



**LANDER UNIVERSITY
STAFF SENATE
BYLAWS**

LANDER UNIVERSITY STAFF SENATE BYLAWS

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I. NAME

The name of this organization shall be the Lander University Staff Senate.

II. MISSION

The Lander University Staff Senate exists to enhance the welfare of its staff; to serve as a liaison between staff, administration, faculty, and students; and to advise the administration on matters concerning the staff. This focus provides staff a voice to promote a positive, respectful work environment that sustains both personal and professional growth. In support of the university’s strategic plan, specifically the goal of remaining an employer of choice, the senate strives foremost to contribute to the overall success of Lander University and its students.

III. VISION

The Staff Senate will advocate and represent the interests of staff to administration and the campus community.

IV. SENATE COMPOSITION

A. COMPOSITION

1. The Staff Senate consists of the Staff Senate Board; one ex-officio representative of the Office of Human Resources; and Senators elected by staff employees from each area of campus.
2. The Staff Senate Board consists of a Chair, Chair-Elect, Secretary and Treasurer.
3. The Immediate Past Chair may be called to serve in an advisory capacity or to assist with special assignments as needed.
4. Any staff member who is in good standing; occupies a FTE (full-time equivalent) position; and has completed one year of employment at the university; is eligible to serve as a Senator after being elected by the area he/she is qualified to represent.
5. Any FTE staff member has the right to nominate and to vote for a candidate for Senator, and to vote in any special elections.

B. REPRESENTATION

1. Each area on campus is eligible to elect Senators in proportion to the total number of staff employees within the area, in accordance with the table below:

<u>STAFF EMPLOYEES</u>	<u>SENATOR</u>
	<u>S</u>
1-20 staff employees	1 Senator
21-40 staff employees	2 Senators
41-60 staff employees	3 Senators
61-80 staff employees	4 Senators
81 or more staff employees	5 Senators

2. Areas are identified in the University organizational chart are identified below. Prior to each election, the Office of Human Resources will provide an updated list of designated areas and the total number of staff employees.

Academic Affairs	Academic Affairs Academic Success Center College of Arts & Humanities College of Behavioral & Social Sciences College of Business	College of Education College of Science & Mathematics Library School of Nursing Student Support Services
Athletics	Athletics	
Business & Administration	Accounting & Budget Facilities Operations Information Technology Services Procurement & Retail Services Special Events & Scheduling	University Police
Enrollment & Access Management	Admissions Enrollment Services Financial Aid International Services	Registrar
President's Office	Governmental Relations Human Resources Office of the General Counsel University Advancement	University Relations & Publications
Student Affairs	Campus Rec & Intramural Sports Career Services Equestrian Center Housing & Residence Life	Student Activities Student Affairs Student Conduct Student Wellness Center

V. SENATE STRUCTURE

A. TERM OF OFFICE

1. Senators will be elected, and are expected to serve, a two-year term.
2. The term will be served consecutively effective July 1st (beginning of term) through June 30th (the second year of a Senator's term).
3. Senators will be eligible to serve up to three consecutive terms.
4. After the third term of service, Senators will not be eligible to serve for a term (two years).
5. Senators elected to the Staff Senate Board will serve a one-year term in that capacity.
6. Senators elected Chair-Elect will serve two years on the Staff Senate Board and a total of three years on the Staff Senate.

7. The Director of Human Resources shall serve as a non-voting ex-officio member of the Staff Senate. Acting in an advisory capacity, this representative will be invited to attend all meetings and will serve as an informational resource regarding State and/or University regulations, policies, and procedures. When appropriate, he or she may also function as a liaison between the University Administration and the Senate. The Director of Human Resources will be allowed to submit agenda items to the Senate Board for discussion/consideration, but will not be allowed to vote on any said agenda items.
8. One member ex officio will be appointed to the Staff Senate by the Diversity Advisory Council. An ex officio member is not a voting member of Staff Senate. This member will serve to enhance communication between the Staff Senate and the Diversity Advisory Council. This member will be included on the Staff Senate Meeting agenda to report Diversity Advisory Council discussion and initiatives. Diversity is a core value of the university. This position will enhance communication and strengthen Lander University's efforts to be an employer of choice.

B. ELECTION PROCEDURE

1. ELIGIBILITY

All Lander University staff employees are eligible to serve on the Staff Senate if they meet the following criteria:

- a. Any staff member who is in good standing; and
- b. Occupies a FTE (full-time equivalent) position; and
- c. Completed one year of employment with the university.

2. NOMINATIONS

- a. The Election Committee will facilitate the nomination process annually.
- b. The constituents of each area shall nominate and elect their Staff Senator(s).
- c. All nominees will be given the right of refusal.

3. ELECTION

- a. The Election Committee will facilitate the election process annually.
- b. The constituents of each area shall elect staff Senator(s) based on the number of representatives allotted for each area.

C. ELECTION OF OFFICERS

1. ELIGIBILITY

Staff Senate members who have fulfilled six months of service as a Senator in their current term are eligible to be nominated as Chair-Elect. The Secretary and Treasurer positions may be assumed by newly appointed Senators.

2. NOMINATION

Nominations for Senate offices of Chair-Elect, Secretary and Treasurer for the upcoming session shall be accepted by the Election Committee in June of each year.

3. ELECTION

The election of officers will be held in July of each year. The election process will be by secret ballot and the officers will be determined by majority vote. The person with the majority vote will be given first right of refusal to accept the

officer position.

4. FILLING OF VACANCIES

- a. If a Senator leaves the University or resigns from their position and more than 90 days of the elected term exists, an election may occur to fill the vacancy.
- b. In the event a sitting Senator accepts a new position at the university in an area outside of the elected area, the Senator will complete his/her term.
- c. If a member of the Staff Senate Board resigns from his/her position, a special election will be held to fill the vacancy.

