STAFF SENATE BYLAWS

Article I. NAME

Section 1. Name of Organization

The name of this organization shall be the Sam Houston State University Staff Senate ("Staff Senate").

3. These data will guide the Nominations and Election Committee in determining the number of members to be elected for each division/unit, whose decision is final.

Section 3. Member and Officer Terms of Office

- 1. The President- Elect will serve a four-year term, with their first year as a member, their second as the President-Elect, third as President, and fourth as Past President and Chair of the Nomination and Elections Committee. Nominees for President-Elect must have served at least one year on Staff Senate. Upon being elected to the Executive Board as President-Elect, the person elected will have their term extended by one year to meet Executive Board obligations.
- 2. Representatives shall serve a two (2) year term to begin the first day of August and to end on the last day of July.
- 3. No member may serve more than two (2) consecutive terms, but may be re-elected after a one (1) year interval.
- 4. An elected representative who changes Division during their term of office will serve the representative's original Division until the next election upon approval of their new supervisor.

Section 4. Members Duties and Time Allowances

- 1. Members shall attend all meetings of the Staff Senate.
- 2. Members shall serve on committees as chairs or members and may be elected as an officer of the Staff Senate.
- 3. Members shall be available to staff in their Divisions, indicating how they can be contacted. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Staff Senate. In turn, members must keep staff in their Divisions informed of the work of the Staff Senate and matters that the administration communicates to the Staff Senate.
- 4. Members shall be allowed a reasonable amount of time to devote to Staff Senate meetings and Staff Senate work as part of their normal working duties. However, excessive time taken or needed for Staff Senate work and/or assignments must be cleared with the member's supervisor.

Section 5. Provision of Removal from Office

- 1. After two (2) absences in an academic year, a letter shall be sent to the Representative from the Secretary reminding them of their absences. Upon accrual of three (3) absences, the Representative is automatically removed from Staff Senate and the Secretary will send a letter to the Representative advising them of their removal from office. A new Representative will be appointed by the Vice President of that Representative's Division(s) as soon as practicable and the replacement Representative will serve the remainder of the removed Representative's term.
- 2. A Representative's term of office may be terminated and a new Representative elected at any time by a majority vote of all eligible Division Representatives. A vote to terminate a current Representative and elect a new Representative may be initiated by a written

- petition signed by at least fifty percent (50%) of the eligible staff in the represented Division.
- 3. Any Representative who is discharged from their position upon the accrual of three (3) absences may appeal the removal in person at the next called executive board meeting by giving a minimum 5 business day written notice of intent to the President of Staff Senate.
- 4. Any Representative discharged from their position will not be eligible for reelection to Staff Senate for one (1) election cycle.

Article IV. OFFICERS

Section 1. Officers

Officers of Staff Senate shall be elected by the members of the Staff Senate. Officers will make up the Executive Board of the Staff Senate. The Officers of the Staff Senate shall be the President, President-Elect, Past President, Secretary, and Treasurer.

Section 2. Duties

Duties of the Officers:

- 1. The President shall: (1) be present at all meetings of Staff Senate; (2) conduct Staff Senate meetings; (3) ensure that projects undertaken by Staff Senate are developed, organized, and implemented in an orderly and timely manner; (4) involve the President-Elect in all decisions; (5) fulfill other responsibilities and duties as required; and (6) decide any tie vote.
- 2. The President-Elect shall: (1) assume the position and duties of President at the end of the President's term or at such time as the President's seat is vacated; (2) become thoroughly knowledgeable of all President decisions to provide a smooth transition and continuity of duties; (3) conduct Staff Senate meetings in the absence of the President; (4) be authorized to sign all documents for Staff Senate in the absences of the President; (5) assume other duties as directed by Staff Senate; (6) become Acting-President during extended, but not permanent, absence(s) (i.e. vacation, illness, etc.) of the President; and (7) assist the President with duties as needed.
- 3. The Secretary shall: (1) give notice of all meetings; (2) prepare and maintain a file of official minutes for all meetings of Staff Senate, with the minutes electronically

- records at least monthly; (5) report on these activities at each Staff Senate meeting; and
- (6) submit an annual written report to the Executive Committee.
 5. The Past President shall: (1) assume this advisory position at the end of their term as President; (2) provide knowledge of all President decisions for continuity of duties; (3) assume President duties in the absence of the President, President-Elect, and Secretary; (4) assume other duties as directed by Staff Senate; (5) assist the President and President-Elect with duties as needed.; (6) serve as the Nominations and Elections Committee Chair for the year following their President term.

