

**BYLAWS
OF THE STAFF SENATE OF
NORTH DAKOTA STATE UNIVERSITY**

1. Objectives and Purposes.

North Dakota State University's Staff Senate shall be the representative body of the University's broadbanded employees to serve the following objectives and purposes:

- a) To gain a spirit of unity, pride, and cooperation by being recognized equally with University Senate and Student Senate as participants in advising University administration
- b) To be an active communication link for meaningful information exchange between staff and administration relative to issues of mutual concern;
- c) To provide open meetings to express, propose, represent, investigate, debate, and recommend action on issues which, upon majority approval, bear the authority of a responsible voice in University affairs;
- d) To provide an opportunity to be advisory in the administration of working and employment conditions and practices, including recognition, compensation, and other pertinent issues;
- e) To involve democratically chosen staff representatives in the operation of the University and to increase awareness of interrelating problems and opportunities.

2. Advisory Status of the Senate.

In fulfilling its stated objectives and purposes, the Senate shall be advisory to the President of the University.

3. Composition of the Senate.

- a) The Senate will be comprised of elected members representing the various broadband classifications as follows: 1000 Executive/Administrative/Management and 3000 Professional (combined); 4000 Technical; 5000 Office; 6000 Crafts/Trades and 7000 Service (combined). Membership is based on approximately 5% of each band, to be reviewed annually prior to general election.
- b) Executive officers shall be elected from the membership of the Senate.
- c) The Executive Committee will consist of: the President, Vice President/President Elect, Past President, Secretary, Treasurer, Membership/Attendance Officer, and three Members-at-Large.

- d) The Director of Human Resources or the director's designated representative shall serve in an ex-officio capacity on the Staff Senate and Executive Committee.

4. Terms of Office and Election of Senate Members.

- a) Any broadbanded staff who is a regular employee who has satisfactorily completed a probationary period as defined in NDSU Policy 101.2.1 may run and be elected to a Senate position. Senate membership shall be for a two (2) year term with approximately one-half (1/2) of the members elected each year. A member shall not serve more than three (3) consecutive full terms, unless elected to the office of Vice President/President Elect. After being elected to Vice President/President Elect, this Senator may be granted an additional two (2) year term on the Staff Senate, if required, to complete the terms of President and Past President.
- b) Regular elections to fill vacant positions shall be held annually during the months of March and April. All broadbanded staff are eligible to vote in regular elections. Terms of elected Senators begin in May.
- c) Ex-officio officers appointed to the Staff Senate are not eligible to vote.
- d) The Past President shall serve as chairperson of the Election Committee.
- e) In the event of a tie for a senator position, the candidate with the greatest length of service to NDSU will be deemed the elected senator.
- f) The terms of office of Secretary, Treasurer, and Membership/Attendance Officer shall be two (2) years. This Senator may be granted an additional one (1) year term on Staff Senate, if required, to complete the term of Treasurer, Secretary or Membership/Attendance Officer.

5. Election of Officers.

- a) The Staff Senate will nominate and vote annually for the Vice President/President Elect and three Members-at-Large.
- b) The Staff Senate will nominate and vote biennially for the following officers:
 - 1. Secretary,
 - 2. Treasurer,
 - 3. Membership/Attendance Officer.
- c) The Senator elected as Vice President/President Elect will assume the office of President and then Past President.
- d) If the office of Past President becomes vacant, the Executive Committee shall appoint one of the current members of the Executive Committee to complete the term.

- e) At the regular May meeting nominations of Staff Senate executive officers shall be accepted through motions from the Staff Senate. The President shall determine the outcome of the motions.
- f) Voting will take place at the regular May meeting. A Staff Senate Election Committee, as appointed by the President, shall tally the votes.
- g) Winners will be decided by a majority vote. The President shall cast the deciding vote in the case of a tie.
- h) The Executive Committee declares an office vacant when an officer is unable or improperly performs the duties of the office. All offices of the Staff Senate Executive Committee vacated shall be filled by a special election at the first regular Staff Senate meeting following the vacancy.

