

## Approved - March 22, 2018

### Kennesaw State University Staff Senate Bylaws

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#### I. Name

- A. The name of this organization is the Kennesaw State University Staff Senate, herein referred to as Staff Senate.

#### II. Purpose

- A. The purpose of the KSU Staff Senate is to advance the mission of the university as a whole and to promote and foster the welfare of employees through the combined creativity of staff representation for all departments and colleges.
- B. The KSU Staff Senate shall serve as an advisory board in nature and a group of representatives for all staff at Kennesaw State University, all campuses inclusive.
- C. Represent staff on matters brought before the University Council Governance Body.
- D. Facilitate and promote communication among staff.
- E. Strive to improve the general welfare of staff.
- F. Provide opportunities to increase campus-wide staff involvement in shared governance.
- G. Maintain active membership and participation with University System of Georgia Staff Council. *(replaced by Purpose)*

#### III. Mission

- A. Staff Senate is a representational organization for staff, and serves as an advising, recommending, and consulting body that addresses policies, issues, and concerns of KSU staff members. Staff Senate provides equitable and accountable representation in a transparent environment.

#### IV. Organization and Structure

- A. Officers shall include President, President-Elect, Secretary, Treasurer, and Immediate Past President.
- B. A Parliamentarian will be appointed at the discretion of the current President.
- C. The fiscal year *(July 1 - June 30)* will be the business year of the KSU Staff Senate.
- D. Staff Senate shall meet once per month.
- E. Additional meetings may be scheduled by the Executive Committee or by vote of a simple majority of members.
- F. Meetings will be conducted according to the Roberts Rules of Order Manual.

#### V. Membership

- A. The Staff Senate members are elected from the full-time, permanent employees excluding deans, vice-presidents/members of the President's expanded Cabinet and employees holding the ranks of Executive Administrator and faculty.

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- 44 B. Upon recommendation of the Staff Senate, the University President may appoint  
45 two non-voting advisory members.  
46 C. Staff Senate Members are elected for three-year terms (See Section VII A.7).  
47 D. Staff Senate Members must allow for a one-year absence from Staff Senate before  
48 running for another term.  
49 E. The Membership shall have representation from both the Kennesaw and Marietta  
50 campuses.

### 51 52 VI. Representation

- 53  
54 A. A Staff Senate Member represents one staff member per college or department.  
55 B. Staff Senate Members are nominated and elected from the following Colleges and  
56 Departments of Kennesaw State University as of March 22, 2018.  
57 1. University Colleges as of March 22, 2018:  
58 a. Coles College of Business  
59 b. College of Architecture and Construction Management  
60 c. College of Computing and Software Engineering  
61 d. College of Continuing and Professional Education  
62 e. College of Education  
63 f. Southern Polytechnic College of Engineering and Engineering  
64 Technology  
65 g. College of Humanities and Social Sciences  
66 h. College of Science and Math  
67 i. College of the Arts  
68 j. Graduate College  
69 k. Honors College  
70 l. University College  
71 m. WellStar College of Health and Human Services  
72 2. University Departments as of March 22, 2018:  
73 a. Academic Affairs  
74 b. Athletics  
75 c. Auxiliary Services and Programs  
76 d. Enrollment Services  
77 e. External Affairs  
78 f. Facilities  
79 g. Finance and Accounting  
80 h. Human Resources  
81 i. KSU Sports & Recreation Park  
82 j. Legal Affairs  
83 k. Library; Museums, Archives & Rare Books; Enterprise Information  
84 Management Systems  
85 l. President's Office  
86 m. Public Safety  
87 n. Student Success