Section 3. Terms of Office

1. The term of office for President, Secretary, and Treasurer are one (1) year. The te-1 (r)TJ0 TcD.Td()Tju

Nominations and Election Committee may make necessary modifications to operating

Section 3. Forum

One Executive Board meeting per year shall be designated agen forum of the Staff of the University. The President and/or other executive officials shall be invited to be the guest speaker(s). The purpose of the forum shall be to share common interests and concerns, to pose questions, and to provide the University President an opportunity to share information with Staff.

Section 4. Quorum

A quorum shall constitute a simple majority (50 percent + 1) of the **Staff** te Representative. Neither the Staff Senate, the Executive Board, nor a committee shall conduct business without a quorum.

In the absence of a quorum:

- 1. The President may only make announcements of an informative nature.
- 2. Any business transacted is null and void.
- 3. The Executive Board may convene and vote on **times**itive issues that require immediate action and report the outcome to the Staff Senate at the next scheduled Staff Senate meeting; for example, an emergency meeting called by the University President.

Section 4. Voting

Only elected Staff Senate Representatives may vote.

- 1. A guorum is required for a Staff Senate vote to be taken.
- 2. Voting on motions and issues brought before the Staff Senate shall be by voice or show of hands, unless a roll call vote or vote by secret ballot is requested the resentative. Roll call votes are recorded interminutes.
- 3. Each Representative is entitled to one vote.
- 4. No proxy votes are permitted.
- 5. A simple majority vote of the Representatives presend, voting shall decide a question, and the President shall break any tie vote.

Section 5. Floor Privileges

Only Representatives shall introduce proposals, measures, and resolutions on the Staff Senate floor. Persons who are not Representative be granted the right to speak, but not to vote, on matters before the Staff Senate. When a request is made for this privilege, the Pshalbank the Staff Senate for objections and, hearing none, shall grant permission to speak. If objections are raised, the privilege shall be extended only by majority vote of the Staff Senate.

Section 6. Agenda

The Executive Board shall set an agenda for each Staff Seeating that includes the time and place of the meetings, the order of business, and copies of any substantive prophosatems may be added to the agenda at the meeting if approved by a majority of the Representatives present. The agenda should be distributed and posted in a form widely available to all Staff.

The Executive Board shall:

- 1. Receive proposals for Staff Senate action or other presentations to the Staff Senate from any Staff Senateommittee from any Representative, from individual Staff, or from the University President;
- 2. Refer all substantive proposals for Staff Senate actionetappropriate committee for review prior to placing them on the agenda unless the Executive Board is prepared to address an issue and present it to the Staff Senate;
- 3. Set the agenda so that the business can be addressed in a meeting of reasonable duration;
- 4. If necessaryadvise the Statement of the need for a special meeting; and,
- 5. Respond to the submitted proposals within a reasonable amount of time, considering the circumstances of the proposal.

Section 7. Minutes

Minutes shall be made available to that from the shall be modified as amended and maintained for permanent record. The minutes of the meetings shall be posted

The University shall establish and fund an operating budget sufficient to meet the reasonable operating expenses of theastSenate.

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The Staff Senatereasurer shall be established as the department head with alternate signature authority assigned to the Stafenate President

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At all times, details of expenditures made on behalf of the Staff Senate shall be available for review and audit. The Staff Senate Treasurer shall maintain transaction records for that least (3) years.

Article VIII. COMMITTEES

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With the exception of Executive Board members, all Staff Senæpæßentatives shall serve on at least one standing committeeonranestablished subcommittee within a standing committee. Each committee shall be comprised of at least five (5) Representat

- 1. Staff Senate Representatives shallve on a minimum of one (1) standing committees and/or subcommittee their choosing. Representatives may also volunteer to serve on additional standing committees if they so choose.
- 2. The Executive Board shall determine the standing committee represented ion Chairperson by the September meeting.

The term of a committee Representative shall be for one (1) year.

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- 1. Each committee willmeet at least twice academic yearditional meetings may be called by the Chairperson, or upon request of at least two (2) members of the committee.
- 2. Meetings shall be conducted following the guidelines set forth in Article VI of the Bylaws.

