UNCG Staff Senate Constitution & Bylaws

Endorsed by UNCG Interim Staff Senate
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Signature: ____________________________ Date: 5/27/14

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
   a. Staff members and the Chancellor
   b. Staff members and other UNCG campus governing bodies (such as Faculty Senate)
   c. Staff members and the UNC Staff Assembly

ARTICLE II: MEMBERSHIP

A. Composition

1. The Senate will be comprised of senators representing each of the following seven divisions/units:
   a. Academic Affairs
   b. Business Affairs
   c. Student Affairs
   d. Information Technology Services
   e. University Advancement
   f. Office of the Chancellor, Intercollegiate Athletics, and Gateway University Research Park
   g. Office of Research and Economic Development

2. The number of senators from each division/unit will be determined by the number of permanent SHRA and EHRA non-faculty employees within the division/unit based on a ratio of 1 senator per 40 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 SHRA or EHRA 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 be eligible to serve on the Elections Committee in addition to duties assigned in order to assist the past Chair(s) in acquiring nominations to fill their upcoming vacancy according to the bylaws and Staff Senate Standard Operating Procedures.
2. The immediate past-chair or past co-chairs of the Staff Senate shall serve on the Elections Committee and supervise the election process.
3. Elections of senators shall be conducted prior to May 15 of each year.
4. Nominations shall be solicited from the university community.
5. 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.
6. 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.
7. The committee shall ensure the willingness of the nominee's supervisor to release the senator for full body Senate meetings and committee meetings.
8. Each newly elected senator and his/her immediate supervisor will receive written notification from the Elections Chair in the form of a formal letter.

E. Office Terms

1. Senators will be elected to serve a two-year term.
2. 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 extended to a third year to allow for completion of the term of office as Chair-elect and chair. This ends the senator's term.
3. Approximately half (½) of a division/unit’s senators will be elected in even years and the
other half (½) will be elected in odd years, in order to maintain continuity of leadership and
activity.
4. Terms of senators begin July 1 and end June 30 of the second year.
5. No senator shall represent more than one division/unit at a time.
6. 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.
7. 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.
8. Senators may be reelected for a new term after a one year absence from the Senate.
9. The immediate past-chair(s) 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 chancellor for Human Resources, the chair of the Faculty Senate, the
Student Government president, and the Chancellor or Chancellor’s designee shall serve as
non-voting, 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,
may be replaced with an alternate from that division/unit at the discretion of the Staff Senate
Executive Committee.
4. Any Senator who misses two consecutive meetings shall be contacted by the chair of the Committee to determine whether or not the Senator will be able to fulfill his/her duties. (II.C.2. serving on at least one standing committee of the Staff Senate).

ARTICLE IV: OFFICERS OF THE SENATE

A. Definition and Responsibilities

1. Chair or Co-Chairs
   a. If no senator is able to fulfill the duties of the chair position, two senators can partner as co-chairs to fulfill the duties of the chair position. Throughout this Constitution the terms “chair” and “co-chairs” are interchangeable.
   b. 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.
   c. The chair/co-chairs will be responsible for communication of UNCG Staff Senate business to Senate members and the university staff through appropriate university publications and direct mail.
   d. The chair/co-chairs will serve as delegates on the UNC Staff Assembly. They will attend monthly and quarterly meetings of the Assembly, as well as serve (as needed) on committees.

2. Chair or Co-Chairs-Elect
   a. The chair(s)-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(s)-elect shall fill the remainder of the chair’s term of office.
   c. The chair(s) elect will serve as chair(s) of the Bylaws Committee.
   d. The chair(s) elect will serve on the Staff Assembly and represent UNCG. If there are co-chairs, one may serve as an alternate to Staff Assembly.

3. Secretary
   a. The secretary will record the minutes and attendance of meetings of the Senate and of the Executive Committee.
   b. The secretary shall serve as custodian of the historical records of the Senate and will maintain an archive to chronicle activities of the Senate.
   c. The minutes of each Staff Senate meeting will be a matter of public record.
   d. The secretary will act as the treasurer according to the bylaws and Staff Senate Standard Operating Procedures
   e. The secretary will administer the account(s)
   f. The secretary will pay out funds on the order of the Staff Senate with chair approval
   g. The secretary will assist with reports and budget
   h. The secretary will provide a monthly finance report at the full body meeting
4. Immediate Past-Chair (Ex-Officio)
   a. The immediate past-chair(s) shall serve as parliamentarian of the Senate and the Executive Committee.
   b. The immediate past-chair(s) shall serve as chair of the Nominations/Elections Committee.
   c. The immediate past-chair(s) shall have voting rights.

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. Immediate Past Chair
   c. Secretary

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 (ex-officio member). The Executive Committee, led 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.

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 may 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.