

2017 KSU Approved Bylaw Revisions

Kennesaw State University Staff Senate Bylaws

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

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 Chair, Chair-Elect, Secretary, Treasurer, and Immediate Past Chair.
- B. A Parliamentarian will be appointed at the discretion of the current Chair.
- 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 faculty ranking or in Group 1 – Executive Administrative of the IPEDS groups.

2017 KSU Approved Bylaw Revisions

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

52

53 VI. Representation

54

- 55 A. Staff Senate representation is determined by IPEDS groups.
56 B. A Staff Senate Member represents a 1-40 ratio of staff.
57 C. Staff Senate Members are nominated and elected from the following seven federal
58 Integrated Post-Secondary Education System (IPEDS) groups, which are assigned by
59 the Human Resources Office.
60 1. Group I - Executive, Administrative – Not included in Staff Senate
61 2. Group III - Other Administrative Professionals
62 3. Group IV - Other Professionals
63 4. Group V - Office/Clerical
64 5. Group VI - Technical/Paraprofessional
65 6. Group VII - Skilled Crafts
66 7. Group VIII - Service/Maintenance

67

68 VII. Procedures

69

- 70 A. Meetings
71 1. Staff Senate shall meet once per month.
72 2. Staff Senate meetings are scheduled to avoid conflict with the President's
73 Cabinet meetings.
74 3. The calendar of meetings is established each July, by the newly elected
75 Executive Committee, and posted on the Staff Senate website.
76 4. Special Staff Senate meetings may be called using the following methods:
77 a. KSU President
78 b. Staff Senate Chair
79 c. Staff Senate Chair-Elect in the absence of the Staff Senate Chair
80 d. Staff Senate Secretary in the absence of the Staff Senate Chair and
81 Chair-Elect
82 e. Majority vote of the Executive Committee
83 f. Petition signed by at least one-third of the Staff Senate Members,
84 addressed to the Staff Senate Chair
85 5. The agenda contains pertinent information on items to be discussed by the
86 Staff Senate and should be distributed prior to a meeting at the discretion of
87 the chair.
88 a. Agenda items may be added at the meeting by a majority vote of
Staff Senate Members present.

2017 KSU Approved Bylaw Revisions

- 89 B. Attendance
90 1. In the event that a Staff Senate Member cannot attend a meeting the Staff
91 Senate Member may appoint a Proxy from within the appropriate IPEDS
92 group.
93 2. Staff Senate Members must notify the Executive Committee, in writing, the
94 name of the Proxy.
95 3. A Staff Senate Member may have no more than three unexcused absences
96 or proxies in a calendar year (July through June).
97 4. After three absences in twelve months, the Staff Senate Member may be
98 removed from Staff Senate.
99 5. A Member in violation of the attendance policy may appear before the
100 Executive Committee to present justification for the violation.
101 6. The Member may be removed by a 2/3 vote of the Executive Committee.
102 C. Voting
103 1. Passage of all main motions of the Staff Senate, unless otherwise indicated
104 in Robert’s Rules of Order (e.g., “Suspend the rules” required 2/3), is by
105 simple majority of the Staff Senate Members present—a quorum being
106 established.
107 2. Only Staff Senate Members or their designated alternate may vote.
108 3. The most recently published procedures in this section automatically
109 supersede any prior governance procedures.
110 4. Unless otherwise indicated above, the Staff Senate operates using Robert’s
111 Rules of Order.
112
113 VIII. Elections
114 A. Election Procedures
115 1. Nominations for staff senators shall be accepted university wide by full-
116 time/permanent staff members. Candidates can self-nominate.
117 2. Terms of office for senators shall be staggered three-year terms.
118
119 B. Member Elections
120 1. The Staff Senate Members are elected annually in May by the permanent,
121 classified staff members of the University.
122 2. All eligible, full-time, permanent staff members, in good standing, may be
123 considered for Staff Senate nomination.
124 3. Permanent, classified staff members may nominate a staff member from
125 their respective IPEDS group.
126 4. The election process is conducted by the Nominations and Elections
127 Committee as outlined in the section describing the duties of the
128 Nominations and Elections Committee.
129
130 C. Officer Elections
131 1. The Chair-Elect, Secretary, and Treasurer are elected annually by the
132 standing elected body of the Staff Senate in May and begin their term July 1.