6. Duties of the Officers.

- a) The President:
 1. presides over all meetings of the Staff Senate and Executive Committee;
 2. insures that all Staff Senate activities are conducted in a professional manner;
 3. has the authority to appoint such committees as are deemed necessary for the business of the Staff Senate;
 4. insures that all actions conform to the Staff Senate Constitution and Bylaws;
 5. serves ex-officio on all committees of the Staff Senate;
 6. is the spokesperson for the Staff Senate at meetings and functions;
 7. serves as the direct communication liaison between the President of the University and the Staff Senate;
 8. may disburse monies from the Operating Expense Fund in the absence of the Treasurer;
 9. may disburse monies from the Development Fund, with approval from the Executive Committee, in the absence of the Treasurer;
 10. shall serve as a representative on the University Senate with full rights of a Senator on Senate matters; and
 11. approves email notices sent to NDSU Staff listserv as well as the Staff Senate listserv members.
 12. gives presentations to promote Staff Senate at the New Employee Orientation.
 13. attends the annual Staff Recognition Luncheon as a Staff Senate representative and presents the award recipients.
 14. writes year end report/summary of Staff Senate activities, accomplishments and recommendations for the next year, and presents to the Executive Board at the May meeting.
 15. shall cast tie breaking votes in all executive committee sessions.
- b) The Past President:
 1. serves as an active member of the Executive Committee providing continuity in the administration of the Staff Senate;

2. serves as an advisor to current and proposed activities, using previous Executive Committee experience to give a historical perspective;
 3. serves as chairperson of the Election Committee;
 4. maintains current election results and contacts prospective Senators following a vacancy in Staff Senate membership; and
 5. in the absence of the President and Vice President/President Elect, may approve email notices sent to NDSU Staff listserv as well as the Staff Senate listserv members.
 6. shall be responsible to review and update the committee binders including collection of binders from the past chairs
- c) The Vice President/President Elect:
1. presides in the absence of the President;
 2. assumes the duties of the President for the unexpired term in the event the President is unable to complete the term of office;
 3. serves on the Policy Coordination Committee on the University Senate;
 4. carries out additional duties as assigned by the President; and
 5. in the absence of the President, may approve email notices sent to NDSU Staff listserv as well as the Staff Senate listserv members.
- d) The Secretary:
1. takes and maintains the minutes of each meeting of the Staff Senate and Staff Senate Executive Committee;
 2. publishes and distributes the minutes of each Staff Senate meeting to all Staff Senate members prior to the next meeting;
 3. distributes the agenda to all Staff Senate members prior to each Staff Senate meeting;
 4. maintains an accurate record of all resolutions duly adopted by the Staff Senate and the vote on such resolutions;
 5. receives and keeps all communications and reports to and from the Staff Senate; and
 6. submits copies of the Staff Senate minutes and special reports for the Staff Senate web site and shall pass on all Executive Committee files to the succeeding secretary.
- e) The Treasurer:
1. is primarily responsible for the Staff Senate's fiscal affairs;
 2. prepares a financial statement monthly and reports to the Staff Senate and Executive Committee at each of their regular meetings;
 3. assists the President in preparing the budget and submitting it to the Staff Senate and the President of the University for approval;
 4. disburses monies from the Operating Expense Fund; and
 5. disburses monies from the Development Fund with approval from the Executive Committee.
- f) The Membership/Attendance Officer:

1. schedules meeting locations for the Staff Senate and the Executive Committee for the following year; notifies the Staff Senate President and the Secretary;
2. maintains a roll of current members and their attendance at meetings;
3. maintains permanent records of Senators and terms served;
4. serves on the Election Committee; and
5. maintains Staff Senate listserv.
6. serves as chair on the Orientation/Mentor committee.

g) Executive Committee:

The Executive Committee of the Staff Senate shall consist of its officers and three Members-At-Large, who collectively shall:

1. serve as the governing board or steering committee of the Staff Senate;
2. set the yearly calendar of Staff Senate meetings and activities;
3. prepare the agenda for each meeting of the Staff Senate;
4. insure that the Constitution and Bylaws are followed;
5. receive proposals from Senators, broadbanded members, or the President of the University for consideration at Staff Senate meetings;
6. maintain records of Staff Senate activities and decisions;
7. provide information regarding Staff Senate activities to the President of the University, Director of Human Resources, and broadbanded staff;
8. approve disbursement of funds when required;
9. serve as the committee that staff may bring issues and concerns to for consideration/action by Staff Senate. The issues could range from campus concerns to state wide or legislative concerns. The committee may determine if gathering more information is appropriate and whether a proposal for action should be forwarded to the full Staff Senate for consideration.
10. make provisions to collect and compile Staff Senate documents for archiving and make arrangements to have these documents stored in the archives.
11. administer the Orientation/Mentor Program.
12. select Staff employees to serve on temporary University committees, task forces and advisory boards, as requested.
13. appoint a pool of nine candidates for potential service on the Staff personnel Board according to NDSU Policy 231.