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- 88                                   o. University Development  
89                                   p. University Information Technology Services
- 90           C. Should any of the above colleges or divisions change, the representative will  
91           maintain their seat until the end of their term. If any new college or division is  
92           established, a representative will be selected at the next formal election.
- 93 VII. Procedures
- 94       A. Meetings
- 95           1. Staff Senate shall meet once per month.  
96           2. Staff Senate meetings are scheduled to avoid conflict with the President's  
97           Cabinet meetings.  
98           3. The calendar of meetings is established each July, by the newly elected  
99           Executive Committee, and posted on the Staff Senate website.  
100          4. Special Staff Senate meetings may be called using the following methods:  
101           a. KSU President  
102           b. Staff Senate President  
103           c. Staff Senate President-Elect in the absence of the Staff Senate  
104           President  
105           d. Staff Senate Secretary in the absence of the Staff Senate President  
106           and President-Elect  
107           e. Majority vote of the Executive Committee  
108           f. Petition signed by at least one-third of the Staff Senate Members,  
109           addressed to the Staff Senate President
- 110          5. The agenda contains pertinent information on items to be discussed by the  
111          Staff Senate and should be distributed prior to a meeting at the discretion of  
112          the President.  
113           a. Agenda items may be added at the meeting by a majority vote of  
114           Staff Senate Members present.
- 115       B. Attendance
- 116           1. In the event that a Staff Senate Member cannot attend a meeting the Staff  
117           Senate Member may appoint a Proxy from within the appropriate College or  
118           Department.  
119           2. Staff Senate Members must notify the Executive Committee, in writing, the  
120           name of the Proxy.  
121           3. A Staff Senate Member may have no more than three unexcused absences  
122           or proxies in a calendar year (July through June).  
123           4. After three absences in twelve months, the Staff Senate Member may be  
124           removed from Staff Senate.  
125           5. A Member in violation of the attendance policy may appear before the  
126           Executive Committee to present justification for the violation.  
127           6. The Member may be removed by a 2/3 vote of the Executive Committee.
- 128       C. Voting
- 129           1. Passage of all main motions of the Staff Senate, unless otherwise indicated  
130           in Robert's Rules of Order (e.g., "Suspend the rules" required 2/3), is by

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- 131 simple majority of the Staff Senate Members present at the meeting —a  
132 quorum being established.
- 133 2. Only Staff Senate Members or their designated alternate may vote.  
134 3. The most recently published procedures in this section automatically  
135 supersede any prior governance procedures.  
136 4. Unless otherwise indicated above, the Staff Senate operates using Robert’s  
137 Rules of Order.

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### 139 VIII. Elections

#### 140 A. Election Procedures

- 141 1. Nominations for staff senators shall be accepted university wide by full-  
142 time/permanent staff members. Candidates can self-nominate.  
143 2. Terms of office for senators shall be staggered three-year terms.

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#### 145 B. Member Elections

- 146 1. The Staff Senate Members are elected annually in May by the permanent,  
147 classified staff members of the University.  
148 2. All eligible, full-time, permanent staff members, in good standing, may be  
149 considered for Staff Senate nomination.  
150 3. Permanent, classified staff members may nominate a staff member from  
151 their respective College or Department.  
152 4. The election process is conducted by the Nominations and Elections  
153 Committee as outlined in the section describing the duties of the  
154 Nominations and Elections Committee.

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#### 156 C. Officer Elections

- 157 1. The President-Elect, Secretary, and Treasurer are elected annually by the  
158 standing elected body of the Staff Senate in May and begin their term July 1.  
159 2. The election process is conducted by the Nominations and Elections  
160 Committee.  
161 a. Staff Senate Members nominate eligible Staff Senate Members for  
162 an officer position during the meeting or via email prior to the  
163 regular May meeting.  
164 b. Nominations will be made to the Nominations and Elections  
165 Committee.  
166 c. Nominated Staff Senate Members must accept the nomination to be  
167 added to the ballot and may only accept a nomination for one officer  
168 position.  
169 d. The Nominations and Elections Committee distributes ballots during  
170 the regular May meeting.  
171 e. The Nominations and Elections Committee tallies the votes and  
172 reports the results during the May meeting.

