

Kennesaw State University
Staff Senate Bylaws
APPROVED DECEMBER 2020

I. Name

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

II. Purpose

- a. The purpose of the Staff Senate is to advance the mission of Kennesaw State University (KSU) 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 Staff Senate shall serve as an advisory board in nature and as a group of representatives for all staff at KSU, 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.

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 transparent involvement.

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 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 Robert's Rules of Order.

V. Membership

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

- 45 d. Staff Senate Members must allow for a one-year absence from Staff Senate before
46 running for another term.
47 e. The membership shall have representation from both the Kennesaw and Marietta
48 campuses.
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50 VI. Representation

- 51 a. A Staff Senate Member represents one staff member per college or department.
52 b. Staff Senate Members are nominated and elected from the following Colleges and
53 Departments of Kennesaw State University as of November 11, 2020.
54 i. University Colleges as of November 11, 2020:
55 1. Coles College of Business
56 2. College of Architecture and Construction Management
57 3. College of Computer Science & Software Engineering
58 4. College of Graduate & Professional Education
59 5. Bagwell College of Education
60 6. Southern Polytechnic College of Engineering and Engineering
61 Technology
62 7. College of Humanities and Social Sciences
63 8. College of Science and Math
64 9. College of the Arts
65 10. Honors College
66 11. WellStar College of Health & Human Services
67 ii. University Departments as of November 11, 2020:
68 1. Academic Affairs
69 2. Athletics
70 3. Campus Services
71 4. Chief Business Officer
72 5. Chief Information Officer
73 6. Enrollment Services
74 7. Facilities
75 8. Finance & Accounting
76 9. Human Resources
77 10. Legal Affairs
78 11. Library;
79 12. President's Division
80 13. Office of Research
81 14. Strategic Communications and Marketing
82 15. Division of Student Affairs
83 16. Development & Relations University Advancement
84 17. University Information Technology Services
85 iii. Should any of the above colleges or divisions change, the representative will
86 maintain their seat until the end of their term. If any new college or division is
87 established, a representative will be selected at the next formal election.

88 iv. For colleges or divisions with less than five staff, those staff will be represented
89 by an appropriate college or division. Such alternate representation will be
90 clearly communicated to affected staff.

91 VII. Procedures

92 a. Meetings

- 93 i. Staff Senate shall meet once per month.
94 ii. Staff Senate meetings are to be scheduled to avoid conflict with the President's
95 Cabinet meetings.
96 iii. The calendar of meetings is established each July, by the newly elected
97 Executive Committee, and posted on the Staff Senate website.
98 iv. Special Staff Senate meetings may be called using the following methods:
99 1. KSU President.
100 2. Staff Senate President.
101 3. Staff Senate President-Elect in the absence of the Staff Senate
102 President.
103 4. Staff Senate Secretary in the absence of the Staff Senate President and
104 President-Elect.
105 5. Majority vote on Executive Committee
106 6. Petition signed by at least one-third of the Staff Senate Members,
107 addressed to the Staff Senate President.
108 v. The agenda contains pertinent information on items to be discussed by the Staff
109 Senate and should be distributed prior to a meeting at the discretion of the
110 President.
111 1. Agenda items may be added at the meeting by a majority vote of Staff
112 Senate Members present.

113 b. Attendance

- 114 i. In the event that a Staff Senate Member cannot attend a meeting, the Staff
115 Senate Member may appoint a Proxy from within the appropriate College or
116 Department.
117 ii. Staff Senate Members must notify the Executive Committee, in writing, the
118 name of the Proxy.
119 iii. A Staff Senate Member may have no more than three unexcused absences or
120 proxies in a fiscal year. (July – June)
121 iv. After three absences in twelve months, the Staff Senate Member may be
122 removed from Staff Senate.
123 v. A Member in violation of attendance policy may appear before the Executive
124 Committee to present justification for the violation.
125 vi. The Member may be removed by a 2/3 vote of the Executive Committee.

126 c. Voting

- 127 i. Passage of all main motions of the Staff Senate, unless otherwise indicated in
128 Robert's Rules of Order (e.g., "Suspend the rules" required by 2/3), is by simple
129 majority of the Staff Senate Members present at the meeting – quorum being
130 established.
131 ii. Only Staff Senate Members or their designated alternate may vote.

