

# UNCG Staff Senate Constitution & Bylaws

Endorsed by UNCG Interim Staff Senate  
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# UNCG Staff Senate Constitution & Bylaws

## ARTICLE I: PURPOSE

The Staff Senate serves to represent the staff at the request of the Chancellor and in an advisory capacity to the Chancellor and the UNC Staff Assembly. The purposes of the Senate include:

1. Providing a regular, open forum to facilitate communication among Staff and University Administration, Faculty and Students for the purpose of identifying and discussing general interests and concerns; exchanging information to clarify and coordinate policies; identifying current issues within University operations; and presenting plans or recommendations for improvement of working conditions and University operations.
2. Serving as a liaison between Staff members and the Chancellor and other campus governing bodies and the UNC Staff Assembly.

## ARTICLE II: MEMBERSHIP

### A. Composition

1. The Senate will be comprised of Senators representing each of the following six divisions/units:
  - a. Academic Affairs
  - b. Business Affairs
  - c. Student Affairs
  - d. Information Technology Services
  - e. University Advancement
  - f. Office of the Chancellor
2. The number of Senators from each division/unit will be determined by the number of permanent SPA and EPA non-faculty employees within the division/unit based on a ratio of 1 senator per 30 employees.
3. The Elections Committee will review the dispensation of Senators annually to ensure equitable distribution. Determinations will be made in January of each year and announced prior to the call for nominations.

### B. Eligibility

1. Staff Senate membership is open to all full-time and part-time permanent employees of UNCG who have 12 months of continuous service in a permanent position with The University prior to being nominated and are classified as SPA or EPA non-faculty employees.
2. Loss of senate membership eligibility shall occur during an elected term, if the Senator;
  - a. leaves The University or leaves the division/unit they represent.
  - b. does not fulfill attendance obligations.
  - c. has served two consecutive terms without a one year absence unless elected to serve as Chair or Chair-Elect of the Senate.

### **C. Duties**

The duties of Staff Senators include:

1. attending all regular monthly meetings as well as special or called meetings.
2. serving on at least one standing committee of the Staff Senate.
3. representing their constituents by making themselves known and indicating how they can be contacted.
4. being willing to hear concerns, receive information and suggestions, and communicate these to the Staff Senate.
5. keeping their constituents well informed of the work of the Senate and matters that the Administration wishes to communicate.

### **D. Elections**

1. Senators who are in the last year of their term will serve on the Elections Committee in addition to duties assigned in order to assist the Past-Chair in acquiring nominations to fill their upcoming vacancy.
2. Elections of Senators shall be conducted prior to May 15 of each year.
3. The Immediate Past-Chair of the Staff Senate, shall serve as Chair of the Elections Committee, supervises the election process.
4. The committee will be comprised of at least one Senator from each division/unit.
5. Nominations shall be solicited from the University community.
6. Ballot elections shall be held with ballots being returned to the Elections Committee Chair. Separate ballots will be drawn for each division/unit. Members of a division/unit may vote only on the ballot for their division/unit.
7. This committee shall ensure the willingness of each nominee to serve if elected and shall oversee the voting process in accordance with the schedule identified above.
8. Each newly elected Senator and his/her immediate supervisor will receive written notification from the Chancellor in the form of a formal letter.

### **E. Office Terms**

1. Senators will be elected to serve a two-year term.
2. Approximately half ( $\frac{1}{2}$ ) of a division/unit's Senators will be elected in even years and the other half ( $\frac{1}{2}$ ) will be elected in odd years, in order to maintain continuity of leadership and activity.
3. Terms of Senators begin July 1 and end June 30 of the second year of the term.
4. No Senator shall represent more than one division/unit at a time.
5. If a Senator moves to a different division/unit from which he/she was elected to represent, the Senator will resign and an alternate will be appointed to complete the term of the vacancy. It is the responsibility of each Senator to notify the Chair of any change in his/her employment status.
6. If for any reason a vacancy occurs after the annual election, the vacancy shall be filled by appointment from the pool of election runners-up within the same division/unit in the most recent election. If an alternate is not available to fill the vacancy, then the Elections Committee, in consultation with the Executive Committee and the division/unit in need of representation, will appoint a Senator to complete the term of the vacancy.

