

UNCG Staff Senate Constitution and Bylaws

Endorsed by UNCG Interim Staff Senate
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Signature: Franklin D. Gilliam, Jr. Date: 6/2/22

UNC Greensboro Staff Senate Constitution and Bylaws

ARTICLE 1: PURPOSE, VISION, MISSION

A. PURPOSE

Established at the request of the Chancellor, the Staff Senate is charged with representing the university's SHRA and EHRA non-faculty employees (hereinafter referred to as "staff") in an advisory capacity to the Chancellor and the UNC Staff Assembly. The duties of the Staff Senate include:

1. Providing a regular, open forum to facilitate communication among staff and university administration, faculty, and students for the purposes of:
 - a. Identifying and discussing issues of general interest and shared concern.
 - b. Exchanging information to clarify and coordinate university policies and procedures that affect staff.
 - c. Identifying issues regarding university operations and recommending improvements.
 - d. Presenting recommendations for the improvement of working conditions.
2. Serving as the representative of the university staff to:
 - a. The Chancellor.
 - b. UNCG governing bodies, including the Faculty Senate.
 - c. The UNC Staff Assembly.

B. VISION

As the collective representative of the UNCG staff, the Staff Senate will strive tirelessly, relentlessly to create a university where everyone can find and enjoy fulfilling, meaningful, and rewarding work. In pursuit of this goal, we seek to enrich the lives of all members of our university community; to champion a university-wide culture of mutual respect, inclusiveness, and collegiality; and to advocate for the essential role of staff in the leadership and shared governance of UNCG.

C. MISSION

Whereas staff perform work critical to the accomplishment of the academic mission, the functioning of business operations, and the success of students, the Staff Senate's mission is to:

1. Provide for the central involvement of staff in the university community.

2. Act on matters of collective interest and concern by advising university leaders regarding policies, procedures, and processes that affect staff.
3. Participate in university governance by recommending to the Chancellor staff representatives to serve on university committees and advisory or governing bodies as appropriate.
4. Improve communication, collaboration, and collegiality among staff and between staff and faculty across the university.
5. Encourage, support, and advocate for the professional and personal development of staff.

ARTICLE 2: MEMBERSHIP

A. COMPOSITION

1. The Senate will be comprised of senators representing each of the following seven divisions/units:
 - a. Academic Affairs (including but not limited to Moss Street Partnership School, Nanoscience, UNCG Online, International Programs, Enrollment Management, Graduate School, Weatherspoon Art Museum)
 - b. Finance and Administration
 - c. Student Affairs
 - d. Information Technology Services
 - e. University Advancement
 - f. Office of the Chancellor, (including Intercollegiate Athletics, General Counsel, University Communications)
 - g. Office of Research and Engagement
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 (rounded up to the nearest whole number). Officers of the Senate shall not be counted toward division/unit representation.
3. The Elections Committee will review the distribution 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 which they were elected to represent. Officers are exempt from the provision related to leaving their division or unit and retain their leadership role regardless of a change in division/unit.
 - b. Does not fulfill duties, as described in article 2. C.
 - 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 regular monthly meetings as well as special or called meetings, in accordance with the attendance provision of Article 3. B.
2. Serving on at least one standing committee of the Staff Senate.
3. Representing their constituents by making their role as senator 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.
6. Apprising their supervisor of duties and activities related to their service in the Staff Senate.

D. ELECTIONS

1. The immediate past-chair, current chair, and chair-elect of the Staff Senate shall sit on the Elections Committee and oversee the election process.
2. Elections of senators shall be conducted prior to May 15 of each year.
3. Nominations shall be solicited from the university community.
4. Ballot elections shall be held with ballots being returned to the chair of the Elections Committee.
5. 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, committee meetings, and other events.
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, chair. This ends the senator's term.

