

BYLAWS OF THE STAFF SENATE

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Rev. November 22, 2019

In accordance with the Constitution of the Staff Senate, these Bylaws have been enacted by the Staff Senate.

I. Purpose

To establish and maintain a set of simple but effective bylaws that are acceptable rules of conduct and behavior for the Staff Senate.

II. Election Guidelines

Nominations

The Election Committee shall designate or appoint a nominations chairperson, who will receive and record nominations to the Staff Senate. The Election Committee shall set the beginning and ending dates for accepting nominations.

Any staff employee may nominate an eligible staff employee for Staff Senate membership. The person nominated must approve the nomination. If the employee accepts the nomination, he/she shall choose to run as either a divisional/departmental candidate or as an at-large candidate.

Elections

All eligible staff may vote in the Staff Senate elections. The vote shall be taken by secret ballot with absentee balloting available to eligible voters who cannot be present at the time of election. Each staff member will vote for no more than one candidate for Staff Senate representative of their division or department, and for no more than six university at-large nominees. Voting for more than one divisional or departmental candidate or for more than six at-large candidates will void the ballot.

The Elections Committee shall prepare six ballots, each listing the names of all nominees for at-large sets and the names of nominees for divisional/departmental seats for one division/department, such that there are separate ballots for each division/department. The appropriate division/department ballot shall be mailed to each eligible staff member as determined by Human Resources on the date specified for the start of the election procedure.

Voting shall take place annually lasting one week and shall conclude no later than the first week of May. Voting will take place online through a secure portal as deemed appropriate by the senate. The results will be made known by the Operations Committee in a timely manner.

III. Senator Vacancies

In the event a divisional or at-large vacancy occurs on the Staff Senate by the termination of employment, by transfer from one division to another, or by request from the representative with six months or more remaining in their unexpired term, a representative(s) shall be replaced by an unsuccessful candidate(s) from the most recent election based upon votes received and willingness to serve. In the absence of such a person(s), the Executive Committee shall nominate a replacement and the nominee shall be confirmed by two-thirds of the full staff senate. The confirmed individual will serve until the next general election. If the vacancy occurs less than six months before the next general election, it shall be up to the discretion of the Executive Committee whether to nominate a candidate and have the nominee confirmed by two-thirds of the full staff senate or leave the position vacant for the remainder of the term.

Any staff senate member who serves less than one year is eligible to be nominated for a staff senate position in the upcoming election.

In the event that an officer role becomes vacant, a special election shall be held at the next regular meeting of the Staff Senate in order to fill the vacant office for the remainder of the term.

IV. Meetings

Staff Senate meetings will be held the third Wednesday of each month, including summer semester, at a time of the day which is sensitive to work schedules. The Executive Committee will be responsible for scheduling and the agenda for Senate meetings; however, floor discussions are always open at Senate meetings. The agenda for any regular meetings shall include the call to order, reading and approval of minutes, unfinished business, committee reports, new business, discussion and recommendations, and adjournment, but need not necessarily be in any prescribed order.

Proxy: In the event that an elected representative of the Staff Senate cannot attend a meeting of the Staff Senate, the representative shall designate a proxy, with voting privileges, to attend the meeting. A proxy must be a voting member in the current Staff Senate. The proxy shall register his or her name with the Secretary when he or she reports to the meeting.

Quorum

A Senate majority of voting members present shall constitute a quorum.

V. Roles/Responsibilities

Officers

- **President**
 - Preside over Senate meetings
 - Act as Official Spokesperson for the Senate to the University Community
 - Serve as ex-officio member of all Senate Committees
 - Perform such duties as are customarily performed by presidents of similar bodies
- **Vice President (President Elect)**
 - Perform duties of President in their absence, unable to serve or resigns position
 - Serve as President Elect and takes office the following term in June.
 - Serve on one (1) Senate Committee outside of Executive Committee
- **Secretary**
 - Prepares minutes of each meeting and supervises distribution to Senators and University Library for public and historical record
 - Maintain a record of attendance
 - Record all official correspondence from Senate and its committees
 - Serve on one (1) Senate Committee outside of Executive Committee
- **Treasurer**
 - Records and maintains financial records of the Senate
 - Serve on one (1) Senate Committee outside of Executive Committee
- **Staff Relations Officer**
 - Serve as a liaison between Staff and Senators.
 - Monitor staff senate email (staffsenate@uah.edu)
 - Chair Communications Committee and send out correspondence from Senate to Staff
 - Serve on one (1) Senate Committee outside of Executive Committee
- **Division/Department Senator**
 - Serve as representative from respective Division/Department
 - Provide report of events, news, changes within Division/Department
 - Serve on at least two (2) Senate Committees
 - Attend regular and impromptu Senate meetings
 - Provide Proxy rights to another Senator for scheduled absence
- **At-Large Senator**
 - Serve on at least two (2) Senate Committees
 - Attend regular and impromptu Senate meetings
 - Assist Division/Department Senators with representing respective Division/Department
 - Provide Proxy rights to another Senator for scheduled absence

Attendance

As attendance and participation are key to fulfilling the duties of being a Staff Senator, the following attendance policy is adopted for the Staff Senate:

1. An excused absence shall be defined as an absence in which the Staff Senator designates and sends a proxy to the Staff Senate meeting.
2. An unexcused absence shall be defined as an absence in which the Staff Senator fails to designate and send a proxy to the Staff Senate meeting.
3. No staff senator shall incur more than three (3) unexcused absences in a given calendar year.
4. In extenuating circumstances, an absence may be excused at the discretion of the President of the Staff Senate.
5. After the third unexcused absence and before the next scheduled Staff Senate meeting, the Bylaws Committee shall contact the offending Staff Senator by email or by phone to issue a warning for a violation of this rule.
6. Any Staff Senator who incurs more than three (3) unexcused absences in a given calendar year will be asked to resign by the President of the Staff Senate.
7. Failure of a Staff Senator who incurs more than three (3) unexcused absences in a given calendar year to resign after being asked to resign by the President of the Staff Senate can be removed by a majority vote of the Staff Senate's voting membership.

