2017 KSU Approved Bylaw Revisions

Kennesaw State University
Staff Senate Bylaws

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.
B. Upon recommendation of the Staff Senate, the University President may appoint two non-voting advisory members.

C. Staff Senate Members are elected for three-year terms (See Section VII A.7).

D. Staff Senate Members must allow for a one-year absence from Staff Senate before running for another term.

E. The Membership shall have representation from both the Kennesaw and Marietta campuses.

VI. Representation

A. Staff Senate representation is determined by IPEDS groups.

B. A Staff Senate Member represents a 1-40 ratio of staff.

C. Staff Senate Members are nominated and elected from the following seven federal Integrated Post-Secondary Education System (IPEDS) groups, which are assigned by the Human Resources Office.
   1. Group I - Executive, Administrative – Not included in Staff Senate
   2. Group III - Other Administrative Professionals
   3. Group IV - Other Professionals
   4. Group V - Office/Clerical
   5. Group VI - Technical/Paraprofessional
   6. Group VII - Skilled Crafts
   7. Group VIII - Service/Maintenance

VII. Procedures

A. Meetings
   1. Staff Senate shall meet once per month.
   2. Staff Senate meetings are scheduled to avoid conflict with the President’s Cabinet meetings.
   3. The calendar of meetings is established each July, by the newly elected Executive Committee, and posted on the Staff Senate website.
   4. Special Staff Senate meetings may be called using the following methods:
      a. KSU President
      b. Staff Senate Chair
      c. Staff Senate Chair-Elect in the absence of the Staff Senate Chair
      d. Staff Senate Secretary in the absence of the Staff Senate Chair and Chair-Elect
      e. Majority vote of the Executive Committee
      f. Petition signed by at least one-third of the Staff Senate Members, addressed to the Staff Senate Chair
   5. The agenda contains pertinent information on items to be discussed by the Staff Senate and should be distributed prior to a meeting at the discretion of the chair.
      a. Agenda items may be added at the meeting by a majority vote of Staff Senate Members present.
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B. Attendance
1. In the event that a Staff Senate Member cannot attend a meeting the Staff Senate Member may appoint a Proxy from within the appropriate IPEDS group.
2. Staff Senate Members must notify the Executive Committee, in writing, the name of the Proxy.
3. A Staff Senate Member may have no more than three unexcused absences or proxies in a calendar year (July through June).
4. After three absences in twelve months, the Staff Senate Member may be removed from Staff Senate.
5. A Member in violation of the attendance policy may appear before the Executive Committee to present justification for the violation.
6. The Member may be removed by a 2/3 vote of the Executive Committee.

C. Voting
1. Passage of all main motions of the Staff Senate, unless otherwise indicated in Robert’s Rules of Order (e.g., “Suspend the rules” required 2/3), is by simple majority of the Staff Senate Members present—a quorum being established.
2. Only Staff Senate Members or their designated alternate may vote.
3. The most recently published procedures in this section automatically supersede any prior governance procedures.
4. Unless otherwise indicated above, the Staff Senate operates using Robert’s Rules of Order.

VIII. Elections
A. Election Procedures
1. Nominations for staff senators shall be accepted university wide by full-time/permanent staff members. Candidates can self-nominate.
2. Terms of office for senators shall be staggered three-year terms.

B. Member Elections
1. The Staff Senate Members are elected annually in May by the permanent, classified staff members of the University.
2. All eligible, full-time, permanent staff members, in good standing, may be considered for Staff Senate nomination.
3. Permanent, classified staff members may nominate a staff member from their respective IPEDS group.
4. The election process is conducted by the Nominations and Elections Committee as outlined in the section describing the duties of the Nominations and Elections Committee.

C. Officer Elections
1. The Chair-Elect, Secretary, and Treasurer are elected annually by the standing elected body of the Staff Senate in May and begin their term July 1.
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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.
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 chair the chair-elect shall assume the position of chair.
   b. If the chair-elect is unable to assume the duties of the chair 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.

IX. Duties

A. Duties of Elected Members
   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 Chair.

B. Duties of Officers
   1. Chair
      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 Chair-Elect to take on the duties of Staff Senate Chair 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 Chair for one year immediately following the term as Staff Senate Chair.

