

# University of Scranton

## STAFF SENATE BY-LAWS



Approved and Amended September 20, 2017  
Approved and Amended November 18, 2015  
Approved and Amended June 27, 2012

## UNIVERSITY STAFF SENATE BY-LAWS

These By-laws are established in accordance with the Articulation of the University Staff Senate, as amended and adopted by the Council on **October 5th, 2007**.

### ARTICLE I: NAME

In accord with the resolution of the Board of Trustees of the University of Scranton, and the Constitution subsequently approved by the President and Trustees on **December 12th, 2007**, these By-Laws for the University Staff Senate are hereby established.

### ARTICLE II: PURPOSE AND FUNCTIONS

The University Staff Senate, a representative body of full-time and part-time staff employees is organized to assist in the realization of the officially approved objectives of The University of Scranton in accordance with the functions assigned to it by the Board of Trustees:

The Staff Senate exists to contribute to the success of The University of Scranton by fully supporting the Mission of the University. As a constituent organization, the Staff Senate, along with the Faculty Senate and Student Senate, operates as a part of the University governance system to provide a forum for open communication and ongoing dialogue among staff and between staff and the administration, faculty, students, and the University community. The Staff Senate shall be a consultative and deliberative body with authority to make recommendations on matters which have a significant bearing on The University of Scranton. The Staff Senate shall promote the growth and welfare of its staff employees, and a positive and supportive work environment.

The Staff Senate, through its elected representatives, shall serve as the official nominating body for staff appointments to committees and task forces as requested.

The Staff Senate is not a decision making body with regard to wages and conditions of employment, although it may provide a forum where certain aspects of these items may be discussed for the purpose of making appropriate recommendations.

### ARTICLE III: MEMBERSHIP

Membership on the University Staff Senate shall embrace representatives from Clerical, Maintenance, University Police, Technical, Trades, Professional, and Paraprofessional full-time and part-time employees. Elected staff representatives must have completed at least one (1) full years of employment *as of April 15<sup>th</sup> of the election year*. Staff representatives shall come from the following 3 employee groups: 1. Clerical, 2. Maintenance, University Police, Technical, Trades, and 3. Professional and Paraprofessional employees. The Staff Senate shall act as one body.

1. The Staff Senate consists of 27 members and 6 alternates, with approximately fifty percent of the members having alternating two year terms.

2. The 27 Senate seats will be distributed among the three groups based on, and in equal proportion to the group's total numbers within the *entire staff* population.
3. Two alternates from each of the three groups will be elected. Alternates are elected for a one year term.
4. Human Resources Census data will be used by the Election and Membership Committee to determine group representative quantities.
5. If for any reason a senator is unable to complete his/her term the senate seat will be filled by the alternate in that subgroup that received the most votes in the initial election. That senator will fulfill the term of the vacated senate seat.
6. If an alternate vacancy occurs the alternates seat will be filled by the next individual in that sub group who received the greatest number of votes in the preceding election. If no individual is available from the election subgroup, filling the vacancy will be the responsibility of the Election and Membership Committee. If more than one individual volunteers, the employee with the longest continuous time of service at the University will be selected.
7. The senate is a voluntary commitment for staff members. Elected Senators and Alternates attendance and involvement are integral to the success of the senate. Senators are expected to serve on at least one standing committee for the duration of their term. Senators and Alternates are expected to attend all meetings. If a Senator cannot attend a meeting, he or she is expected to contact an Alternate to serve as their designee. If a Senator does not contact an Alternate to represent them, an Alternate will be selected by the President of the Staff Senate. If a Senator misses more than three (3) meetings they will be contacted by the President to determine their ability to fulfill the remainder of their term.
8. The President appointed liaison to the Staff Senate shall serve in an advisory capacity. This representative (or their designated delegate) will have full floor privileges at regular meetings of the Staff Senate, but will not have voting rights in the Staff Senate while serving in this capacity. This appointee will serve as the liaison between the Staff Senate and the administration or respective body and is responsible for carrying forth the recommendations of the Staff Senate.

#### **ARTICLE IV: ELECTION PROCEDURE**

1. The Election and Membership Committee will conduct the election of Staff Senators in a fair and equitable manner.
2. All full-time and part-time staff employees of the University shall be eligible to voting the elections for their representatives to the Staff Senate.
3. Regular elections will be held by April 15<sup>th</sup>.
4. The term length for a Senator will be two years and the term length for an Alternate will be one year.
5. General election ties will be broken by selecting the candidate who has the longer/longest continuous time of service at the University.

6. Newly elected Staff Senators shall be invited to the May meeting, welcomed and introduced. Terms for newly elected Staff Senators begin on June 1.
7. The Executive Committee will identify and appoint a Senator to fill a vacating officer's seat in the event that a lack of candidates precludes an election. The appointed Senator will fill the vacancy until the next regularly scheduled election.