3. 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.
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 (term of the vacancy shall not count towards two-term limit). As specified under Eligibility, Officers are exempt from this clause as they represent the Staff Senate and not a division/unit. 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. Vacancies that occur within 90 days of an election will not be filled by appointment; such vacancies will be filled by the regular election process. 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. After serving two consecutive terms, 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 3: PARTICIPATION

A. MEETINGS

A regular in-person meeting of the Senate shall be conducted once per calendar month in accordance with an annual 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 and made available for all members of the university community to attend, with gallery speaking privileges granted by the Chair on a speaker-by-speaker basis. When an in-person meeting is not possible, a virtual meeting may be scheduled.

1. A quorum of 50% of the delegation is required for voting, and votes may be tallied by voice, show of hands or in writing (electronic or paper). Any senator can request that votes be counted by written ballot by following parliamentary procedures. A simple majority of those present is required to pass any action taken by the Senate, except for constitutional and bylaws amendments (reference Article 8).
2. Within five 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 ten 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, with or without notice, three consecutive meetings or six cumulative meetings of the Senate within a 12-month period, 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 standing committee meetings shall be contacted by the chair of the standing committee to determine whether the Senator will be able to fulfill their duties (Article 2.C.2. serving on at least one standing committee of the Staff Senate).

ARTICLE 4: OFFICERS OF THE SENATE

A. DEFINITION AND RESPONSIBILITIES

1. Chair (Co-Chairs)

- a. For the purposes of the constitution and bylaws, the terms “chair” and “co-chairs” are used interchangeably. The co-chairs are the presiding officers of the Senate. The chairs have a shared role performed by two senators, or co-chairs, elected to the positions. If two senators are unavailable to fill the role of chair, then one senator may serve as the chair per their discretion.
 - i. The individuals elected to serve as co-chairs shall be responsible for coordinating the responsibilities of the chair role. The chair will be responsible for calling and conducting the meetings of the Senate and of the Executive Committee.
 - ii. Shall represent the Senate, the Executive Committee, and the university staff to the administration and faculty. Shall serve as an ex-officio member of the Faculty Senate.
 - iii. Will appoint committee chairs and fill the committees at his/her discretion if warranted.
 - iv. Will prepare and present an annual report at the conclusion of the year to the chancellor. The annual report will be made available to the public. Will be responsible for communication of UNCG Staff Senate business to Senate members and the university staff through a variety of methods including email, web, social media, and printed materials.
- b. The designated co-chair will serve as a member of the Constitution and Bylaws Committee.
- c. The designated co-chair will serve as a member of the Elections Committee.
- d. The chair will serve on the Staff Assembly and represent UNCG. If there are co-chairs, one may serve as an alternate to Staff Assembly, or a representative will be assigned at the discretion of the current co-chairs.

2. Chair Elect (Co-Chairs 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 may fill the remainder of the chair’s term of office at the discretion of the chairs (past, current and chairs elect).
- c. The chair elect will serve as a member of the Constitution and Bylaws Committee.
- d. The chair elect will serve as a member of the Elections Committee.
- e. The chair elect will serve on the Staff Assembly and represent UNCG. If there are co-chairs elect, 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 full body meeting and Executive Team meeting will be a matter of public record.
- d. The secretary will act as the treasurer, if the role of the Treasurer is vacant, according to the constitution and bylaws.

4. Treasurer

- a. The treasurer will administer the accounts.
- b. The treasurer will pay out funds on the order of the Staff Senate with chair approval.
- c. The treasurer will assist with reports and budget.
- d. The treasurer will provide a monthly finance report at the full body meeting.
- e. The treasurer will act as the secretary, if the role of the secretary is vacant, according to the constitution and bylaws.
- f. The treasurer will act as the chair of the Fundraising Committee if that position is vacant, otherwise the co-chairs of the senate will appoint a committee chair.

