

**Kennesaw State University  
Staff Senate Bylaws  
APPROVED November, 2023**

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 Representatives, herein referred to as "Representatives," are elected from the full-time, permanent employees excluding deans, vice-presidents/members of the President, expanded Cabinet, 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. Representatives are elected for three-year terms (see section VIII.a.ii).

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

- 52 a. A Representative is a staff member who is elected to serve as a representative from a  
53 division, a college, or a Vice Presidential unit level to the Staff Senate.  
54 b. Each division, college, and Vice Presidential area will elect by ballot at least one member  
55 to the Staff Senate. In areas with more than 150 eligible staff members, additional  
56 Representatives will be elected at the ratio of one Representative for each increment of  
57 150 eligible staff members. See Table 1 appended to these Bylaws for calculation ratios;  
58 Table 2 shows the current apportionment for membership.  
59 c. The number of Representatives will be computed every three years or as deemed  
60 necessary by the Staff Senate, using the employment statistics effective January 1 of  
61 that calendar year. The reapportionment will take place with the next election of the  
62 Representatives, such that the revised number of Representatives will be seated in the  
63 July meeting of the Staff Senate.  
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65 VII. Procedures

- 66 a. Meetings  
67 i. Staff Senate shall meet once per month.  
68 ii. Staff Senate meetings are to be scheduled to avoid conflict with the President's  
69 Cabinet meetings.  
70 iii. The calendar of meetings is established each July, by the newly elected  
71 Executive Committee, and posted on the Staff Senate website.  
72 iv. Special Staff Senate meetings may be called using the following methods:  
73 1. KSU President.  
74 2. Staff Senate President.  
75 3. Staff Senate President-Elect in the absence of the Staff Senate  
76 President.  
77 4. Staff Senate Secretary in the absence of the Staff Senate President and  
78 President-Elect.  
79 5. Majority vote on Executive Committee  
80 6. Petition signed by at least one-third of the Representatives, addressed  
81 to the Staff Senate President.  
82 v. The agenda contains pertinent information on items to be discussed by the Staff  
83 Senate and should be distributed prior to a meeting at the discretion of the  
84 President.  
85 1. Agenda items may be added at the meeting by a majority vote of  
86 Representatives present.  
87 b. Attendance  
88 i. If a Representative cannot attend a meeting, the Representative may appoint  
89 a Proxy from within the appropriate college, division, or Vice Presidential  
90 area.

- 91 ii. Representative must notify the Executive Committee, in writing, the name of  
92 the Proxy.
- 93 iii. A Representative may have no more than three unexcused absences or  
94 proxies in a fiscal year (July – June).
- 95 iv. A Representative may be removed from Staff Senate after three absences in a  
96 twelve-month period.
- 97 v. A Representative in violation of attendance policy may appear before the  
98 Executive Committee to present justification for the violation.
- 99 vi. A Representative may be removed by a 2/3 vote of the Executive Committee.
- 100 c. Voting
- 101 i. Passage of all main motions of the Staff Senate, unless otherwise indicated in  
102 Robert’s Rules of Order (e.g., “Suspend the rules” required by 2/3 vote), is by  
103 simple majority of the Representatives present at the meeting – quorum  
104 being established.
- 105 ii. Only Representatives or their designated alternate may vote.
- 106 iii. The most recently published procedures in this section automatically  
107 supersede any prior governance procedures.
- 108 iv. Unless otherwise indicated above, the Staff Senate operates using Robert’s  
109 Rules or Order.
- 110
- 111 VIII. Elections
- 112 a. Election Procedure
- 113 i. Nominations for Staff Senators shall be accepted university wide by full  
114 time/permanent staff members with supervisor approval. Candidates can self-  
115 nominate.
- 116 ii. Each term of office for Representatives shall be three years.
- 117 b. Member Elections
- 118 i. The permanent, classified staff members of the University elect the  
119 Representatives annually in May.
- 120 ii. All eligible, full-time, permanent staff members, in good standing (see section  
121 XII.a), may be considered for Staff Senate nomination with supervisor approval.
- 122 iii. Permanent, classified members may nominate a staff member from their  
123 respective college, division, or Vice Presidential area.
- 124 iv. The Nominations and Elections Committee as outlined in the section describing  
125 the duties of the Nominations and Elections Committee conduct the election  
126 process.
- 127 c. Officer Elections
- 128 i. The President-Elect, Secretary, and Treasurer are elected annually by the  
129 standing elected body of the Staff Senate in May and begin their term July 1.
- 130 ii. The election process is conducted by the Nominations and Elections Committee.
- 131 1. Representatives nominate eligible Representatives for an officer  
132 position during the meeting or via email prior to the regular May  
133 meeting.

- 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 vi. Parliamentarian
- 160 1. Elected and/or appointed by and from the Staff Senate to serve a one-  
161 year renewable term.  
162 2. Is a non-voting member of the Executive Committee.
- 163 d. Vacancies
- 164 i. Member Vacancies
- 165 1. When a vacancy occurs, an eligible replacement from the appropriate  
166 college, division, or Vice Presidential unit is nominated by a sitting  
167 Representative.  
168 2. The nominated individual is confirmed by 2/3 vote the Staff Senate who  
169 are present at the meeting, a quorum established, to serve until the  
170 next general election.  
171 3. Serving on Staff Senate to fill a vacancy does not prohibit the individual  
172 serving as the replacement from running for a subsequent three-year  
173 term.
- 174 ii. Officer Vacancies
- 175 1. When a vacancy occurs in the office of the President, the President-Elect  
176 shall assume the position of the President.  
177 2. If the President-Elect is unable to assume the duties of the President, an  
178 election from the membership shall fill the position for the remainder of  
179 the current term.