2017 KSU Approved Bylaw Revisions

- 133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
2. The election process is conducted by the Nominations and Elections Committee.
 - a. Staff Senate Members nominate eligible Staff Senate Members for an officer position during the meeting or via email prior to the regular May meeting.
 - b. Nominations will be made to the Nominations and Elections Committee.
 - c. Nominated Staff Senate Members must accept the nomination to be added to the ballot and may only accept a nomination for one officer position.
 - d. The Nominations and Elections Committee distributes ballots during the regular May meeting.
 - e. The Nominations and Elections Committee tallies the votes and reports the results during the May meeting.
 3. Chair-Elect
 - 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 Chair.
 - c. Candidates for the office of Chair-Elect must have served on the Staff Senate for at least one year.
 - d. Candidates for the office of Chair-Elect must have at least one year remaining on their elected terms as a Staff Senate Member.
 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.
 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.
- D. Vacancies
1. Member Vacancies
 - a. When a vacancy occurs, an eligible replacement from the appropriate IPEDS group is nominated by any sitting Staff Senate Member.
 - b. The nominated individual is confirmed by 2/3 vote the Staff Senate, a quorum established, to serve until the next general election.

2017 KSU Approved Bylaw Revisions

176 c. Serving on Staff Senate to fill a vacancy does not prohibit the
177 individual serving as the replacement from running for a subsequent
178 three-year term.

179

180

2. Officer Vacancies

181

a. When a vacancy occurs in the office of the chair the chair-elect shall
182 assume the position of chair.

183

b. If the chair-elect is unable to assume the duties of the chair an
184 election from the membership shall fill the position for the
185 remainder of the current term.

184

185

c. Other officer vacancies are appointed by the Executive Committee

186

187

188

IX. Duties

189

190

A. Duties of Elected Members

191

1. All elected Staff Senate Members are required to attend all regularly
192 scheduled meetings, called general meetings, and appropriate committee
193 meetings.

194

2. Staff Senate Members make every effort to participate in all Staff Senate
195 projects.

196

3. Each Staff Senate Member must serve as a member of at least one Staff
197 Senate committee, but may also be appointed to a committee by the Staff
198 Senate Chair.

199

200

B. Duties of Officers

201

1. Chair

202

a. Schedules and conducts all Staff Senate meetings.

203

b. Notifies all Staff Senate Members of Staff Senate meetings.

204

c. Serves as head of the Staff Senate's Executive Committee.

205

d. Maintains the latest version of Robert's Rules of Order, which are
206 used to conduct the meetings.

207

e. Distributes objections/recommendations concerning amendments to
208 the Bylaws to all Staff Senate Members prior to the Staff Senate
209 vote.

210

f. Approves any proposal, recommendation, or other official Staff
211 Senate correspondence (e.g. campus-wide emails, fliers, letters, etc.)
212 that are representative of the Staff Senate.

213

g. Serves as an adjunct (non-voting) member on all Staff Senate sub-
214 committees.

215

h. Serves as the primary representative to the shared University wide
216 governance bodies.

217

i. Ensures the concerns and issues of all staff members are considered.

218

j. Appoints a Staff Senate liaison for each of the representative bodies
219 of the KSU Governance.