5. Immediate Past Chair (Past Co-Chairs) (*Ex-Officio*)

- a. For the purposes of the constitution and bylaws, the terms “immediate past chair” and “past chair” are used interchangeably.
- b. Should a vacancy occur in the office of the chair, the chair elect may fill the remainder of the chair’s term of office at the discretion of the chairs (past, current and chairs elect).
- c. The past chair shall serve as parliamentarian of the Senate and the Executive Committee.
- d. The past chair shall serve as chair of the Nominations/Elections Committee.
- e. The past chair will serve as a member of the Constitution and Bylaws Committee.
- f. The past chair will serve as a member of the Elections Committee.
- g. The past chair will serve on the Staff Assembly and represent UNCG. If there are past co-chairs, one may serve as an alternate to Staff Assembly.

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, which may coincide with the first regular full body meeting. This meeting shall be held on or after July 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. Upon election, Officers represent all University Staff and no

longer represent their division/unit. The elections committee shall elect appropriate division/unit representation to fill these vacancies. In the event of a tie in the election of an officer position, the chair may call for a revote at the current meeting, or a rollcall vote will be called at the next full body meeting to break the tie. (If a tie remains, the vote will be decided by the flip of a coin).

C. TERMS OF OFFICE

1. Senators in the position of chair, chair elect or past chair shall serve one year in each position (unless assuming the duties as indicated in item 5 below). Secretary and Treasurer will be elected to serve a two-year term and shall be eligible to serve two consecutive terms. 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 or treasurer 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.
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 of Staff Senate is unable to complete their duties, the chair elect, past-chair, or former Senator with Officer experience may assume the role of chair for the remainder of the term. If the chair-elect steps into the chair position, a special election may be called to replace the chair elect should the chair-elect want to substitute their expected term for their newly substituted term. If the past-chair steps into the chair position, they may serve an additional year as past-chair. In the event of a vacancy in the role of past chair, the prior past chair will be asked to serve one additional year in this role, or the chair will appoint a prior senate officer to fill this position.

ARTICLE 5: EXECUTIVE COMMITTEE

A. DEFINITION

The Executive Committee shall be composed of elected officers: the chair, the chair elect, the secretary, the treasurer, the immediate past chair (non-voting member), and appointed committee chairs. The Executive Committee, led by the chair, shall prepare, and submit to the Vice Chancellor for Finance and Administration, 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 Executive Committee meetings are open to the university, with gallery speaking privileges granted by the chair on a speaker-by-speaker basis. The chair may call for a closed session, asking members of the gallery to leave the meeting for the duration of the closed session.
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 the office.
7. A quorum of $\frac{3}{4}$ majority of Executive Committee members who are eligible to vote must be present to vote.

C. POWERS AND DUTIES

1. The Executive Committee shall represent the UNCG Staff Senate on 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
 - e. Recommending staff members to be appointed by the Chancellor as staff representatives to serve on university committees, advisory or governing bodies, or other roles as appropriate.
 - f. Performing any other related duties.

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2. No substantive actions shall be taken by the Executive Committee in the name of the UNCG Staff Senate without prior Senate discussion and vote.

ARTICLE 6: OTHER COMMITTEES OR APPOINTMENTS OF THE SENATE

A. STANDING COMMITTEES OF THE SENATE

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

B. UNC GREENSBORO DELEGATION TO THE UNC STAFF ASSEMBLY

The UNC Staff Assembly allows each institution three delegates and one alternate. The delegation shall be comprised of the chair, chair-elect and a member of the staff appointed by the Executive Team. The past chair will serve as an alternate delegate. The Executive Team will solicit interest from members of the university staff who wish to serve as the appointed delegate to the Staff Assembly. Duties of the delegation include attending the monthly meetings of the UNC Staff Assembly and reporting back to the Executive Committee and the Staff Senate on the business conducted during these meetings and voicing concerns of UNC Greensboro staff at these monthly meetings.

The chair shall be responsible for attending or appointing a representative to attend monthly meetings of the UNC Staff Assembly and reporting on the business conducted. (This includes other faculty affiliated associations or entities.)

ARTICLE 7: 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 8: AMENDMENTS TO CONSTITUTION AND BYLAWS

Amendments to the UNCG Staff Senate Constitution and 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.