- 132 iii. The most recently published procedures in this section automatically supersede
- 133 any prior governance procedures.
- 134 iv. Unless otherwise indicated above, the Staff Senate operates using Robert's
- 135 Rules of Order.

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137 VIII. Elections

- 138 a. Election Procedure
- 139 i. Nominations for Staff Senators shall be accepted university wide by full
- 140 time/permanent staff members. Candidates can self-nominate.
- 141 ii. Terms of office for senators shall be staffed three-year terms.
- 142 b. Member Elections
- 143 i. The permanent, classified staff members of the University elect the Staff Senate
- 144 Members annually in May.
- 145 ii. All eligible, full-time, permanent staff members, in good standing, may be
- 146 considered for Staff Senate nomination.
- 147 iii. Permanent, classified members may nominate a staff member from their
- 148 respective College or Department.
- 149 iv. The Nominations and Elections Committee as outlined in the section describing
- 150 the duties of the Nominations and Elections Committee conduct the election
- 151 process.
- 152 c. Officer Elections
- 153 i. The President-Elect, Secretary, and Treasurer are elected annually by the
- 154 standing elected body of the Staff Senate in May and begin their term July 1.
- 155 ii. The election process is conducted by the Nominations and elections Committee.
- 156 1. Staff Senate Members nominate eligible Staff Senate Members for an
- 157 officer position during the meeting or via email prior to the regular May
- 158 meeting.
- 159 2. Nominations will be made to the Nominations and Elections Committee.
- 160 3. Nominated Staff Senate Members must accept the nomination to be
- 161 added to the ballot and may only accept a nominations for one officer
- 162 position.
- 163 4. The Nominations and Elections Committee distributes ballots during the
- 164 regular May meeting.
- 165 5. The Nominations and Elections Committee tallies the votes and reports
- 166 the results during the May meeting.
- 167 iii. President-Elect
- 168 1. Elected by and from the Staff Senate.
- 169 2. Serves a one-year term of office, immediately followed by a one-year
- 170 term as Staff Senate President.
- 171 3. Candidates for the office of the President-Elect must have served on the
- 172 Staff Senate for at least one year.
- 173 4. Candidates for the office of President-Elect must have at least one year
- 174 remaining on their elected terms as a Staff Senate Member.
- 175 iv. Secretary

- 176 1. Elected by and from the Staff Senate.
177 2. Serves a one-year term of office.
178 3. Candidates for the office of Secretary must have served on the Staff
179 Senate for at least one year.
- 180 v. Treasurer
- 181 1. Elected by and from the Staff Senate.
182 2. Serves a one-year term of office.
183 3. Candidates for the office of Treasurer must have served on the Staff
184 Senate for at least one year.
- 185 d. Vacancies
- 186 i. Member Vacancies
- 187 1. When a vacancy occurs, an eligible replacement from the appropriate
188 College or Department is nominated by a sitting Staff Senate Member.
189 2. The nominated individual is confirmed by 2/3 vote the Staff Senate who
190 are present at the meeting, a quorum established, to serve until the
191 next general election.
192 3. Serving on Staff Senate to fill a vacancy does not prohibit the individual
193 serving as the replacement from running for a subsequent three-year
194 term.
- 195 ii. Officer Vacancies
- 196 1. When a vacancy occurs in the office of the President, the President-
197 Elect shall assume the position of the President.
198 2. If the President-Elect is unable to assume the duties of the President, an
199 election from the membership shall fill the position for the remainder of
200 the current term.
201 3. The Executive Committee appoints other officer vacancies.
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- 203 IX. Duties
- 204 a. Duties of Elected Members
- 205 i. All elected Staff Senate Members are required to attend all regularly scheduled
206 meetings, called general meetings, and appropriate committee meetings.
207 ii. Staff Senate Members make every effort to participate in all Staff Senate
208 projects.
209 iii. Each Staff Senate Member must serve as a member of at least one Staff Senate
210 committee, but may also be appointed to a committee by the Staff Senate
211 President.
- 212 b. Duties of Officers
- 213 i. President
- 214 1. Schedules and conducts all Staff Senate meetings.
215 2. Notifies all Staff Senate Members of Staff Senate Meetings.
216 3. Serves as head of the Staff Senate's Executive Committee.
217 4. Maintains the latest version of Robert's Rules of Order, which are used
218 to conduct the meetings.