7. No Senator shall be eligible to serve more than two consecutive terms unless elected to serve as Chair or Chair-elect of the Senate. For these purposes, the term limit is waived to allow for completion of the term of office as Chair-elect and Chair.
8. Senators may be reelected for a new term after a one year absence from the Senate.
9. The immediate Past-Chair shall serve as an ex-officio member of the Senate to serve as an advisor to the Staff Senate Executive Committee and Chair of the Elections Committee.
10. The Associate Vice Provost for EPA Human Resource Services, Associate Vice Chancellor for Human Resource Services, the Senior Associate Provost for Academic Affairs, the Chair of the Faculty Senate, the Student Government President, and the Chancellor or Chancellor's designee shall serve as ex officio members of the Senate.

## **ARTICLE III: PARTICIPATION**

### **A. Meetings**

1. A regular meeting of the Senate shall be conducted once per calendar month in accordance with a schedule published and distributed no later than July 1 of each year to the University and the Senate members by the Secretary of the Senate. These meetings shall be open to all members of the University community, with gallery speaking privileges granted by the Senate on a speaker-by-speaker basis.
2. A quorum of 50% of the delegation is required for voting. A simple majority of those present is required to pass any action taken by the Senate, except for Constitutional Amendments.
3. Within 5 days of the receipt of a request signed by at least six senators, the Chair shall be required to schedule a special meeting of the Senate. This special meeting shall be conducted within 10 working days of the notice of the special meeting.

### **B. Attendance**

1. The Secretary shall keep records of attendance at each meeting of the Senate.
2. Any Senator who misses two consecutive meetings shall be contacted by the Executive Committee (or designee).
3. Any Senator who misses three consecutive meetings of the Senate, with or without notice, shall be replaced with an alternate from that division/unit at the discretion of the Staff Senate Executive Committee.

## **ARTICLE IV: OFFICERS OF THE SENATE**

### **A. Definition and Responsibilities**

1. Chair
  - a. The Chair will be responsible for calling and conducting the meetings of the Senate and of the Executive Committee. The Chair shall represent the Senate, the Executive Committee, and the University staff to the administration and faculty. The Chair will appoint committee chairs and fill the committees at his/her discretion if warranted. Duties will include the presentation of an Annual Report at the conclusion of the year to the Chancellor. The Annual Report will be placed on public record/web.
2. Chair-Elect

- a. The Chair-Elect shall conduct meetings in the absence of the Chair and shall represent the Senate, the Executive Committee, and the University staff in the absence of the Chair.
  - b. Should a vacancy occur in the office of the Chair, the Chair-Elect shall fill the remainder of the Chair's term of office.
3. Secretary
    - a. The Secretary will record the minutes and attendance of meetings of the Senate and of the Executive Committee.
    - b. The Secretary will be responsible for communication of UNCG Staff Senate business to Senate members and the University staff through appropriate University publications and direct mail.
    - c. The Secretary shall serve as custodian of the historical records of the Senate and will maintain an archive to chronicle activities of the Senate.
    - d. The minutes of each Staff Senate meeting will be a matter of public record.
  4. Immediate Past-Chair (Ex-Officio)
    - a. The Immediate Past-Chair shall serve as Parliamentarian of the Senate and the Executive Committee.
    - b. The Immediate Past-Chair shall serve as Chair of the Nominations/Elections Committee.
  5. Parliamentarian
    - a. The Chair shall appoint a Parliamentarian who shall serve a one year term.

## **B. Election of Officers**

A meeting shall be called every year by the Executive Committee for the express purpose of electing Officers of the Senate for the following year. This meeting shall be held on or before May 1 (following elections for Senate membership), and the current year's Senate Chair shall preside. Those having a vote at this meeting shall be limited to individuals who will serve on the Senate in the following year.