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

- 225 5. Ensures the concerns and issues of all staff members are considered.  
226 6. Serves as the secondary representative to the shared University  
227 governance body.  
228 7. Attends the University System of Georgia Staff Council meetings.  
229 iii. Secretary  
230 1. Takes meeting minutes, attendance, maintains records, and distributes  
231 information within the Staff Senate.  
232 2. Assists the Staff Senate President and performs the duties of the Staff  
233 Senate President in the absence of the Staff Senate President and  
234 President-Elect.  
235 3. Notifies Representatives in writing if the Representative has missed an  
236 excessive number of meetings.  
237 4. Communicates any proposed amendments to the Staff Senate Bylaws at  
238 least fifteen (15) days prior to the Staff Senate vote.  
239 5. Maintains the Resolution Book for the Executive Committee.  
240 6. Serves as a member of the Staff Senate’s Executive Committee.  
241 iv. Treasurer  
242 1. Maintains records and distributes information monthly within the Staff  
243 Senate as it pertains to Staff Senate finances.  
244 2. Implements the audit of the financial records of the Staff Senate and  
245 provides audit records to the new Treasurer.  
246 3. Calls a budget meeting each year to review the previous year’s budget  
247 and to establish a new budget to present to the Staff Senate for  
248 discussion and approval.  
249 4. In the absence of the Secretary, takes meeting minutes, attendance,  
250 maintains records, and distributes information within the Staff Senate.  
251 5. Serves as a member of the Staff Senate’s Executive Committee.  
252 6. Serves as Chair of the Finance and Budget Committee, which includes  
253 fundraising opportunities.  
254 7. Disburses monies and pays invoices from Staff Senate funds. The Staff  
255 Senate President must approve all disbursements of money; however,  
256 only the Treasurer’s signature is needed to disburse the money.  
257 v. Parliamentarian  
258 1. The parliamentary rules in Robert’s Rules of Order, as may be revised,  
259 shall govern all deliberations when not in conflict with these bylaws.  
260 vi. Immediate Past President  
261 1. Acts in an advisory capacity to the Staff Senate and the Executive  
262 Committee with no voting privileges.  
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264 X. Committees and Committee Structure  
265 a. Executive Committee  
266 i. Membership  
267 1. The Executive Committee consists of Staff Senate President, President-  
268 Elect, Secretary, Treasurer, Parliamentarian and all Standing Committee  
269 Chairs.  
270 2. The Staff Senate President serves as Chair of the Executive Committee.

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- 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 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.
  - b. Standing Committees
    - i. Bylaws Committees
      1. Membership
        - a. The committee Chair is responsible for recruiting and selecting members of the committee from currently elected Representatives.
      2. Duties
        - a. Reviews the current Bylaws of the organization.
        - b. Drafts amendments.
        - c. Reviews and submits recommendations for proposed amendments to the Bylaws as directed by the Executive Committee.
    - ii. Nominations and Elections Committee
      1. Membership
        - a. The Executive Committee shall appoint Representatives to the Nominations and Elections Committee in the month of April. The current President-Elect shall be the Chair of the Nominations and Elections Committee.
      2. Duties
        - a. Electing Officers
          - i. Prepares a list of officer candidates from Representatives in good standing and distributes the list to the Representatives.
          - ii. Collects the nominations from Representatives and presents nominations at the regular May meeting.
          - iii. Collects and tallies votes at the regular May meeting.

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- b. Electing Members
    - i. Ensures fair and equitable representation across applicable colleges, divisions, and Vice Presidential areas.
    - ii. The committee Chair requests a report from Human Resources of all full-time classified staff members by colleges, divisions, and Vice Presidential areas.
    - 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.

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- 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.
- vi. Staff Development and Recognition Committee
    - 1. Duties
      - a. Researches, formulates, recommends, initiates, and executes programs that contribute to the recognition of professional excellence and support the professional development of staff members.
      - b. Manages the establishment and administration of an Employee of the Month and/or Employee of the Season award, including selection of award recipients among nominees, determination of nomination criteria, etc.
      - c. Facilitates management and administration of the Staff Senate Scholarship award for staff applicants pursuing education in support of their role at the University.
      - d. Provides research and communication related to professional development opportunities, both inside and outside of the university, for staff members.
      - e. Advisory participation and collaboration with KSU divisions, entities, and initiatives that benefit staff member recognition and professional development.
      - f. Share respective comments that were collected during the nomination process to the individuals who were nominated, yet not selected for the Star Staff of the Semester award.
- c. Special Committees
    - i. The Staff Senate President may appoint ad hoc committees as needed.
    - ii. Ad hoc committees may become Standing Committees by amendment to the Bylaws.
- XI. Amending the Bylaws
    - a. Any Representative 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. The Staff Senate votes on the proposed amendment if no changes are requested at the second reading.

- 410 g. If there are changes to the proposed amendment, additional readings are required.
- 411 h. An amendment is passed with a 2/3 vote of the Representatives present at the meeting
- 412 – a quorum being established.

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414 XII. Definitions

- 415 a. Good Standing – Defined as an employee who follows the conduct guidelines by using
- 416 common sense, good judgment, cooperation, demonstration of appropriate personal
- 417 behavior, championing the university’s success, and being in compliance with all
- 418 required training. When a Senator’s status may be in question, Human Resources
- 419 leadership will be consulted to help objectively evaluate the employee’s eligibility to
- 420 participate.

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**APPENDIX**

Table 1: Calculation of the number of elected representatives:

<b>Staff in Unit</b>	<b>Number of Staff Senate Representatives</b>
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)

<b>Area</b>	<b>Number of Staff</b>	<b>Number of Representatives</b>
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

<b>Area</b>	<b>Number of Staff</b>	<b>Number of Representatives</b>
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
<b>Totals</b>	<b>2465</b>	<b>33</b>