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5. Distributes objections/recommendations concerning amendments to the Bylaws to all Staff Senate Members prior to the Staff Senate vote.
 6. 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.
 7. Serve as an adjunct (non-voting) member on all Staff Senate sub-committees.
 8. Serves as the primary representative to the shared University wide governance bodies.
 9. Ensures the concerns and issues of all staff members are considered.
 10. Appoints a Staff Senate liaison for each of the representative bodies of the KSU Governance.
 11. Serves a term not to exceed one year.
 12. Prepared the President-Elect to take on the duties of Staff Senate President the following years.
 13. Attends the University System of Georgia Staff Council meetings.
 14. Appoints an alternate to attend the University System of Georgia Staff Council meetings.
 15. Becomes past President for one year immediately following the term as Staff Senate President.
- ii. President-Elect
1. Assist the President and performs the duties of the Staff Senate President in the Staff Senate President's absence.
 2. Serves as a member of the Staff Senate's Executive Committee.
 3. Serves as an adjunct (non-voting) member of all Staff Senate sub-committees.
 4. Serves as the chair of the Nominating and Elections Committee.
 5. Ensures the concerns and issues of all staff members are considered.
 6. Serves as the secondary representative to the shared University governance body.
 7. Attends the University System of Georgia Staff Council meetings.
- iii. Secretary
1. Take meeting minutes, attendance, maintains records, and distributes information within the Staff Senate.
 2. Assists the Staff Senate President and performs the duties of the Staff Senate President in the absence of the Staff Senate President and President-Elect.
 3. Notifies Staff Senate Members in writing if the Staff Senate Member has missed an excessive number of meetings.
 4. Communicates any proposed amendments to the Staff Senate Bylaws at least fifteen (15) days prior to the Staff Senate vote.
 5. Maintains the Resolution Book for the Executive Committee.
 6. Serves as a member of the Staff Senate's Executive Committee.
- iv. Treasurer

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1. Maintains records and distributes information monthly within the Staff Senate as it pertains to Staff Senate finances.
 2. Implements the audit of the financial records of the Staff Senate and provide audited records to the new Treasurer.
 3. 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.
 4. In the absence of the Secretary, takes meeting minutes, attendance, maintains records, and distributes information within the Staff Senate.
 5. Serves as a member of the Staff Senate’s Executive Committee.
 6. Serves as Chair of the Finance and Budget Committee, which includes fundraising opportunities.
 7. Disburses monies and pays invoices from Staff Senate funds. The President of the Staff Senate must approve all disbursements of money; however, only the Treasurer’s signature is needed to disburse the money.
- v. Immediate Past President
1. 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
- i. Membership
1. The executive committee consists of Staff Senate President, President-Elect, Secretary, Treasurer, and all Standing Committee Chairs.
 2. The Staff Senate President serves as Chair of the Executive Committee.
- ii. Duties
1. Meets monthly through the year.
 2. The Chair may call additional meetings as necessary.
 3. 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.
 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 such 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 it deems necessary.