7. Committees and Task Forces.

The following is a list of committees and a brief description of their duties.

a) Staff Senate Committees

1. The Staff Senate shall establish such committees (standing or special) as are necessary to conduct Staff Senate business. Such committees shall be responsible to the Staff Senate and shall perform duties determined by the Staff Senate and/or the Executive Committee. All Senators are eligible to serve on any Staff Senate committee(s).
2. Standing Committees of the Staff Senate

Each committee chair shall give an oral report of committee activities at the monthly Staff Senate meeting as well as a written report submitted to the Staff Senate Secretary. A written year-end report should also be submitted in April to the Secretary.

- a. Bylaws Committee – reviews, suggests, and proposes amendments to the Bylaws and maintains current committee descriptions on the Staff Senate web site.
- b. Election Committee – rules on questions relating to qualifications of electors and members, nominates and receives nominations, presents a slate of nominees, and conducts the elections.
- c. Legislative Committee – provides Staff Senate with information regarding legislative activity placing particular emphasis on issues affecting higher education and NDSU staff. The committee depends on feedback from the Staff Senate to propose and initiate a coordinated effort as a result of the given information.
- d. Program Committee – investigates topics and speakers for Staff Senate meetings and forwards their recommendations to the Executive Committee for consideration.
- e. Public Relations Committee – 1) publicizes the activities of the Staff Senate, internally and externally, 2) assists the Staff Senate in opening up channels of communication among broadbanded staff, and between broadbanded staff and administration, 3) develops ways to help broadbanded staff become more public relations minded by presenting a more positive and professional image to the University's various constituencies, and, conversely to develop guidelines on how the administration can assist in that effort, and 4) raises public awareness about the vital role performed by broadbanded staff in the success of the University.
- f. Scholarship Committee - designs, updates, and disseminates application forms for the Broadbanded Staff Scholarship, and selects recipients on an annual basis.
- g. Staff Development Committee – identifies programs and activities that will provide personal and professional growth opportunities for University staff. In identifying programs, the committee will assess the needs and wants of staff through questionnaires and surveys.

3. Election of Chairs and Vice Chairs to the Standing Committees

All standing committees of the Staff Senate (with the exception of the Election Committee where the Chair is the Past President of the Staff Senate) shall elect their Chairs and Vice Chairs by majority vote from a quorum of their respective members. This vote is to take place at committee meetings held immediately after the June meeting, and the names of the Chairs and Vice Chairs shall be recorded at the next full senate meeting.

b) University Senate Committees

1. University Senate Representatives

The Staff Senate shall be represented on University Senate by four (4) Staff Senate representatives; the president, and three (3) elected representatives. These Staff Senate representatives shall have the full rights of Senators in University Senate matters. The Staff Senate will nominate and vote annually for these representatives.

2. University Senate Committees

The Staff Senate shall elect a Senator as a representative to each University Senate Committee, as requested. If more than one representative (or an alternate) is requested, the second representative may be any regular, benefited NDSU broadbanded employee, appointed by the Staff Senate Executive Committee. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be responsible to attend their committee meetings and report to the Staff Senate. Representatives on these committees shall have the right to serve as committee chair. The Staff Senate will nominate and vote annually for representatives for the following committees.

- a) Campus Space and Facilities Committee – recommends policies for facilities:
- b) Library Committee – formulates policy recommendations for the NDSU Libraries relating to areas such as general operations, interlibrary loans, borrowing privileges, periodicals, acquisitions, media, data bases, electronic, and other services.
- c) University Athletics Committee – promotes compliance with principles of conduct as defined by the NCAA and formulates policy recommendations regarding athletic guidelines. Stimulates interest in athletic events by the entire University community.

3. Other Committees/Advisory Boards/Councils/Ad Hoc Committees

The Staff Senate shall nominate and elect a Senator as a representative to each committee, as requested. If more than one representative (or an alternate) is requested, the second representative may be any regular broadbanded NDSU staff employee. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be responsible to attend their committee meetings and report to the Staff Senate. A brief description of each committee follows.

- a) Arboretum Committee – 2 year term - charged with the task of combining and centralizing campus beautification efforts.
- b) ND Council of State Employees (COSE) – 3 year term; one representative a member of Staff Senate; 2 alternates can be any staff employee - strives to enhance the morale, productivity, and image of state employees and to develop an appreciation of state agencies and programs among the people of the state.
- c) Employee Award Recognition Committee – 2 year term - devise a process on how to evaluate the nominations and what the minimum criteria would be.
- d) Health & Wellness Advisory Board – 4 year term - presents the interests of University faculty, staff, alumni, and students in advising the Wellness Center on policy matters relating to the operation, use, improvement, and expansion of the Wellness Center building at North Dakota State University.