## **ARTICLE V: OFFICERS**

1. The officers of the Staff Senate are President, Vice President, Secretary, Parliamentarian and President Elect.
  - a. Election and Terms of officers.
  - b. Staff Senate Officers are elected by the Staff Senate.
  - c. Terms of newly elected Staff Senate Officers begin at the close of session at the June meeting.
  - d. The President serves a two-year term beginning at the close of session at the June meeting. The President may only serve two consecutive terms.
  - e. The Vice President serves a one-year term beginning at the close of session at the June meeting. A Vice President is elected every year at the June meeting.
  - f. The President-elect serves a one-year term to coincide with the second year of the President's term. The election takes place during the June meeting and the term of office commences at the close of session at the June meeting. The President-elect becomes President at the expiration of the term of office of the President. Any member of the Staff Senate can be the President-elect. The President-elect may hold any of the other officer positions simultaneously.
  - g. The President-elect succeeds to the office of President should the office of President become vacant. The President-elect will complete the President's term as well as his or her own complete term. If there is no President-elect, the Vice President will serve as Acting-president until an election for the office can be held. This election will be held within two regularly scheduled meetings of the full Staff Senate. The newly elected President will complete the remaining term of the President.
  - h. The Secretary is elected at the June meeting, serves a two-year term, and may serve consecutive terms.
  - i. The Parliamentarian is elected at the June meeting, serves a two-year term, and may serve consecutive terms.
  - j. Officer positions will be elected during the June Staff Senate meeting. The person receiving a majority of the valid votes cast is elected to the corresponding position. In case of a tie the Staff Senate will repeat the vote until the tie is broken.
  - k. All officers shall be elected by ballot during the June meeting.
  - l. If for any reason an officer is unable to complete his/her term, the position will be filled by special election. The election will be held within two regularly scheduled meetings of the full Staff Senate.

## ARTICLE VI: DUTIES OF OFFICERS

1. The President shall:
  - a. Call meetings of the Staff Senate and ad hoc forums and preside over such meetings;
  - b. articulate the position of the Staff Senate to the University community as appropriate;
  - c. fully cooperate with the President-elect to teach him/her the position to assure a smooth transition;
  - d. convene special meetings independently, or upon request of members of the Staff Senate or the University President;
  - e. prepare an agenda for distribution by the Secretary prior to scheduled meetings;
  - f. serve as the primary point of contact, as the Staff Senate liaison for the following constituencies: the University Governance Council, the Faculty Senate and the Student Government;
  - g. appoint a temporary Secretary or Parliamentarian, whenever either is unable to attend a scheduled meeting;
  - h. make appointments to Staff Senate Committees, in consultation with the Executive Committee;
  - i. transmit to the University Governance Council recommendations adopted by the Staff Senate within seven (7) days of their adoption, with copies to be sent to the Secretary of the University Staff Senate; and
  - j. represent the Staff Senate on appropriate University Committees.
2. The President-Elect shall:
  - a. shadow the President for one year and learn the duties and responsibilities of the President and;
  - b. become President at the expiration of the term of office of the President.
3. The Vice President shall:
  - a. assume the duties of the President in the absence of the President;
  - b. carry out the duties assigned him or her by the President and;
  - c. serve as Chair of the Finance Committee.
4. The Secretary shall:
  - a. record and maintain the minutes of Staff Senate meetings;
  - b. distribute minutes to the members of the Staff Senate at least five (5) business days prior to the next meeting;
  - c. serve as the record keeper and archivist of all Senate resolutions, motions, and recommendations;

- d. distribute the Staff Senate membership listing and a listing of all standing committee members to all members of the Staff Senate following the first meeting of the Fall semester;
- e. distribute the agenda as determined and requested by the President at least five (5) working days before the scheduled meetings;
- f. distribute the agenda and minutes to the University President, the appropriate representative of the University Governance Council, the Faculty Senate, the Student Senate and the Administrators' Conference.

5. The Parliamentarian shall:

- a. advise the President on matters of procedure and rules of order.
- b. assure that the Staff Senate meetings are run in a professional and business like manner.
- c. Observe Robert's Rules of Order or a version thereof to conduct meetings.

#### **ARTICLE VII: MEETINGS**

- 1. The Staff Senate shall hold regular meetings, at which time the agenda presented by the Staff Senate President will be the principal order of business. Special meetings may be called by the Staff Senate President acting independently or upon written request of the members of the Staff Senate, or upon request from the University President.
- 2. At the annual June meeting of the Staff Senate, Staff Senate Officers will be elected.
- 3. The President of the Staff Senate shall call a regular meeting of the Staff Senate in September of each year to convene the Senate. The President shall present to the Senate a calendar of events and goals for the next twelve (12) months.
- 4. A quorum for the Staff Senate will contain a minimum of fourteen (14) Staff Senators, which will include a minimum of four (4) Staff Senators from each of the three representative groups.
- 5. Robert's Rules of Order or version thereof shall be used to run the meetings.
- 6. Meetings of the Staff Senate shall be announced at least two weeks in advance with a proposed agenda provided at least one week in advance.