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The standing committees the Staff Senate shall accept business items assigned to them by the Executive Board, addressotte item(s) in a responsible and timely managed establish subcommittees to study specific issues and make recommendations as necessary. Standing

committees mayrequest that the Executive Board appoint an ad hoc committee for special business under their jurisdiction. Under no circumstances shall information be disseminated from a committee which has not been authorized by a majority of the Executive Board or adopted by majority vote of the Staff Senate.

The committee to local make a report to the Staff Senate at each meeting and prepare a complete written annual report concerning the work of the committee to be submitted to the Staff Senate President and Secretary by the last meeting of the academic year.

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The standing committees of the Staff Senate are the News and Networkingittee, Special Events Committee, Staff Development Committee, Staff Affairsmittee, and Nominations and Elections Committee.

- 1. News and Networking Committee: This committee will develop and implement communication strategies for the Staff Senate, including but not limited to maintaining the Staff Senate web page and social media accountse committee determines the best methods for communication, both internally for the Senate and externally with the University. Once a month, the committee recognizes a staff member who exemplifies extraordinary performance in their duties, as the Spotlight on Staff for the month. In addition, the committee may assist other committees and officers with visibility and public relations, including but not limited to flyers, announcements, newsletters, mass emails, and other promotional activities.
- 2. Special Events Committee: This committee shall promote the Staff Senate to the University and surrounding communities foster staff pridework with the appropriate University offices and news services to publicize the Staff Senate and ivitises, and plan and coordinate activities whereaff can meet their Presentatives and learn about Staff Senate activities and service opportunities.
- 3. Staff Development Committee: This committee shall create and host an annual program to provide staff with learning and development opportunities. In addition, the committee will collaborate with Human Resources to provide training programs that are beneficial to Staff.
- 4. Staff Affairs Committee: This committee shall address concerns brought forth by the University President, taff Senate Executive Board, and the Staff Senate including, but not limited to administrative policy and procedures, staff evaluations, parking and transportation, and campus safety. This committee shall identify, analyze, and formulate recommendations for issues affecting SHSU's staff members. The recommendations shall be reported to the Staff Senate atmetexecutive Board for adoption by the Staff Senate. This committee shall present recommendations to the leadership of SHSU and advocate on behalf of saff.
- 5. Nominations and Elections Committee: The committee shall handle all nominations and elections procedures as set forth in Byteaws and coordinate and validate all elections to the Staff Senate. No Staff Senate Representative is a candidate for StaffSenate position may be a member of the Nominations and Elections Committee.

Section 5 Ad Hoc Committees

Ad hoc committees of the Staff Senate shall be appointed by the Executive Board as needs arise, or as requested by a standing committees fracial business under their jurisdiction to review and address specific issues and hoc committee will have at least three (3) Representatives as members. Ad hoc committees will elect a chair who will be charged with presenting the issue and respond g with the committee's findings to the Staff Senate.

- 1. The life of the committee will be determined by the matter under consideration and the committee shall be disbanded when the purpose has been served.
- 2. Ad hoc committees shall accept the issues assigned to the committee by the Executive Board; address the item(s) in a responsible and timely manner; make progress reports on the committee activities to the Staff Senate and prepare and preferent report or recommendations.

Section 6 Recurring Ad Hoc Committee

Recurring ad hoc committees are appointed by the Executive Board. The recurring ad hoc committee of the Staff Senate will be the Bylaws Committee.

Constitution and Bylaws Committee: Upon request of the Executive Board, this committee shall review the Constitution and Bylaws to assess the continued appropriateness to current Staff Senate needs. The committee will review, propose, and recommend through the Executive Board to the StaffSenate any changes or revisions to the Constitution or Bylaws. The committee may also consider proposed changes in the Constitution or Bylaws introduced by Staff Senate Representatives.

Article IX. AMENDMENTS TO THE BYLAW CScution a-5 (1. P)1 ((esen)-1 (e)-1 a(s)-1 (o c)- -0.001 PD21(INTIS@x1)Tt (ENTS)*(at)(a(1)Uc 0.002 Tw [(By)1.d [(S)2 (A (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u)5 ((s) 2 (-t)-2 (u) 3 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 4 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((s) 2 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((a (i)-4 wo0 Tc 0 Tw 20.58 .47 [(S)2 (-t)-2 (u) 5 ((a (i)-4 wo0 Tc 0 Tw 20.58)(a (

Section 3. Publication