

# UNC Greensboro

## Staff Senate Constitution and Bylaws

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## **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 EPS 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:
  - a. Senators representing each of the University divisions as listed in the most recent approved organizational chart.
  - b. Officers of the Senate as defined in Article 4.
  - c. Ex officio, non-voting members of the Senate who hold the following University positions:
    1. Chancellor
    2. Associate Vice Chancellor for Human Resources
    3. Vice Chancellor for Information Technology Systems
    4. Chair of the Faculty Senate
    5. President of the Student Government Association
    6. President of the Graduate Student Association
2. The number of senators representing each division will be determined by the number of permanent SHRA and EPS non-faculty employees within the division/unit based on a ratio of one (1) senator per 40 employees (rounded up to the nearest whole number). Should any division have fewer than 10 employees, that division may be combined with another division for the purpose of determining the number of Senators.
3. The Elections Committee is responsible for soliciting nominations of eligible staff members and conducting a general election of Senators for open seats annually. The Elections Committee will review the apportionment of Senate seats and make adjustments in advance of the call for nominations according to the criteria in Article 2, Section A, Paragraph 2.

### **B. ELIGIBILITY**

1. All full- and part-time SHRA and EPS non-faculty employees of the University who have completed 12 months of continuous service in a permanent position with the university prior to being nominated are eligible to serve as a Staff Senator.
2. Loss of Senate membership eligibility shall occur during an elected term if the senator:
  - a. Leaves the University.
  - b. Fails to fulfill the duties of a Senator as described in Article 2, Section C.
  - c. If a Senator moves during their term to a university division other than the one that they were elected from:
    1. They may elect to continue to serve as an At-large Senator with the approval of their new supervisor.
    2. If they elect not to continue to serve, their seat may be filled by a staff member, if one exists, from the affected division who was nominated but not elected in the most recent general election.
    3. If no nominated but unelected staff member exists, the seat may be filled by appointment by the Elections Committee, first from the staff within the affected division, then from the staff body University-wide as an At-Large seat.

## **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 requirements in Article 3. Section B.
2. Serving the Staff Senate in at least one initiative.
3. Representing staff constituents in the Senate, including by:
  - a. Engaging with staff regarding issues of general staff interest and communicating questions, concerns, and ideas to the Staff Senate.
  - b. Disseminating information about Staff Senate activities and opportunities to staff.
  - c. Informing their supervisors about their Senate duties, activities, and events.

## **D. ELECTIONS**

1. The immediate past-chair, current chair, and vice-chair of the Staff Senate shall sit on the Elections Committee and oversee the election process.
2. The general election of senators shall be conducted annually in sufficient time to select and seat Senators prior to the start of a new term of the Staff Senate.
3. Senators shall be elected by majority vote of the constituent staff members of the University division that they are nominated to represent. Each division will have a separate ballot listing only the nominees from that division, and staff members may only vote for the nominees from their division.
4. This committee shall ensure the willingness of each nominee to fulfill the duties of a Senator and secure the approval of the nominee's supervisor to support their participation in the Staff Senate prior to placing the nominee on the election ballot.
5. Seats that remain unfilled after the annual general election will be converted to an At-Large seat for the duration of the term following that election.
6. At-Large seats will be filled by appointment by the Elections Committee from the staff members nominated but not selected in the general election, if any exist. If none exists, seats will be filled from the staff body university-wide.
7. At the conclusion of the term for which a division seat was converted to an At-Large seat, it will return to the division to which it was apportioned.

## **E. OFFICE TERMS**

1. Senators shall serve for a term of two years beginning on July 1 following their election and continuing until June 30 of the second year of their term.
2. The terms of Senators shall be staggered so that approximately one-half of the Senate's seats are up for election in each annual general election.
3. Senators may serve consecutive terms without limit provided they are nominated and elected for each term or appointed as an At-Large Senator in accordance with the provisions of Article 2, Section D.
4. Should a vacancy occur after the annual general election, the Elections Committee shall fill the vacancy by appointing a staff member from the affected division who was nominated but not elected, if one exists, in the order of total votes received.
5. If no nominated but unelected staff member exists, the seat may be filled by appointment first from the staff within the affected division, then from the staff body university-wide as an At-Large seat.