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#### 174 3. President-Elect

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- a. Elected by and from the Staff Senate.
  - b. Serves a one-year term of office, immediately followed by a one-year term as Staff Senate President.
  - c. Candidates for the office of President-Elect must have served on the Staff Senate for at least one year.
  - d. Candidates for the office of President-Elect must have at least one year remaining on their elected terms as a Staff Senate Member.
- 183
- 4. Secretary
    - a. Elected by and from the Staff Senate.
    - b. Serves a one-year term of office.
    - c. Candidates for the office of Secretary must have served on the Staff Senate for at least one year.
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- 5. Treasurer
    - a. Elected by and from the Staff Senate.
    - b. Serves a one-year term of office.
    - c. Candidates for the office of Treasurer must have served on the Staff Senate for at least one year.
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- D. Vacancies
    - 1. Member Vacancies
      - a. When a vacancy occurs, an eligible replacement from the appropriate College or Department is nominated by any sitting Staff Senate Member.
      - b. The nominated individual is confirmed by 2/3 vote the Staff Senate who are present at the meeting, a quorum established, to serve until the next general election.
      - c. Serving on Staff Senate to fill a vacancy does not prohibit the individual serving as the replacement from running for a subsequent three-year term.
    - 2. Officer Vacancies
      - a. When a vacancy occurs in the office of the President, the President-Elect shall assume the position of President.
      - b. If the President-Elect is unable to assume the duties of the President an election from the membership shall fill the position for the remainder of the current term.
      - c. Other officer vacancies are appointed by the Executive Committee
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- 215 IX. Duties
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- 217 A. Duties of Elected Members

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1. All elected Staff Senate Members are required to attend all regularly scheduled meetings, called general meetings, and appropriate committee meetings.
  2. Staff Senate Members make every effort to participate in all Staff Senate projects.
  3. Each Staff Senate Member must serve as a member of at least one Staff Senate committee, but may also be appointed to a committee by the Staff Senate President.
- B. Duties of Officers
1. President
    - a. Schedules and conducts all Staff Senate meetings.
    - b. Notifies all Staff Senate Members of Staff Senate meetings.
    - c. Serves as head of the Staff Senate's Executive Committee.
    - d. Maintains the latest version of Robert's Rules of Order, which are used to conduct the meetings.
    - e. Distributes objections/recommendations concerning amendments to the Bylaws to all Staff Senate Members prior to the Staff Senate vote.
    - f. Approves any proposal, recommendation, or other official Staff Senate correspondence (e.g. campus-wide emails, fliers, letters, etc.) that are representative of the Staff Senate.
    - g. Serves as an adjunct (non-voting) member on all Staff Senate sub-committees.
    - h. Serves as the primary representative to the shared University wide governance bodies.
    - i. Ensures the concerns and issues of all staff members are considered.
    - j. Appoints a Staff Senate liaison for each of the representative bodies of the KSU Governance.
    - k. Serves a term not to exceed one year.
    - l. Prepares the President-Elect to take on the duties of Staff Senate President the following year.
    - m. Attends the University System of Georgia Staff Council meetings.
    - n. Appoints an alternate to attend the University System of Georgia Staff Council meetings.
    - o. Becomes Past President for one year immediately following the term as Staff Senate President.
  2. President-Elect
    - a. Assists the Staff Senate President and performs the duties of the Staff Senate President in the Staff Senate President's absence.
    - b. Serves as a member of the Staff Senate's Executive Committee.
    - c. Serves as an adjunct (non-voting) member of all Staff Senate sub-committees.

