

2011-2012 BYLAWS CHANGES

Additions are documented in RED; deletions are documented in GREEN

4. Terms of Office and Election of Senate Members

- a) Any broadbanded staff member 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 Staff 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 will be granted an additional two- (2-) year term on the Staff Senate, if required, to complete the terms of President and Past President.* Any staff member elected to an **at-large** position filling an opening in another broadband classification shall serve a *one- (1-) two (2-)* year term and be limited to being elected outside of their broadband classification for no more than two (2) consecutive years.
- b) A general election to fill vacant positions shall be held annually during the months of March and April. All broadbanded staff members are eligible to vote in the general election. Terms of elected senators begin in May. The Election Committee Chair shall keep a list of names of unelected candidates, in order of the most votes to the least votes without vote totals associated with any names.
- c) In the event of an opening in a broadband classification following the general election, a secondary election will be held to fill the open position by interested staff members from other broadband classifications, with voting being limited to the elected senators. **A position filled in this manner will hold office for the duration of the term of the vacating senator.**
- d) Ex-officio officers appointed to the Staff Senate are not eligible to vote.
- e) The Past President shall serve as the Election Committee Chair.
- f) In the event of a tie for a senator position, the candidate with the greatest length of service at NDSU will be deemed the elected senator.
- g) The terms of office for the Secretary, Treasurer, Membership/Attendance Officer, and **Communications Officer** shall be two (2) years. Senators will be granted an additional one- (1) year term on Staff Senate, if required, to complete the terms of Treasurer, Secretary, or Membership/ Attendance Officer.
- h) **During a regular Staff Senate meeting, a group of five (5) or more senators can introduce a motion for the removal of a senator when that senator improperly performs the duties of a senator as described in the bylaws. The presenting senators shall be required to provide accusation(s) made against the accused senator in question, identify duties that are believed to have been improperly performed, and describe how the duties were improperly performed. A written copy of the accusations shall immediately be given to the senator in question and all members of the Staff Senate. The senator will be given an opportunity to resign on his/her own volition after receiving the accusations brought forth. If there is no voluntary resignation, at the next regular Staff Senate meeting, the senator in question, or his/her designated representative, shall be given an opportunity to provide a rebuttal to the accusations of improper performance to the full Staff Senate in attendance. Following the rebuttal opportunity, a vote must be declared as to the removal from Staff Senate using paper or electronic ballots with a majority of those members present required to carry the motion. Upon the motion carrying, the presiding officer of the Staff Senate shall declare the position vacant.**

5. Duties of Senate Members

- a) Staff Senate members will attend each Staff Senate meeting and actively participate on all assigned committees.
- b) Staff Senate members who are not able to attend meetings shall find a proxy for that meeting and notify the Membership/Attendance Officer of that exchange.
- c) Following a Staff Senate meeting, the Senator will report to his/her constituency the discussions and information set forth at that meeting.
- d) Staff Senate members shall bring questions, concerns or remarks from their constituency to Staff Senate.
- e) Staff Senate members shall invite staff members to attend meetings and to encourage staff members to participate in Staff Senate.

5. Election of Officers

- k) **After being elected to Vice President/President Elect, this senator will be granted an additional two- (2-) year term on the Staff Senate, if required, to complete the terms of President and Past President.**

6. Duties of the Officers

a) The President

9. Shall serve as a representative on **Faculty** Senate with full rights of a senator on senate matters;
10. Shall serve as a representative on the **Senate Coordinating Council committee and shall have the full rights of senators in Senate Coordinating Council matters;**
11. Gives presentations to promote Staff Senate at the New Employee Orientation;
12. Attends the annual Staff Recognition Luncheon as a Staff Senate representative and presents the award recipients;
13. Writes the year-end report/summary of Staff Senate activities, accomplishments, and recommendations for the next year, presenting the report to the Executive Committee at the May meeting; and
14. 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. Shall serve as a representative on the **Senate Coordinating Council committee and shall have the full rights of senators in Senate Coordinating Council matters;**
3. Serves as an adviser to current and proposed activities, using previous Executive
4. Committee experience to give a historical perspective;
5. Serves as the Election Committee Chair;
6. Maintains current election results and contacts prospective senators following a vacancy in Staff Senate membership; and
7. 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 that the President is unable to complete the term of office;
3. Shall serve as a representative on the **Senate Coordinating Council committee and shall have the full rights of senators in Senate Coordinating Council matters;**
4. Serves on the Policy Coordination Committee; and
5. Carries out additional duties as assigned by the President.

f) The Communications Officer

1. Acts as campus liaison for Staff Senate.
2. Chairs the Public Relations Committee.
 - a. Reports issues and actions at each general Staff Senate meeting.
 - b. Posts information on homepage, campus television, It's Happening at State, and the Messenger.
 - c. Submit press releases to appropriate media off campus.
3. Sits on the Staff Senate Executive Committee.
 - a. Works closely with standing committees to promote Staff Senate activities.