219

2017 KSU Approved Bylaw Revisions

- 220 k. Serves a term not to exceed one year.
221 l. Prepares the Chair-Elect to take on the duties of Staff Senate Chair
222 the following year.
223 m. Attends the University System of Georgia Staff Council meetings.
224 n. Appoints an alternate to attend the University System of Georgia
225 Staff Council meetings.
226 o. Becomes Past Chair for one year immediately following the term as
227 Staff Senate Chair.
228
229 2. Chair-Elect
230 a. Assists the Staff Senate Chair and performs the duties of the Staff
231 Senate Chair in the Staff Senate Chair's absence.
232 b. Serves as a member of the Staff Senate's Executive Committee.
233 c. Serves as an adjunct (non-voting) member of all Staff Senate sub-
234 committees.
235 d. Serves as the chair of the Nominating and Elections Committee.
236 e. Ensures the concerns and issues of all staff members are considered.
237 f. Serves as the secondary representative to the shared University
238 governance body.
239 g. Attends the University System of Georgia Staff Council meetings.
240
241 3. Secretary
242 a. Takes meeting minutes, attendance, maintains records, and
243 distributes information within the Staff Senate.
244 b. Assists the Staff Senate Chair and performs the duties of the Staff
245 Senate Chair in the absence of the Staff Senate Chair and Chair-Elect.
246 c. Notifies Staff Senate Members in writing if the Staff Senate Member
247 has missed an excessive number of meetings.
248 d. Communicates any proposed amendments to the Staff Senate
249 Bylaws at least fifteen (15) days prior to the Staff Senate vote.
250 e. Maintains the Resolution Book for the Executive Committee.
251 f. Serves as a member of the Staff Senate's Executive Committee.
252
253 4. Treasurer
254 a. Maintains records and distributes information within the Staff
255 Senate as it pertains to Staff Senate finances.
256 b. Implements the audit of the financial records of the Staff Senate and
257 provides audited records to the new Treasurer.
258 c. Calls a budget meeting each year to review the previous year's
259 budget and to establish a new budget to present to the Staff Senate
260 for discussion and approval.
261 d. Takes meeting minutes, attendance, maintains records, and
262 distributes information within the Staff Senate in the absence of the
263 Secretary.

2017 KSU Approved Bylaw Revisions

- 264 e. Serves as a member of the Staff Senate’s Executive Committee.
265 f. Serves as Chair of the Finance and Budget Committee, which
266 includes fundraising opportunities.
267
- 268 5. Immediate Past Chair
269 a. Acts in an advisory capacity to the Staff Senate and the Executive
270 Committee with no voting privileges.
271
- 272 X. Committees and Committee Structure
273
- 274 A. Executive Committee
275
- 276 1. Membership
277 a. The executive committee consists of Staff Senate Chair, Chair-Elect,
278 Secretary, Treasurer, and all Standing Committee Chairs.
279 b. The Staff Senate Chair serves as Chair of the Executive Committee.
280
- 281 2. Duties
282 a. Meets monthly throughout the year.
283 b. The Chair may call additional meetings as necessary.
284 c. Prepares and distributes the agenda for each full Staff Senate
285 meeting and decides, by majority vote, whether agenda items merit
286 consideration by the full Staff Senate. The committee may also add
287 agenda items, not on the announced agenda, prior to the meeting.
288 d. Considers, and refers to the appropriate Staff Senate standing
289 committee, any issue that affects the general welfare of the
290 University, or that concerns all staff members.
291 e. May make decisions on behalf of the entire Staff Senate in cases
292 requiring urgent action.
293 f. Informs the full Staff Senate of all such actions taken.
294 g. Appoints representatives to University committees.
295 h. Meets with the President of the University, or the President’s
296 representative, at least once per year.
297 i. Recommends appointment of special committees as it deems
298 necessary.
299 j. Develops and conducts an annual, open-forum meeting for all
300 University staff members.
301
- 302 B. Standing Committees
303 1. Bylaws Committee
304 a. Membership
305 i. The committee Chair is responsible for recruiting and
306 selecting members of the committee from currently elected
307 Staff Senate Members.