- e) Policy Coordination Committee - reviews, presents and requests feedback/input from the Staff Senate on new and revised NDSU policies.
4. Task Forces and Temporary University Committees
The Executive Committee will select Staff employees to serve on University task forces and temporary University committees, as requested.

8. Transfer of Job Band.

Senate members who transfer from one job band to another within the University will continue to represent their original band for the balance of their term or until the next scheduled general election, whichever occurs first.

9. Attendance/Absenteeism.

Senators are expected to attend all Staff Senate meetings. A Senator shall contact the Membership/Attendance Officer to record their absence from any Staff Senate meeting. A Senator who has three (3) unrecorded absences in any twelve (12) month period, or fraction thereof, will be contacted by the Membership/Attendance Officer. A Senator's position may be vacated by a vote of the Executive Committee. Attendance will be taken at each Staff Senate meeting. For extended approved absences (e.g., military leave), the position will be temporarily filled following the procedures under Interim Vacancies.

Senators who must be absent from a Staff Senate meeting are encouraged to send a substitute. Any regular broadbanded employee who is a non senator can be designated as the substitute, and will have all the rights and privileges of a staff Senator at that meeting. The substitute will sign in on the attendance sheet listing his/her name and for whom he/she is substituting.

10. Vacancies.

- a) Interim Vacancies
Interim vacancies will be filled using the following procedures.
 1. Vacancies of Staff Senator positions will be filled by the person receiving the next highest number of votes from the previous full election.
 2. In the case where more than one candidate has the next highest number of votes, a brief profile sketch of each candidate shall be read. Immediately following this, the election will take place. Election will be by a majority of those members present and voting at the regular Senate meeting.
 3. If there are no candidates from the previous full election, the vacancy will be advertised in "It's Happening..." and in the Senate minutes, prior to the meeting when elections take place. The Senate Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a majority of those members present and voting at the regular Senate meeting.
 4. The vacancy will be filled until the completion of the unexpired term or the return of the person on extended leave.

b) Unfilled Vacancies

In the event a Staff Senate position is not filled due to lack of candidates(s) from a band, the vacancy will be advertised in “It’s Happening...” and in the Senate minutes. If no candidates submit their names for nomination following this process, the Election Committee and/or the President of the Staff Senate may seek the assistance of the supervisors of employees in this band to encourage their support of employees who are interested in serving on the Staff Senate and allowing them to attend Staff Senate meetings and/or committee meetings. The Senate Election Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Ratification will be by a majority of those members present and voting at the regular Senate meeting. The vacancy will be filled until the completion of the unexpired term. Staff Senator will serve the normal term of that position no matter when the member is elected.

11. Meeting and Actions.

The Senate shall normally meet in regular sessions monthly or on call of the President. A majority of the Senate members eligible to vote shall constitute a quorum for a meeting. In the conduct of the meetings, Robert's Rules of Order shall prevail, unless superseded by the Bylaws of the North Dakota State University Staff Senate.

- a) Meetings of the Senate shall be open. The Senate, at its option, may move into a closed executive session by a two-thirds vote of the members present and voting.
- b) A record of proceedings at meetings shall be kept to include agenda and minutes shall be posted at www.ndsu.edu/staff_senate.
- c) The Senate shall establish and maintain reasonable procedures whereby any individual may propose items to be included on the agenda for the next Senate meeting.
- d) The Senate shall invite the President of North Dakota State University to attend a Senate meeting at least once a year. The Senate shall consider any recommendations made at any time by the President of NDSU.

12. Amendments

- a) Bylaws
 1. Amendments to these Bylaws may be proposed by motion at any regular meeting of the Senate. If approved by a majority vote of the Senate, a proposed amendment shall be submitted to the President of the University for Final Approval.
 2. Hard copy of Final Approved Amendments to the Bylaws, as signed by the President of the University, shall be kept permanently by the Staff Senate Secretary.
- b) Constitution
 3. Proposed amendments must have a minimum of 2 readings prior to voting on changes.

13. Dissolution.

Upon dissolution of the organization, all assets remaining, after payment of all costs and expenses of such dissolution, shall be turned over to the President of the University.

HISTORY: Adopted April 14, 1990; Amended April 12, 1995 Amended March 12, 2003, Amended April 14, 2004, Amended May 10, 2006, Amended March 14, 2007, Amended August 6, 2008, Amended September 24, 2008.