7. Committees and Task Forces

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; and 5) is chaired by the Communications Officer.

h. Staff Recognition Committee: reviews the guidelines for and administers awards, including Campus Kudos. The committee also provides recognition to staff who are recipients of outside awards. This committee shall be represented by seven (7) members: one elected from each band and the remainder appointed by the Staff Senate president from a list of recommended potential appointees, forwarded from the Staff Senate body.

i. Valentine's Ball Committee: meets with representatives from staff, faculty and Student Government to plan and implement the Valentine's Ball, whose funds will subsequently be used for scholarship purposes.

j. Gunkelman Awards Committee: meets to select through campus nomination those persons qualified to receive an award.

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.

a) University Senate Senate Coordinating Council Committees

1. University Senate Coordinating Council Representatives

The Staff Senate shall be represented on University Senate Coordinating Council Senate by four three (4 3) Staff Senate representatives: *the president and three (3) elected representative's president, past president and vice president to ensure the continuity of information and expertise.* These Staff Senate representatives shall have the full rights of senators in University Senate Senate Coordinating Council matters. The Staff Senate will nominate and vote annually for these representatives.

2. University Senate Coordinating Council Committees

The Staff Senate shall elect a senator as a representative to each University Senate Coordinating Council 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 his/her 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: **three (3) Staff Senators will serve and** recommends policies for Facilities **as part of the committee.**

b) Library Committee: **two (2) Staff Senators as part of the committee** formulates policy recommendations for the NDSU

Libraries relating to areas such as general operations, interlibrary loans, borrowing privileges, periodicals, acquisitions, media, databases, electronic, and other services.

c) University Athletics Committee: **two (2) Staff Senators serve** to promotes compliance with principles of conduct as defined by the NCAA and formulates policy recommendations regarding athletic guidelines. Stimulates interest in athletic events for the entire university community.

d) Equal Opportunity Hearing Panel: the selection of this panel shall be comprised of six (6) Staff Senate members, appointed by the Staff Senate President from a list of senators forwarded to the president or members of the Staff Senate Executive Committee, and in consultation with that same Committee, serving with six (6) appointed faculty members, and six (6) appointed students, acting in accordance with procedures and Policy 156.

c) Other Committees/Advisory Boards/Councils/Ad-Hoc Committees

1. The Staff Senate shall nominate and elect (or recommend when warranted) 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 with the exception of the NDUS Staff Senate. The alternate will attend any meetings the primary representative is unable to attend. Each representative will be responsible to attend his/her committee meetings and report to the Staff Senate. A brief description of each committee follows.

- a) Arboretum Committee (2-year term): **one (1) senator** charged with the task of combining and centralizing campus beautification efforts.
- b) ND Council of State Employees (COSE) (3-year term: **1 two (2)** representative a members of Staff Senate and **2 one (1)** 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) North Dakota University System (NDUS) Staff Senate (3-year term: 3 members of the NDSU Staff Senate at the time of election with one representative vote. A **9** member shall become an ex-officio senator of the NDSU Staff Senate with no voting privileges at the end of his/her third elected term or if not re-elected to a new term): serve the staff employees of the NDUS colleges and universities as a forum to consider matters, concepts and developing trends related to staff, promoting communication among the SBHE, the NDUS Chancellor and staff employees of the System's institutions.
 - i. Representatives and alternates shall rotate positions annually with the representative rotating out and being eligible for re-election as Alternate 2; Alternate 1 *moving into* will assume the Representative position and Alternate 2 *movinges* into the Alternate 1 position. There will be one member elected each year.
 - ii. The Alternate 2 position shall be the open position in any official annual election year.
 - iii. If multiple openings, special elections shall be held to complete the **remainder of the vacant Alternate 1 position,with the new representative completing the remaining term of office, then continuing for the new three (3) year term.**

9. Attendance/Absenteeism

Senators are required to attend all Staff Senate meetings. Senators who must be absent from a Staff Senate meeting are required to send a proxy. Any regular broadbanded employee who is a non-senator can be designated as the proxy and will have all the rights and privileges of the Senator that is absent. Absent Senators shall notify the Membership/Attendance Officer with the name of their proxy. The proxy will sign in on the attendance sheet listing his/her name and for whom he/she is substituting. . A Senator who has two absences will be contacted by the Membership/Attendance Officer. A Senator's position will be considered vacated after three absences where no proxy has been assigned and no committee participation has been reported. **In the event that a proxy was assigned but failed to appear for the meeting, that senator's absence shall be waived.** 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.