- 307 10. Develops and conducts an annual, open-forum meeting for all
308 University staff members.
- 309 b. Standing Committees
- 310 i. Bylaws Committee
- 311 1. Membership
- 312 a. The committee Chair is responsible for recruiting and selecting
313 members of the committee from currently elected Staff Senate
314 members.
- 315 2. Duties
- 316 a. Reviews the current Bylaws of the organization.
317 b. Drafts amendments.
318 c. Reviews and submits recommendations for proposed
319 amendments to the Bylaws as directed by the Executive
320 Committee.
- 321 ii. Nominations and Elections Committee
- 322 1. Membership
- 323 a. The Executive Committee shall appoint the Nominating
324 Committee in the month of April. The current President-Elect
325 shall be the chair of the Nominating Committee.
- 326 2. Duties
- 327 a. Electing Officers
- 328 i. Prepares a list of officer candidates from Staff Senate
329 members in good standing and distributes the list to the
330 Staff Senate Members.
- 331 ii. Collects the nominations from Staff Senate Members
332 and presents nominations at the regular May meeting.
- 333 iii. Collects and tallies votes at the regular May meeting.
- 334 b. Electing Members
- 335 i. Ensures fair and equitable representation across
336 applicable Colleges and Departments.
- 337 ii. The committee Chair requests a report from Human
338 Resources of all full-time classified staff members by
339 Colleges and Departments.
- 340 iii. The committee Chair prepares the Call for Nominations
341 (an email that includes the directions to nominate from
342 the appropriate attached Colleges and Departments
343 report).
- 344 iv. The committee prepares the ballot of eligible nominees.
345 v. Elections shall be by email or with the assistance of the
346 UITS Department.
- 347 vi. The committee provides the results to the Staff Senate
348 President, who communicates the results to the
349 University President, campus and newly elected Staff
350 Senate Members.

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- 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. Work with the Treasurer to develop a yearly budget for the Staff Senate to approve.
 - b. Develop fundraising opportunities to support annual scholarship funds, the USG Staff Council Annual Meeting, and other expenses of the Senate.
 - c. Attend budget meetings with the Treasurer, as requested.
 - iv. Policies and Procedures Committee
 - 1. Duties
 - a. Review, research and inform Staff Senate on issues pending executive or legislative action that may affect all staff members.
 - b. Address issues relative to collective staff concerns, which may result in resolutions (outside of grievance issues, which are addressed by university policy).
 - c. Provide an annual review of all University policies and procedures affecting staff including, but not limited to, benefits, parking, safety, staff development and training.
 - d. Research issues and recommends actions concerning the health, welfare, and benefits of all staff members.
 - v. Communications Committee
 - 1. Duties
 - a. Coordinate and provide information to staff members concerning Staff Senate initiatives using available communications methods.
 - b. Maintain Staff Senate web page and social media sites.
 - c. Collaborate with Human Resources to provide information to new staff members.
 - d. Develop and maintain the Staff Senate promotional items.
 - e. Maintain and coordinate Digital Signage material.
 - f. Coordinate approval for the use of the Kennesaw State University logo on materials.
 - vi. Staff Development and Recognition Committee
 - 1. Duties
 - a. Research, formulate, recommend, initiate, and execute programs that contribute to the recognition of professional excellence and support the professional development of KSU staff.
 - b. Manage the establishment and administration of an Employee of the Month and/or Employee of the Season award, including

- 394 selection of award recipients among nominees, determination
395 of nomination criteria, etc.
396 c. Facilitate management and administration of the Staff Senate
397 Scholarship award for staff applicants pursuing education in
398 support of their role at the university.
399 d. Provide research and communication related to professional
400 development opportunities for KSU staff members both inside
401 and outside of the University.
402 e. Advisory participation and collaboration with other KSU
403 departments, entities, and initiatives that benefit KSU staff
404 recognition and professional development.

405 c. Special Committees

- 406 i. The Staff Senate President may appoint ad hoc committees as needed.
407 ii. Ad hoc committees may become Standing Committees by amendment to the
408 Bylaws.

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410 XI. Amending the Bylaws

- 411 a. Any Staff Senate Member may propose an amendment to the Staff Senate Bylaws by
412 submitting the proposed changes to the Executive Committee in writing.
413 b. The Executive Committee refers the proposal to the appointed Bylaws Committee for
414 evaluation.
415 c. The appointed Bylaws Committee returns the proposal to the Executive Committee with
416 its recommendation at least two days prior to the next regular Staff Senate meeting.
417 d. The proposed amendment is presented at the next regular Staff Senate meeting for a
418 first reading.
419 e. The proposed amendment is presented for a second reading at the next regular Staff
420 Senate meeting after the first reading.
421 f. If there are no proposed changes to the proposed amendment, the Staff Senate votes
422 on the proposed amendment.
423 g. If there are changes to the proposed amendment, additional readings are required.
424 h. An amendment is passed with a 2/3 vote of the Staff Senate Members present at the
425 meeting – a quorum being established.