

- 134 2. Nominations will be made to the Nominations and Elections Committee.
135 3. Nominated Representatives must accept the nomination to be added to
136 the ballot and may only accept a nomination for one officer position.
137 4. The Nominations and Elections Committee distributes ballots during the
138 regular May meeting.
139 5. The Nominations and Elections Committee tallies the votes and reports
140 the results during the May meeting.
- 141 iii. President-Elect
- 142 1. Elected by and from the Staff Senate.
143 2. Serves a one-year term of office, immediately followed by a one-year
144 term as Staff Senate President.
145 3. Candidates for the office of the President-Elect must have served on the
146 Staff Senate for at least one year.
147 4. Candidates for the office of President-Elect must have at least one year
148 remaining on their elected terms as a Representative.
- 149 iv. Secretary
- 150 1. Elected by and from the Staff Senate.
151 2. Serves a one-year term of office.
152 3. Candidates for the office of Secretary must have served on the Staff
153 Senate for at least one year.
- 154 v. Treasurer
- 155 1. Elected by and from the Staff Senate.
156 2. Serves a one-year term of office.
157 3. Candidates for the office of Treasurer must have served on the Staff
158 Senate for at least one year.
- 159 d. Vacancies
- 160 i. Member Vacancies
- 161 1. When a vacancy occurs, an eligible replacement from the appropriate
162 college, division, or Vice Presidential unit is nominated by a sitting
163 Representative.
164 2. The nominated individual is confirmed by 2/3 vote the Staff Senate who
165 are present at the meeting, a quorum established, to serve until the
166 next general election.
167 3. Serving on Staff Senate to fill a vacancy does not prohibit the individual
168 serving as the replacement from running for a subsequent three-year
169 term.
- 170 ii. Officer Vacancies
- 171 1. When a vacancy occurs in the office of the President, the President-Elect
172 shall assume the position of the President.
173 2. If the President-Elect is unable to assume the duties of the President, an
174 election from the membership shall fill the position for the remainder of
175 the current term.
176 3. The Executive Committee appoints other officer vacancies.

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178 IX. Duties

- 179 a. Duties of Elected Members
180 i. All elected Representatives are required to attend all regularly scheduled
181 meetings, called general meetings, and appropriate committee meetings.
182 ii. Representatives shall make every effort to participate in all Staff Senate
183 projects.
184 iii. Each Representative must serve as a member on at least one Staff Senate
185 committee but may also be appointed to a committee by the Staff Senate
186 President.
- 187 b. Duties of Officers
188 i. President
189 1. Schedules and conducts all Staff Senate meetings.
190 2. Notifies all Representatives of Staff Senate meetings.
191 3. Serves as head of the Staff Senate's Executive Committee.
192 4. Maintains the latest version of Robert's Rules of Order, which are used
193 to conduct the meetings.
194 5. Distributes objections/recommendations concerning amendments to
195 the Bylaws to all Representatives prior to the Staff Senate vote.
196 6. Approves any proposal, recommendation, or other official Staff Senate
197 correspondence (e.g. campus-wide emails, fliers, letters, etc.) that are
198 representative of the Staff Senate.
199 7. Serves as an adjunct (non-voting) member on all Staff Senate sub-
200 committees.
201 8. Serves as the primary representative to the shared University-wide
202 governance bodies.
203 9. Ensures the concerns and issues of all staff members are considered.
204 10. Appoints a Staff Senate liaison for each of the representative bodies of the
205 KSU Governance.
206 11. Serves a term not to exceed one year.
207 12. Prepares the President-Elect to take on the duties of Staff Senate President
208 the following year.
209 13. Attends the University System of Georgia Staff Council meetings.
210 14. Appoints an alternate to attend the University System of Georgia Staff
211 Council meetings.
212 15. Becomes the Immediate Past President for one year following the term
213 as Staff Senate President.
- 214 ii. President-Elect
215 1. Assist the President and performs the duties of the Staff Senate
216 President in the Staff Senate President's absence.
217 2. Serves as a member of the Staff Senate's Executive Committee.
218 3. Serves as an adjunct (non-voting) member of all Staff Senate sub-
219 committees.
220 4. Serves as the Chair of the Nominations and Elections Committee.
221 5. Ensures the concerns and issues of all staff members are considered.
222 6. Serves as the secondary representative to the shared University
223 governance body.