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- 262 d. Serves as the chair of the Nominating and Elections Committee.  
263 e. Ensures the concerns and issues of all staff members are considered.  
264 f. Serves as the secondary representative to the shared University  
265 governance body.  
266 g. Attends the University System of Georgia Staff Council meetings.  
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- 268 3. Secretary  
269 a. Takes meeting minutes, attendance, maintains records, and  
270 distributes information within the Staff Senate.  
271 b. Assists the Staff Senate President and performs the duties of the  
272 Staff Senate President in the absence of the Staff Senate President  
273 and President-Elect.  
274 c. Notifies Staff Senate Members in writing if the Staff Senate Member  
275 has missed an excessive number of meetings.  
276 d. Communicates any proposed amendments to the Staff Senate  
277 Bylaws at least fifteen (15) days prior to the Staff Senate vote.  
278 e. Maintains the Resolution Book for the Executive Committee.  
279 f. Serves as a member of the Staff Senate's Executive Committee.  
280
- 281 4. Treasurer  
282 a. Maintains records and distributes information within the Staff  
283 Senate as it pertains to Staff Senate finances.  
284 b. Implements the audit of the financial records of the Staff Senate and  
285 provides audited records to the new Treasurer.  
286 c. Calls a budget meeting each year to review the previous year's  
287 budget and to establish a new budget to present to the Staff Senate  
288 for discussion and approval.  
289 d. Takes meeting minutes, attendance, maintains records, and  
290 distributes information within the Staff Senate in the absence of the  
291 Secretary.  
292 e. Serves as a member of the Staff Senate's Executive Committee.  
293 f. Serves as Chair of the Finance and Budget Committee, which  
294 includes fundraising opportunities.  
295
- 296 5. Immediate Past President  
297 a. Acts in an advisory capacity to the Staff Senate and the Executive  
298 Committee with no voting privileges.  
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- 300 X. Committees and Committee Structure  
301  
302 A. Executive Committee  
303  
304 1. Membership

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- 305 a. The executive committee consists of Staff Senate President,  
306 President-Elect, Secretary, Treasurer, and all Standing Committee  
307 Chairs.  
308 b. The Staff Senate President serves as Chair of the Executive  
309 Committee.  
310
- 311 2. Duties
- 312 a. Meets monthly throughout the year.  
313 b. The Chair may call additional meetings as necessary.  
314 c. Prepares and distributes the agenda for each full Staff Senate  
315 meeting and decides, by majority vote, whether agenda items merit  
316 consideration by the full Staff Senate. The committee may also add  
317 agenda items, not on the announced agenda, prior to the meeting.  
318 d. Considers, and refers to the appropriate Staff Senate standing  
319 committee, any issue that affects the general welfare of the  
320 University, or that concerns all staff members.  
321 e. May make decisions on behalf of the entire Staff Senate in cases  
322 requiring urgent action.  
323 f. Informs the full Staff Senate of all such actions taken.  
324 g. Appoints representatives to University committees.  
325 h. Meets with the President of the University, or the President's  
326 representative, at least once per year.  
327 i. Recommends appointment of special committees as it deems  
328 necessary.  
329 j. Develops and conducts an annual, open-forum meeting for all  
330 University staff members.  
331
- 332 B. Standing Committees
- 333 1. Bylaws Committee
- 334 a. Membership
- 335 i. The committee Chair is responsible for recruiting and  
336 selecting members of the committee from currently elected  
337 Staff Senate Members.  
338
- 339 b. Duties
- 340 i. Reviews the current Bylaws of the organization.  
341 ii. Drafts amendments.  
342 iii. Reviews and submits recommendations for proposed  
343 amendments to the Bylaws as directed by the Executive  
344 Committee.  
345
- 346 2. Nominations and Elections Committee
- 347 a. Membership