5. REMOVAL OF SENATORS

The Staff Senate Board has the discretion to remove a Senator by majority vote of Staff Senate members. Senators may appeal their removal to the Staff Senate Board within ten working days of the removal action. This decision will be final. Criteria is as follows:

- a. Any Senator with three (3) or more unexcused regular meeting absences in a fiscal year may be removed.
- b. Senators must remain in good standing.

D. MEETINGS

1. STAFF ASSEMBLY

Meetings with the entire staff will be held at least once each fall and spring semester. All staff members are encouraged to attend such meetings and will be allowed to ask questions, as well as suggest topics of interest and/or for discussion.

2. FORMAL MEETINGS

- a. The Staff Senate shall typically meet monthly, unless cancelled by the Chair. Additional meetings may be called by the Chair, by the University President, or upon request of three (3) members of the Staff Senate.
- b. Regular meetings of the Senate shall be held monthly, from July through June, unless otherwise ordered by the Staff Senate Board. A proposed Order of Business shall be sent to all members at least five (5) business days prior to the meeting date by the Senate Secretary. If the Staff Senate Board has no agenda items or proposals, they reserve the right to cancel a meeting and must notify the Senate membership. On odd numbered months, the meeting structure is limited to a chair report and discussion of time sensitive or pressing issues, to include suggestions, comments, and/or general concerns. (This allocates time for committees to work independently to discuss relevant issues and assign tasks accordingly.)
- c. Only Senators present shall have the right to vote on Senate business. The Chair shall vote only in the event of a tie.
- d. Individuals/departments that wish to be placed on the published meeting agenda must be preapproved and will be allotted time on a case-by-case basis.
- e. All eligible staff members are invited to attend and observe Staff Senate meetings, but participation is limited to Staff Senate members and those on the published meeting agenda.
- f. Senate Quorum shall be defined as fifty-percent (50%) of the voting members. If there is not a quorum, the meeting shall continue; however, there shall be no votes recorded and the minutes shall not be approved until the following meeting. If there is a quorum, votes can be recorded

and the minutes approved.

3. SPECIAL MEETINGS

- a. Special meetings of the Senate may be called by the Staff Senate Board for matters that cannot wait until the next regularly scheduled meeting of the Senate. Notification of a scheduled special meeting shall be given at least three (3) business days in advance of the meeting to all members by the Senate Secretary.
- b. The Staff Senate Board may call a closed session to discuss issues of a private nature. A closed session may take place only after an open meeting has been convened, and the closed session has been approved by a majority of Staff Senate members present.

VI. STAFF SENATE BOARD DUTIES

A. OFFICERS

1. The Senate will elect from its membership a Chair-Elect, a Secretary and a Treasurer. A Non-Voting Ex- Officio Delegate from HR will serve in an advisory capacity. This group will be referred to as the Staff Senate Board.
2. Officers shall serve one-year (1) terms.

B. CHAIR

1. Schedules the time and place for each Senate meeting.
2. Presides over all regular and special Senate meetings.
3. Prepares an agenda (to include soliciting agenda items) for Secretary to post.
4. Serves as the official Senate representative to meetings as requested.
5. Appoints a parliamentarian to ensure that the Staff Senate abides by Robert's Rule of Order when conducting a meeting.
6. Establishes ad hoc committees as approved by the Staff Senate, appoints members, and designates chairs of the committees as appropriate.
7. Votes on motions only when his/her vote shall affect the outcome of the result.
8. Authorizes disbursement of funds based on policies.

C. CHAIR-ELECT

1. Assists the Chair.
2. Assumes the responsibilities of Chair whenever the Chair is absent or unable to perform his/her duties.
3. Secures and reserves the meeting place for regular meetings.
4. Succeeds the Chair at the end of his/her term.
5. Succeeds the Chair if he/she cannot complete his/her term (this shall not deprive the Chair-elect from serving a full term as Chair the following year).

D. SECRETARY

1. Distributes copies of agenda and meeting notices.
2. Conducts a roll call (or records attendance) and advises the Chair if a Quorum (simple majority) is present.
3. Prepares and distributes minutes of each meeting.
4. Submits official correspondence.
5. Maintains records and copies of approved minutes and transfers records to the successor.

E. TREASURER

1. Maintains accurate and timely records for Senate funds and presents reports of expenditures as needed.
2. Verifies and presents invoices to the Staff Senate for approval and timely payment.

VII. STANDING COMMITTEES

Each committee is responsible for designating a chair. The chair is charged with submitting a written report, to include action plans, goals, and tentative deadlines, when applicable.

A. ELECTIONS COMMITTEE

1. Maintains official membership roster and list of university areas.
2. Supervises election of Staff Senate and Staff Senate Board.
3. Maintains election records and terms of office.
4. Responsible for process integrity.

B. PROFESSIONAL DEVELOPMENT COMMITTEE

1. Sponsors educational workshops and programs involving employee development, networking, training, or other areas that may be of interest to staff.
2. Forwards matters of interest to the Communications and Bylaws Committee for campus distribution.

C. COMMUNICATIONS AND BYLAWS COMMITTEE

1. Coordinates, creates and publishes internal communications.
2. Creates and maintains the Staff Senate website.
3. Completes annual review of bylaws and updates accordingly.

D. EMPLOYEE APPRECIATION AND RECOGNITION

1. Plans and conducts all employee events sponsored by the Staff Senate.

VIII. AD HOC COMMITTEES

Limited to short term, specific task that does not fall under the purview of any standing committee.

IX. AMENDMENTS

Amendments to the Senate Bylaws may be proposed by any Staff Senate member. When a quorum exists, if the majority of Senate members present are in favor of the proposed amendment, it shall be considered approved.