- 224 7. Attends the University System of Georgia Staff Council meetings.
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- 226 iii. Secretary
- 227 1. Takes meeting minutes, attendance, maintains records, and distributes
- 228 information within the Staff Senate.
- 229 2. Assists the Staff Senate President and performs the duties of the Staff
- 230 Senate President in the absence of the Staff Senate President and
- 231 President-Elect.
- 232 3. Notifies Representatives in writing if the Representative has missed an
- 233 excessive number of meetings.
- 234 4. Communicates any proposed amendments to the Staff Senate Bylaws at
- 235 least fifteen (15) days prior to the Staff Senate vote.
- 236 5. Maintains the Resolution Book for the Executive Committee.
- 237 6. Serves as a member of the Staff Senate's Executive Committee.
- 238 iv. Treasurer
- 239 1. Maintains records and distributes information monthly within the Staff
- 240 Senate as it pertains to Staff Senate finances.
- 241 2. Implements the audit of the financial records of the Staff Senate and
- 242 provides audit records to the new Treasurer.
- 243 3. Calls a budget meeting each year to review the previous year's budget
- 244 and to establish a new budget to present to the Staff Senate for
- 245 discussion and approval.
- 246 4. In the absence of the Secretary, takes meeting minutes, attendance,
- 247 maintains records, and distributes information within the Staff Senate.
- 248 5. Serves as a member of the Staff Senate's Executive Committee.
- 249 6. Serves as Chair of the Finance and Budget Committee, which includes
- 250 fundraising opportunities.
- 251 7. Disburses monies and pays invoices from Staff Senate funds. The Staff
- 252 Senate President must approve all disbursements of money; however,
- 253 only the Treasurer's signature is needed to disburse the money.
- 254 v. Immediate Past President
- 255 1. Acts in an advisory capacity to the Staff Senate and the Executive
- 256 Committee with no voting privileges.
- 257 X. Committees and Committee Structure
- 258 a. Executive Committee
- 259 i. Membership
- 260 1. The Executive Committee consists of Staff Senate President, President-
- 261 Elect, Secretary, Treasurer, and all Standing Committee Chairs.
- 262 2. The Staff Senate President serves as Chair of the Executive Committee.
- 263 ii. Duties
- 264 1. Meets monthly through the year.
- 265 2. The Chair may call additional meetings as necessary.
- 266 3. Prepares and distributes the agenda for each full Staff Senate meeting
- 267 and decides, by majority vote, whether agenda items merit
- 268 consideration by the full Staff Senate. The committee may also add
- 269 agenda items, not on the announced agenda, prior to the meeting.

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4. 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.
 5. May make decisions on behalf of the entire Staff Senate in cases requiring urgent action.
 6. Informs the full Staff Senate of all actions taken.
 7. Appoints representatives to University committees.
 8. Meets with the President of the University, or the President's representative, at least once per year.
 9. Recommends appointment of special committees as they deem necessary.
 10. Develops and conducts an annual, open-forum meeting for all University staff members.

283 b. Standing Committees

284 i. Bylaws Committees

285 1. Membership

- 286 a. The committee Chair is responsible for recruiting and selecting
287 members of the committee from currently elected
288 Representatives.

289 2. Duties

- 290 a. Reviews the current Bylaws of the organization.
291 b. Drafts amendments.
292 c. Reviews and submits recommendations for proposed
293 amendments to the Bylaws as directed by the Executive
294 Committee.

295 ii. Nominations and Elections Committee

296 1. Membership

- 297 a. The Executive Committee shall appoint Representatives to the
298 Nominations and Elections Committee in the month of April.
299 The current President-Elect shall be the Chair of the
300 Nominations and Elections Committee.

301 2. Duties

302 a. Electing Officers

- 303 i. Prepares a list of officer candidates from
304 Representatives in good standing and distributes the list
305 to the Representatives.
306 ii. Collects the nominations from Representatives and
307 presents nominations at the regular May meeting.
308 iii. Collects and tallies votes at the regular May meeting.

309 b. Electing Members

- 310 i. Ensures fair and equitable representation across
311 applicable colleges, divisions, and Vice Presidential
312 areas.
313 ii. The committee Chair requests a report from Human
314 Resources of all full-time classified staff members by
315 colleges, divisions, and Vice Presidential areas.

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- iii. The committee Chair prepares the Call for Nominations (an email that includes the directions to nominate from the appropriate colleges, divisions, and Vice Presidential areas).
 - 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 President, who communicates the results to the University President, campus, and newly elected Representatives.
- iii. Budget and Finance Committee
- 1. Membership
 - a. The Staff Senate Treasurer serves as the Chair of the Budget and Finance Committee.
 - 2. Duties
 - a. Works with the Treasurer to develop a yearly budget for the Staff Senate to approve.
 - b. Develops fundraising opportunities to support annual scholarship funds, the University System of Georgia (USG) Staff Council Annual Meeting, and other expenses of the Senate.
 - c. Attends budget meetings with the Treasurer, as requested.
- iv. Policies and Procedures Committee
- 1. Duties
 - a. Reviews, researches and informs Staff Senate on issues pending executive or legislative action that may affect all staff members.
 - b. Addresses issues relative to collective staff concerns, which may result in resolutions (outside of grievance issues, which are addressed by university policy).
 - c. Provides an annual review of all University policies and procedures affecting staff including, but not limited to, benefits, parking, safety, staff development and training.
 - d. Researches issues and recommends actions concerning the health, welfare, and benefits of all staff members.
- v. Communications Committee
- 1. Duties
 - a. Coordinates and provides information to staff members concerning Staff Senate initiatives using available communications methods.
 - b. Maintains Staff Senate web page and social media sites.
 - c. Collaborates with Human Resources to provide information to new staff members.
 - d. Develops and maintains the Staff Senate promotional items.
 - e. Maintains and coordinates digital signage material.
 - f. Coordinates approval for the use of the KSU logo through the Office of Strategic Communications and Marketing.