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- 348 i. The Nominating Committee shall be appointed by the  
349 Executive Committee in the month of April. The current  
350 President-Elect shall be the chair of the Nominating  
351 Committee.  
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- 353 b. Duties  
354 i. Electing Officers  
355 I. Prepares a list of officer candidates from Staff Senate  
356 Members in good standing and distributes the list to  
357 the Staff Senate Members.  
358 II. Collects the nominations from Staff Senate Members  
359 and presents nominations at the regular May  
360 meeting.  
361 III. Collects and tallies votes at the regular May meeting.  
362 ii. Electing Members  
363 I. Ensures fair and equitable representation across  
364 applicable Colleges and Departments.  
365 II. The committee Chair requests a report from Human  
366 Resources of all full-time classified staff members by  
367 Colleges and Departments.  
368 III. The committee Chair prepares the Call for  
369 Nominations (an email that includes the directions to  
370 nominate from the appropriate attached Colleges and  
371 Departments report).  
372 IV. The committee prepares the ballot of eligible  
373 nominees.  
374 V. Elections shall be by email or with the assistance of  
375 the UITS Department.  
376 VI. The committee provides the results to the Staff  
377 Senate President, who communicates the results to  
378 the University President, campus, and newly elected  
379 Staff Senate Members.  
380
- 381 3. Budget and Finance Committee  
382  
383 a. Membership  
384 i. The Staff Senate Treasurer serves as the Chair of the  
385 committee.  
386 b. Duties  
387 i. Develop a yearly budget for the Staff Senate to be approved.  
388
- 389 4. Policies and Procedures Committee  
390 a. Duties

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- 391 i. Review, research, and inform Staff Senate on issues pending
- 392 executive or legislative action that may affect all staff
- 393 members.
- 394 ii. Address issues relative to collective staff concerns which may
- 395 result in resolutions (outside of grievance issues, which are
- 396 addressed by university policy).
- 397 iii. Provide an annual review of all University policies and
- 398 procedures affecting staff including, but not limited to,
- 399 benefits, parking, safety, staff development and training.
- 400 iv. Research issues and recommend actions concerning the
- 401 health, welfare, and benefits of all staff members.
- 402

### 5. Communications Committee

#### a. Duties

- 405 i. Coordinate and provide information to staff members
- 406 concerning Staff Senate initiatives using available
- 407 communications methods.
- 408 ii. Maintain Staff Senate web page and social media sites.
- 409 iii. Collaborate with Human Resources to provide information to
- 410 new staff members.
- 411 iv. Develop and maintain the Staff Senate brochure(s).
- 412 v. Maintain and coordinate Digital Signage material.
- 413 vi. Coordinate approval for the use of the Kennesaw State
- 414 University logo on materials.
- 415

### 6. Staff Development and Recognition Committee

#### a. Duties

- 418 i. Select a Staff Member of the Month Award recipient from
- 419 the nominees submitted for the current month.
- 420 ii. If no nominees are received for the current month, select a
- 421 winner from the list of candidates received in the prior
- 422 month(s).
- 423 iii. The committee Chair provides a list of winners from the year
- 424 to the appropriate department for consideration of Employee
- 425 of the Year award.
- 426 iv. Research and communicate educational and professional
- 427 development opportunities to all staff members.
- 428

### C. Special Committees

- 430 1. The Staff Senate President may appoint ad hoc committees as needed.
- 431 2. Ad hoc committees may become Standing Committees by amendment to
- 432 the Bylaws.
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## XI. Amending the Bylaws

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- A. Any Staff Senate Member may propose an amendment to the Staff Senate Bylaws by submitting the proposed changes to the Executive Committee in writing.
  - B. The Executive Committee refers the proposal to the appointed Bylaws Committee for evaluation.
  - C. The appointed Bylaws Committee returns the proposal to the Executive Committee with its recommendation at least two days prior to the next regular Staff Senate meeting.
  - D. The proposed amendment is presented at the next regular Staff Senate meeting for a first reading.
  - E. The proposed amendment is presented for a second reading at the next regular Staff Senate meeting after the first reading.
  - F. If there are no proposed changes to the proposed amendment, the Staff Senate votes on the proposed amendment.
  - G. If there are changes to the proposed amendment, additional readings are required.
  - H. An amendment is passed with a two-thirds vote of the Staff Senate Members present at the meeting – a quorum being established.