Amendment of Bylaws

The Bylaws may be reviewed and/or amended as needed by the Staff Senate. Any member of the Staff Senate may make a motion to the Staff Senate for a revision or amendment to current Bylaws. A motion may be made to amend the bylaws during a scheduled Staff Senate meeting. After receiving a second and any discussion the motion may be voted on, unless tabled. To pass the amendment into bylaws, it must receive 50% plus 1 of the Staff Senate's voting membership to approve the amendment after any discussion. The Staff Senate Bylaws, and suggested amendments thereto, must be submitted to and receive final approval from the University administration before they become effective and are distributed to all staff members.

Committees

The Staff Senate is self-regulating with respect to its organization and purpose, and, as such, may create such committees as are deemed necessary to facilitate its work. Committee membership is on a volunteer basis and is solicited from the Staff Senate by the President. Chairs of each committee shall be expected to submit committee reports to the Staff Senate. Standing committees shall serve as advisory bodies for specific matters falling within their province. Committee Chairs should email monthly meeting reports to the Secretary each month. The Standing Committees of Staff Senate are:

Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Staff Relations Officer and the non-voting ex officio member.

Operations Committee

The Operations Committee shall establish and maintain a set of simple but effective bylaws to establish acceptable rules of conduct and behavior for the Staff Senate. Any member of the Staff Senate may make a recommendation to the Operations Committee or Executive Committee for a revision or amendment to the current bylaws. To pass the amendment into the bylaws, a majority of the Staff Senate voting membership shall approve the amendment. The Committee shall be available to provide guidance and support, as needed, to any UAH staff employee on issues relating to university policies or procedures. The Committee shall not, however, involve itself in the grievance procedure provided by the University for the Resolution of individual complaints by an employee regarding his or her employment. Additionally, the Bylaws Committee prepares for and conducts annual and special elections.

Communications Committee

Assists in developing awareness of Staff Senate events and functions. Provide interactive communication tools between the Staff Senate, UAH staff community and campus at-large. Works with the Events Committee to promote the Employee Picnic and other activities, and the Bylaws Committee to raise awareness about the Staff Senate elections. Keeps the Channels of Communication up-to-date. Keeps the Staff Senate website up-to-date.

Campus and Community Relations Committee

The Staff Relations Committee shall establish a relationship with the University's Governmental Liaison. The Committee will inform, promote awareness and provide information to the Staff Senate on issues related to the University. The committee will work with the Governmental Liaison and Employee Benefits and Development Committee to provide educational seminars and forums to inform university staff about current issues and concerns. Additionally the committee will assist with Safety concerns on campus. This committee works with Campus Police, Local Police, EMOG, OEHS and Physical Plant to help ensure a safe campus atmosphere.

Employee Benefits & Development Committee

The Employee Benefits & Development Committee shall identify and study changes that may be recommended to enhance the existing benefits program for staff employees. Recommendations from this committee shall be submitted to the Senate for consideration. Recommendation approved by the Senate shall be presented to the appropriate university administrators. The committee will be responsible for fundraising and upkeep of the Staff Senate Scholarship under the direction of the Treasurer. Additionally, the Employee Benefits & Development Committee shall develop and present, for approval by the Staff

Senate, a program of activities which shall provide opportunities for the personal and professional development of all staff employees.

Service and Outreach Committee

The Service and Outreach Committee is responsible to plan, organize and implement University and community service projects, social events, and campus forums for staff. The Committee shall work with the Communications Committee to publicize these events, and provide Staff Senate representatives opportunities to communicate with their constituents during these events. Additionally, the Committee will work with the Special Events Committee on the University Take Your Child to Work Day event and related functions requested by the Executive Committee.

Events Committee

The Events Committee organizes annual Staff Senate events, including a Holiday Party, Take Your Child to Work Day, and the Employee Picnic. The events committee works with the Communications Committee to promote these events and is chaired by the President-Elect.

University Committees

At the invitation of the University of Alabama in Huntsville President or Provost, the Executive Committee shall appoint representatives to serve on university committees. Selected Senate representatives shall be expected to submit university committee reports to the Staff Senate.

Oath of Office

New Senators and Senators taking on new roles must qualify by taking an oath of office before assuming the duties of office. Whomever is presiding over the Staff Senate General Meeting shall swear in new Senators and Senators taking on new roles as early as reasonable. The presiding member and new Senators and Senators taking on new roles will stand and raise their right hand. The presiding member will prompt new Senators and Senators taking on new roles to recite the following:

I, _____A_____, do hereby swear or affirm / that I will support the laws and constitutions / of the United States of America and the State of Alabama / and that I will faithfully discharge / the duties of my office as _____B_____ / of the Staff Senate at the University of Alabama in Huntsville / to the best of my ability / throughout the my term / _____C_____ and _____D_____.

A – say first and last name

B – At-large representative, divisional representative, X committee chair, president, etc (role serving)

C – Month and year of beginning of term

D - Month and year of end of term

Note: It is permissible to swear in multiple people and positions at the same time.