consider and submit nomination of staff employees to serve on University-wide committees and councils.
- D. Act for the Senate's membership between meetings on emergency matters or on matters that have previously been authorized by the Senate.
- E. Review and determine items to be placed on the agenda for each regularly scheduled Senate meeting.
- F. Remove a committee chair for cause by a majority vote of those present and voting.

Section C. The Executive Board will report its deliberations and actions at the next regularly scheduled meeting of the Senate.

ARTICLE XVII. MODIFICATION OF BYLAWS

Section A. Amendments or any modification of the bylaws may be revised, amended, repealed, at any regular meeting of the Senate by a majority of those Senators present and voting, provided the amendment was submitted in writing at a previous meeting and that said notification contains a full statement of the proposed amendment. Any proposed amendments:

1. Must contain the full text of the provision to be changed.
2. Any changes, deletions, or additions will be tracked.

THE SENATE HEREBY APPROVES the above FOURTH AMENDMENT TO THE BYLAWS OF THE STAFF SENATE.

DATED THIS _____ day of 2007.

BY:

Sarah Connelly
President of the Staff Senate

BY:

Ruby Jackson
Vice President of the Staff Senate

In WITNESS WHEREOF, the undersigned Secretary of the Executive Board of the Staff Senate hereby certifies that this the Fourth Amendment has been duly adopted and recorded in the minutes at a duly authorized Senate meeting.

DATED THIS ____ DAY OF _____ 2007.

N/A
Secretary Staff Senate