## **C. Terms of Office**

1. The officers shall serve for one year. Terms of elected officers shall begin July 1 and end June 30 the following year.
2. If a vacancy occurs in the office of Secretary after the annual election, the Chair, with the approval of the Executive Committee, shall appoint a replacement. If a vacancy occurs in the office of Chair-Elect after the annual election, the Chair shall ask the Elections Committee to secure nominees for replacement, and an election for a replacement shall be conducted at a regular meeting of the Senate within 90 days of the date of vacancy.
3. Officers can be reelected or reappointed after a one year absence from that office. The Secretary serves a one-year term but may serve one additional year, as approved by the Executive Committee.
4. Officers will be permitted to serve as the chair of a committee at the discretion of the Staff Senate Chair.
5. If for any reason the Chair or Chair Elect of Staff Senate is unable to complete his/her duties and vacate the office, the order of succession is as follows:
  - a. Chair Elect
  - b. Past Chair – Any member of the past chairs committee
  - c. Secretary
  - d. Any member of the Staff Senate Executive Committee

## **ARTICLE V: EXECUTIVE COMMITTEE**

### **A. Definition**

The Executive Committee shall be composed of elected officers who will serve one year or, in case of a vacancy, until a successor is appointed. The officers on this committee will be the Chair, the Chair-Elect, the Secretary, and the Immediate Past-Chair. The Executive Committee, lead by the Chair Elect, shall prepare and submit to the Associate Vice Chancellor for Human Resources, a budget request in February of the fiscal year preceding the year for which the request is prepared. The Associate Vice Chancellor or his/her designee shall serve as an ex-officio member of the Executive Committee for the Senate. The Senior Associate Provost for Academic Affairs and the Associate Vice Chancellor for Human Resource Services shall also serve as ex-officio on the Executive Committee, without voting privileges.

### **B. Meetings of the Executive Committee**

1. A regular meeting of the Executive Committee shall be conducted once per calendar month in accordance with a schedule published and distributed no later than July 1 each year to the University and Committee members by the Secretary of the Senate.
2. The regular meetings are open to the University, with gallery speaking privileges granted by a majority of the Executive Committee on a speaker-by-speaker basis.
3. Items for discussion should be submitted in writing to the Chair ten working days in advance of the scheduled meeting.
4. The Executive Committee shall meet in special session on the call of the Chair with a required notice of five working days.
5. Within five days of the receipt of a request signed by at least two voting Executive Committee members, the Chair shall be required to schedule a special meeting of the Executive Committee. This special meeting shall be conducted within ten working days of the notice of the special meeting.
6. Any member of the Executive Committee who misses three consecutive meetings of the Committee shall be dismissed from his/her office.
7. A quorum of three voting members must be present to vote.

### **C. Powers and Duties**

1. The Executive Committee shall represent the UNCG Staff Senate matters involving:
  - a. The UNCG Staff Senate and University policy.
  - b. Setting the hour and place of meetings.
  - c. Appointing special committees to study specific issues brought before it by members of the Senate.
  - d. Making recommendations to the Senate and performing any other related duties.
2. No actions shall be taken by the Executive Committee in the name of the UNCG Staff Senate without prior Senate discussion and vote.

## **ARTICLE VI: OTHER COMMITTEES OF THE SENATE**

### **Standing Committees of the Senate**

The Chair shall create committees relative to campus needs which shall be reviewed each year. The Chair shall appoint Senators to chair each of the committees. Each committee shall have one member from the Senate to act as a liaison between that committee and the Senate. This person shall be appointed by the Chair and will serve as the chair of the committee. It shall be the duty of the committee chair to call all meetings and submit a monthly report to the Staff Senate Executive Committee. Committees may take no action outside of its charge without Senate approval.

## **ARTICLE VII: PROCEEDINGS OF SENATE AND COMMITTEES**

Rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Senate and its committees insofar as they are not inconsistent with the established rules of order that the UNCG Staff Senate may adopt.

## **ARTICLE VIII: AMENDMENTS TO CONSTITUTION & BYLAWS**

Amendments to the UNCG Staff Senate Constitution & Bylaws may be recommended by the Senate to the Chancellor by a two thirds vote of those Senate members present at a regularly scheduled Senate meeting, provided the amendment was introduced and discussed at the regular meeting immediately prior to the meeting at which a vote on the recommended amendment is taken. If two thirds of the Senate (present at the meeting) votes to approve a proposed amendment, the Chair of the Senate shall forward the proposed amendment to the Chancellor for approval.