- 362 vi. Staff Development and Recognition Committee
 363 1. Duties
 364 a. Researches, formulates, recommends, initiates, and executes
 365 programs that contribute to the recognition of professional
 366 excellence and support the professional development of staff
 367 members.
 368 b. Manages the establishment and administration of an Employee
 369 of the Month and/or Employee of the Season award, including
 370 selection of award recipients among nominees, determination
 371 of nomination criteria, etc.
 372 c. Facilitates management and administration of the Staff Senate
 373 Scholarship award for staff applicants pursuing education in
 374 support of their role at the University.
 375 d. Provides research and communication related to professional
 376 development opportunities, both inside and outside of the
 377 university, for staff members.
 378 e. Advisory participation and collaboration with KSU divisions,
 379 entities, and initiatives that benefit staff member recognition
 380 and professional development.
 381 c. Special Committees
 382 i. The Staff Senate President may appoint ad hoc committees as needed.
 383 ii. Ad hoc committees may become Standing Committees by amendment to the
 384 Bylaws.
 385
 386 XI. Amending the Bylaws
 387 a. Any Representative may propose an amendment to the Staff Senate Bylaws by
 388 submitting the proposed changes to the Executive Committee in writing.
 389 b. The Executive Committee refers the proposal to the appointed Bylaws Committee for
 390 evaluation.
 391 c. The appointed Bylaws Committee returns the proposal to the Executive Committee with
 392 its recommendation at least two days prior to the next regular Staff Senate meeting.
 393 d. The proposed amendment is presented at the next regular Staff Senate meeting for a
 394 first reading.
 395 e. The proposed amendment is presented for a second reading at the next regular Staff
 396 Senate meeting after the first reading.
 397 f. The Staff Senate votes on the proposed amendment if no changes are requested at the
 398 second reading.
 399 g. If there are changes to the proposed amendment, additional readings are required.
 400 h. An amendment is passed with a 2/3 vote of the Representatives present at the meeting
 401 – a quorum being established.
 402
 403 XII. Definitions
 404 a. Good Standing – Defined as an employee who follows the conduct guidelines by using
 405 common sense, good judgment, cooperation, demonstration of appropriate personal
 406 behavior, championing the university’s success, and being in compliance with all
 407 required training. When a Senator’s status may be in question, Human Resources
 408 leadership will be consulted to help objectively evaluate the employee’s eligibility to

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APPENDIX

Table 1: Calculation of the number of elected representatives:

Staff in Unit	Number of Staff Senate Representatives
1 – 150	1
151 – 300	2
301 – 450	3
451 – 600	4
601 – 750	5
751 – 900	6

Table 2: Breakdown of Staff Members per unit (using November 2022 data)

Area	Number of Staff	Number of Representatives
Provost/SVP for Academic Affairs (includes CPE, Enrollment Services, MARB, Global Education, Faculty Affairs)	445	4
College of Architecture and Construction Management	13	1
College of the Arts	135	1
Director of Athletics	101	1
Coles College of Business	70	1
VP of Administration (includes Campus Services, Event and Venue Management, Facilities, Human Resources, Strategic Initiatives and Sustainability)	627	5
VP of Marketing and Communication	43	1
College of Computing and Software Engineering	28	1
VP of Diverse and Inclusive Excellence	12	1
VP of Advancement	44	1
Bagwell College of Education	67	1
Southern Polytechnic College of Engineering and Engineering Technology	25	1
VP of Fiscal Affairs (includes Office of Fiscal Affairs, Payroll and Financial Aid)	129	1
Graduate College	19	1
Wellstar College of Health and Human Services	59	1

Area	Number of Staff	Number of Representatives
KSU Journey Honors College	10	1
Norman J. Radow College of Humanities and Social Sciences	64	1
Office of the President, Internal Audit	5	1
VP of Information Technology	177	2
VP of Legal Affairs (includes Legal Affairs, Public Safety and Office of Institutional Equity)	101	1
Library Services	35	1
VP of Research	43	1
College of Science and Math	56	1
VP of Student Affairs	157	2
Totals	2465	33

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