2. Chair-Elect
   a. Assists the Staff Senate Chair and performs the duties of the Staff Senate Chair in the Staff Senate Chair’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.
d. Serves as the chair of the Nominating and Elections Committee.
e. Ensures the concerns and issues of all staff members are considered.
f. Serves as the secondary representative to the shared University governance body.
g. Attends the University System of Georgia Staff Council meetings.

3. Secretary
   a. Takes meeting minutes, attendance, maintains records, and distributes information within the Staff Senate.
b. Assists the Staff Senate Chair and performs the duties of the Staff Senate Chair in the absence of the Staff Senate Chair and Chair-Elect.
c. Notifies Staff Senate Members in writing if the Staff Senate Member has missed an excessive number of meetings.
d. Communicates any proposed amendments to the Staff Senate Bylaws at least fifteen (15) days prior to the Staff Senate vote.
e. Maintains the Resolution Book for the Executive Committee.
f. Serves as a member of the Staff Senate’s Executive Committee.

4. Treasurer
   a. Maintains records and distributes information within the Staff Senate as it pertains to Staff Senate finances.
b. Implements the audit of the financial records of the Staff Senate and provides audited records to the new Treasurer.
c. Calls a budget meeting each year to review the previous year’s budget and to establish a new budget to present to the Staff Senate for discussion and approval.
d. Takes meeting minutes, attendance, maintains records, and distributes information within the Staff Senate in the absence of the Secretary.
e. Serves as a member of the Staff Senate’s Executive Committee.

f. Serves as Chair of the Finance and Budget Committee, which includes fundraising opportunities.

5. Immediate Past Chair

a. Acts in an advisory capacity to the Staff Senate and the Executive Committee with no voting privileges.

X. Committees and Committee Structure

A. Executive Committee

1. Membership

   a. The executive committee consists of Staff Senate Chair, Chair-Elect, Secretary, Treasurer, and all Standing Committee Chairs.

   b. The Staff Senate Chair serves as Chair of the Executive Committee.

2. Duties

   a. Meets monthly throughout the year.

   b. The Chair may call additional meetings as necessary.

   c. Prepares and distributes the agenda for each full Staff Senate meeting and decides, by majority vote, whether agenda items merit consideration by the full Staff Senate. The committee may also add agenda items, not on the announced agenda, prior to the meeting.

   d. Considers, and refers to the appropriate Staff Senate standing committee, any issue that affects the general welfare of the University, or that concerns all staff members.

   e. May make decisions on behalf of the entire Staff Senate in cases requiring urgent action.

   f. Informs the full Staff Senate of all such actions taken.

   g. Appoints representatives to University committees.

   h. Meets with the President of the University, or the President’s representative, at least once per year.

   i. Recommends appointment of special committees as it deems necessary.

   j. Develops and conducts an annual, open-forum meeting for all University staff members.

B. Standing Committees

1. Bylaws Committee

   a. Membership

      i. The committee Chair is responsible for recruiting and selecting members of the committee from currently elected Staff Senate Members.
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b. Duties
   i. Reviews the current Bylaws of the organization.
   ii. Drafts amendments.
   iii. Reviews and submits recommendations for proposed amendments to the Bylaws as directed by the Executive Committee.

2. Nominations and Elections Committee
   a. Membership
      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.

   b. Duties
      i. Electing Officers
         I. Prepares a list of officer candidates from Staff Senate Members in good standing and distributes the list to the Staff Senate Members.
         II. Collects the nominations from Staff Senate Members and presents nominations at the regular May meeting.
         III. Collects and tallies votes at the regular May meeting.
      ii. Electing Members
         I. Ensures fair and equitable representation across applicable IPEDS groups.
         II. The committee Chair requests a report from Human Resources of all full-time classified staff members by IPEDS groups.
         III. The committee Chair prepares the Call for Nominations (an email that includes the directions to nominate from the appropriate attached IPEDS group report).
         IV. The committee prepares the ballot of eligible nominees.
         V. Elections shall be by email or with the assistance of the UITS Department.
         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.

3. Budget and Finance Committee
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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.
iv. Research and communicate educational and professional development opportunities to all staff members.

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.