#### **ARTICLE VIII: COMMITTEES**

- 1. The Staff Senate will have seven permanent or standing committees, including an Executive Committee.
  - 1. Communications
  - 2. Election & Membership
  - 3. Executive
  - 4. Finance
  - 5. Social Events & Community Building
  - 6. Staff Development
  - 7. Staff Recognition & Excellence Awards

2. The Executive Committee will present a list of proposed Chairpersons for the standing committees to the Senate for approval.
3. The Chairperson of each committee must be approved by the Staff Senate.
4. The Finance Committee will be chaired by the Staff Senate Vice President and shall consist of at least one representative from each constituency group.
5. Except for the approved Chairpersons, Staff Senate members of standing committees will be appointed by the Staff Senate Committee Chairperson in consultation with the Executive Committee prior to the beginning of each academic year.
6. The Executive Committee of the University Staff Senate.
  - a. Shall consist of the President, Vice-President, President-Elect, Secretary, Parliamentarian, and Chairpersons of the Standing Committees. A least one representative from each constituency must be included on the Executive Committee.
  - b. Shall be chaired by the Staff Senate President.
  - c. Shall be convened by the President when the advice of the Staff Senate is requested in the interim between regular meetings of the full Staff Senate.
  - d. Shall provide advice to the President on issues before the Staff Senate.
7. Standing Committees of the Staff Senate.
  - a. Shall act in accordance with the charges as approved by the full Staff Senate.
  - b. Shall deal with issues referred to them by the Staff Senate or the President, and also may initiate the study of any issue within their area of concern.
  - c. May, when considered appropriate, establish sub-committees whose membership may go beyond simply the members of the Standing Committee, and may include non-Senators, as well as Senators. The chair of each sub-committee must be a member of the Standing Committee to which it reports. Sub-committee reports are to be presented to the Standing Committee which shall approve these for transmission to the full Staff Senate.
  - d. Shall provide regular reports to the full Staff Senate covering the progress of studies underway, both by the Standing Committee itself and any sub-committees under its jurisdiction.
  - e. Shall meet a minimum of once per semester.
  - f. Shall prepare a brief written report summarizing the status of its deliberations and any information the members feel should be passed along to the President, for distribution at least one week in advance of each regular Staff Senate meeting.
  - g. Shall forward "Action" proposals to the full Staff Senate through the Executive Committee in two stages: first for review and discussion at the next scheduled Staff Senate meeting, and second for a vote at the following Staff Senate meeting.
8. Ad-Hoc Committees may also be created by the Staff Senate to handle assignments not considered appropriate for referral to any of the Standing Committees. Appointments to ad-hoc committees are made by the Staff Senate Election and Membership Committee.

9. The Standing Committees are responsible for meeting the following charges as approved by the full Senate:
  - a. The Communications Committee will identify and use appropriate forms of communication to ensure the equitable distribution of information.
  - b. The Election and Membership Committee will coordinate and supervise the election of staff representatives, appoint members to ad-hoc committees and recommend staff representatives to University committees, and filling alternate vacancies.
  - c. The Finance Committee shall report monthly on the Senates' financial status and will draft an itemized budget for review and approval by the full senate in accordance with the University budget calendar.
  - d. The Social Events and Community Building Committee will plan and implement activities for the staff that foster social interaction; develop opportunities for staff to build community; and work with other committees to provide open forums for the staff.
  - e. The Staff Development Committee will work to ensure the awareness and availability of opportunities for staff that will assist in their personal and professional development.
  - f. The Staff Recognition and Excellence Committee will work to develop an equitable recognition and award system. The committee will be available to serve as a resource to the University community in the recognition of staff.

#### **ARTICLE IX: PROCEDURE**

1. A quorum for the Staff Senate will contain a minimum of fourteen (14) Staff Senators, which will include a minimum of four (4) Staff Senators from each of the three representative groups.
2. Each member shall be entitled to one (1) vote. Voting shall be by majority voice vote except when any member of the Staff Senate requests vote by hand, by roll-call or private ballot.
3. Robert's Rules of Order shall be used to run the meetings.

#### **ARTICLE X: AMENDMENT PROCEDURE**

Amendments to these By-Laws shall become effective after having been adopted by a two-thirds (2/3) majority vote of the entire Staff Senate.

#### **ARTICLE XI: RATIFICATION**

These By-Laws shall become effective after having been adopted by a two-thirds (2/3) majority vote of the Staff Senate.

#### **APPENDIX**