2017 KSU Approved Bylaw Revisions

308

309

b. Duties

310

i. Reviews the current Bylaws of the organization.

311

ii. Drafts amendments.

312

iii. Reviews and submits recommendations for proposed amendments to the Bylaws as directed by the Executive Committee.

315

316

2. Nominations and Elections Committee

317

a. Membership

318

i. The Nominating Committee shall be appointed by the Executive Committee in the month of April. The current chair-elect shall be the chair of the Nominating Committee.

319

320

321

322

b. Duties

323

i. Electing Officers

324

I. Prepares a list of officer candidates from Staff Senate Members in good standing and distributes the list to the Staff Senate Members.

325

326

327

II. Collects the nominations from Staff Senate Members and presents nominations at the regular May meeting.

328

329

330

III. Collects and tallies votes at the regular May meeting.

331

ii. Electing Members

332

I. Ensures fair and equitable representation across applicable IPEDS groups.

333

334

II. The committee Chair requests a report from Human Resources of all full-time classified staff members by IPEDS groups.

335

336

337

III. The committee Chair prepares the Call for Nominations (an email that includes the directions to nominate from the appropriate attached IPEDS group report).

338

339

340

IV. The committee prepares the ballot of eligible nominees.

341

342

343

V. Elections shall be by email or with the assistance of the UITS Department.

344

345

VI. The committee provides the results to the Staff Senate Chair, who communicates the results to the University President, campus, and newly elected Staff Senate Members.

346

347

348

349

350

3. Budget and Finance Committee

351

2017 KSU Approved Bylaw Revisions

- 352
- 353
- 354
- 355
- 356
- 357
- 358
- 359
- 360
- 361
- 362
- 363
- 364
- 365
- 366
- 367
- 368
- 369
- 370
- 371
- 372
- 373
- 374
- 375
- 376
- 377
- 378
- 379
- 380
- 381
- 382
- 383
- 384
- 385
- 386
- 387
- 388
- 389
- 390
- 391
- 392
- 393
- 394
- a. Membership
 - i. The Staff Senate Treasurer serves as the Chair of the committee.
 - b. Duties
 - i. Develop a yearly budget for the Staff Senate to be approved.
4. Policies and Procedures Committee
- a. Duties
 - i. Review, research, and inform Staff Senate on issues pending executive or legislative action that may affect all staff members.
 - ii. Address issues relative to collective staff concerns which may result in resolutions (outside of grievance issues, which are addressed by university policy).
 - iii. Provide an annual review of all University policies and procedures affecting staff including, but not limited to, benefits, parking, safety, staff development and training.
 - iv. Research issues and recommend actions concerning the health, welfare, and benefits of all staff members.
5. Communications Committee
- a. Duties
 - i. Coordinate and provide information to staff members concerning Staff Senate initiatives using available communications methods.
 - ii. Maintain Staff Senate web page and social media sites.
 - iii. Collaborate with Human Resources to provide information to new staff members.
 - iv. Develop and maintain the Staff Senate brochure(s).
 - v. Maintain and coordinate Digital Signage material.
 - vi. Coordinate approval for the use of the Kennesaw State University logo on materials.
6. Staff Development and Recognition Committee
- a. Duties
 - i. Select a Staff Member of the Month Award recipient from the nominees submitted for the current month.
 - ii. If no nominees are received for the current month, select a winner from the list of candidates received in the prior month(s).
 - iii. The committee Chair provides a list of winners from the year to the appropriate department for consideration of Employee of the Year award.

2017 KSU Approved Bylaw Revisions

- 395
396
397
398
399
400
401
402
- iv. Research and communicate educational and professional development opportunities to all staff members.

403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420

- C. Special Committees

- 1. The Staff Senate Chair may appoint ad hoc committees as needed.
- 2. Ad hoc committees may become Standing Committees by amendment to the Bylaws.

- XI. Amending the Bylaws

- 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 – a quorum being established.