6. Senators appointed to fill a vacated seat serve for the remainder of the vacated seat's term and must be re-elected or appointed in accordance with the provisions of Article 2, Section D to serve subsequent terms.
7. Vacancies that occur as the result of a Senator moving to a University division other than the one that they were elected from shall be filled in accordance with the provisions of Article 2, Section B, paragraph 3.
8. Vacancies that occur within 90 days of the start of a new Senate term may be filled by appointment for the remainder of the term or may be filled through the annual general election process at the discretion of the elections committee.

## **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**

- a. The chair is the presiding officer of the Senate. The individual elected to serve as chair 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
- b. 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.
- c. Will appoint committee chairs and fill the committees at his/her discretion if warranted.
- d. 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.
- e. 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.
- f. The chair will serve as the chair of the Constitution and Bylaws Committee.
- g. The chair will serve as a member of the Onboarding Committee.
- h. The chair will serve as a member of the Elections Committee.
- i. The chair will serve on the Staff Assembly and represent UNCG.

#### **2. Vice Chair**

- a. The vice chair will serve as the chair of the Executive Committee.
- b. The vice chair will be responsible for calling and conducting the meetings of the Executive Committee.
- c. The vice chair 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.
- d. Should a vacancy occur in the office of the chair, the vice chair may fill the remainder of the chair's term of office at the discretion of the chairs (past, current, vice, and chairs elect).
- e. The vice chair will serve as a member of the Constitution and Bylaws Committee.
- f. The vice chair will serve as the chair of the Onboarding Committee.
- g. The vice chair will serve on the Staff Assembly and represent UNCG.

#### **3. Chair Elect**

- a. Should a vacancy occur in the office of the vice chair, the chair elect may fill the remainder of the vice chair's term of office at the discretion of the chairs (past, current, vice, and chairs elect).
- b. The chair elect will serve as a member of the Elections Committee.
- c. The chair elect will serve as a member of the Onboarding Committee.
- d. The chair elect will serve as the chair of the Staff Appreciation Committee.

#### **4. Secretary**

- a. The secretary will record the minutes and attendance of meetings of the Senate and of the Executive Committee.
- b. The secretary will prepare the presentations for all Staff Senate full body

- meetings.
  - 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 full body meeting and Executive Team meeting will be a matter of public record.
  - e. The secretary will act as the treasurer if the role of the treasurer is vacant, according to the constitution and bylaws.
5. 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 executive team 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 chair of the Senate will appoint a committee chair.
6. Immediate Past Chair (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 past chair may fill the remainder of the chair's term of office at the discretion of the chairs (past, current, vice, 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 Elections Committee.
  - e. The past chair shall work with the Chancellor's Office on the Combined Campaign efforts.

## **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, vice chair, or past chair shall serve one year in each position (unless assuming the duties as indicated in item 5 below). The 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. Chair elect will serve the remainder of their current term in this position. Terms of this elected office shall begin Feb 1 and end June 30 of that same year.
  3. 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.
  4. Officers can be reelected or reappointed after a one-year absence from that office.
  5. Officers will be permitted to serve as the chair of a committee at the discretion of the Staff Senate chair.
  6. If for any reason the chair of Staff Senate is unable to complete their duties, the vice chair, chair elect, past-chair, or former Senator with Officer experience may assume the role of chair for the remainder of the term. If the vice chair steps into the chair position, the chair elect can step into the vice chair position, and 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, vice 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 vice 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 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.
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. 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, vice chair 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 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 meetings.

The chair shall be responsible for attending or appointing a representative to attend monthly chair 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 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.

## Appendix A

### Amendments

1. Endorsed by UNCG Interim Staff Senate on November 18, 1998
2. Approved by Chancellor Patricia A. Sullivan on November 30, 1998
3. Revision approved by Chancellor Patricia A. Sullivan
  - February 17, 1999
  - April 18, 2001
  - November 16, 2004
  - May 9, 2006
  - November 17, 2006
  - June 6, 2007
  - July 29, 2008
  - October 31, 2011
4. Revision approved by Chancellor Linda P. Brady on January 21, 2015
5. Revision approved by Acting Chancellor and Provost Dana Dunn on April 30, 2015
6. Revision approved by Chancellor Franklin D. Gilliam, Jr.
  - March 23, 2017
  - June 4, 2020
  - Approved by vote of Full Body on March 10, 2022
  - June 2, 2022

Signature (Date auto-generated)

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