

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

UNIVERSITY STAFF SENATE

BYLAWS

Article I

Membership

Section 1. The Staff Senate will be composed of twenty-three (23) voting members allocated in the following manner:

A. Employee Classification Constituencies

1. General Membership

a. Eight (8) elected members from the Civil Service: Negotiated and Prevailing classification

b. Five (5) elected members from the Civil Service: Open Range/Confidential, Managerial, and Supervisory Exclusions classification

c. Two (2) elected members from the Administrative Staff: Represented classification

d. Three (3) elected members from the non-represented Administrative Staff: Non-Represented classification

2. Alton Campus Representatives

a. One (1) elected member from the Civil Service: Negotiated and Prevailing classification or Administrative Staff: Represented classification

b. One (1) elected member from the Civil Service: Open Range/Confidential, Managerial, and Supervisory Exclusions classification or Administrative Staff: Non-Represented classification

3. Belleville Campus Representative

a. One (1) elected member from any classification: Civil Service: Negotiated and Prevailing classification **or** the Open Range/Confidential, Managerial, and Supervisory Exclusions classification, **or** Administrative Staff: Represented classification **or** Non-Represented classification

3. East St. Louis Center Representatives

- a. One (1) elected member from the Civil Service: Negotiated and Prevailing classification or Administrative Staff: Represented classification
- b. One (1) elected member from the Civil Service: Open Range/Confidential, Managerial, and Supervisory Exclusions classification or Administrative Staff: Non-Represented classification

Section 2. Each constituency outlined in the University Staff Senate Constitution, Article III is guaranteed a minimum of two representatives. Any motion to re-allocate seats may be done through the amendment process of these By-Laws. Any such re-allocation amendment must be fully completed no later than the regular February meeting of the Staff Senate.

Section 3. The President, President-Elect, and Past President are non-voting members of the Staff Senate.

Section 4. The President may appoint staff representatives to University committees, other Staff Senate appointments, or any other person to attend regular Staff Senate meetings as an ex-officio and non-voting participant. Ex-officio members will have the privilege of full debate but will not vote.

Election of Members

Section 5. The Staff Senate will conduct elections on the second Wednesday in April.

Section 6. Any employee who holds an administrative appointment (on a full-time or term contract) or a full-time Civil Service appointment is eligible for voting membership on the Staff Senate, provided they have a completed at least one (1) year of employment.

Section 7. The term for Staff Senate members will be four years. Upon passage of this section, the Staff Senate will, through regular business, establish a procedure to stagger the terms of members outlined in Article I Section 1 of these By-Laws.

Section 8. Notice of election will be posted and electronically announced to every employee at least four weeks prior to the election.

Section 9. An individual who wishes to run for a position must secure a *Statement of Candidacy Form* from any member of the Election Committee or the University Governance Secretary and return it with the required signatures to any member of the Election Committee or University Governance Secretary at least two weeks prior to the scheduled election date.

Section 10. Any and all incumbents may succeed themselves through the process of re-election for their existing Staff Senate seat.

Section 11. Members who serve on the Staff Senate will be elected by plurality of constituents voting by secret ballot. If the number of eligible candidates is equal to or less than the number of contested election spots, the candidate(s) will be declared as elected and no election will be run.

Section 12. Official ballots for each employee group will be prepared by the Election Committee in advance of the election.

Section 13. The Election Committee will count the ballots and certify the results of the election prior to the May meeting. The Election Committee chair will notify all candidates of the results seven (7) days after the election concludes. Candidates who have been elected will be invited to attend the May meeting of the Staff Senate, at which time the election results will be accepted into the minutes.

Section 14. Any Civil Service and Administrative Staff employed by the University on the date of election will be entitled to vote in accordance with the Election Guidelines.

Section 15. In the event of an unfilled seat after the election, the appropriate Constituency Representative shall submit a recommendation for the vacant seat to the President of the Staff Senate for ratification and appointment by the full Staff Senate. The individual recommended must submit a *Statement of Candidacy Form* to the University Governance Secretary prior to ratification.

Replacement of Members

Section 16a. If a member of the Staff Senate changes employee constituency status, the member's seat shall be considered vacant and shall be filled in accord with Section 16b, Replacement of Members of the Bylaws. Eligibility of the member to run as a representative of the new constituency at the next election shall be in accordance with the Bylaws.

Section 16b. If a vacancy occurs in the Staff Senate between the times of election, the appropriate Constituency Representative, after consultation with members of the constituency of the Staff Senate (and Alton Campus, Belleville Campus, or East St. Louis Center Representatives, if appropriate), will recommend to the President of Staff Senate the appointment of a qualified person from the same constituent group in which the vacancy occurs. This appointment will be considered by the Staff Senate for ratification and the person so appointed will complete the unexpired term.

Removal of Members

Section 17. Members may be removed from the Staff Senate in accordance with the following:

- a. Two unexcused absences from a regularly scheduled Staff Senate meeting during any twelve-month period will precipitate a written warning by the President of the Staff Senate. The third unexcused absence will result in dismissal from the

Staff Senate membership with the vacancy to be filled as described in Section 16a and 16b. To facilitate a quorum, all Staff Senate members are asked to select an alternate in the event they are not able to attend a regularly scheduled meeting. Alternates must be selected from their respective constituency group. To vote, an alternate must have a signature proxy by the voting member.

- b. Excused absences from three regularly scheduled consecutive meetings, or absence for a total of five Staff Senate meetings within a twelve-month period, will result in the dismissal from the Staff Senate membership with the vacancy to be filled as described in Section 16a and 16b.
- c. The University Governance Secretary will notify the Staff Senate President when a violation of Section 16a occurs. The President shall then notify the member of Section 16a of the Bylaws.
- d. The University Governance Secretary will notify the Staff Senate President when a violation of Section 17a or 17b occurs. The President shall then notify the member, by e-mail, of Section 17 of the Bylaws.
- e. Written requests for exception to 17a and 17b may be submitted to the Executive Board for presentation to the Staff Senate membership for ratification.
- f. Staff Senate members on University committees whose meetings are in conflict with Staff Senate meetings shall retain their Staff Senate seats.
- g. Recall by the member's voting constituency as outlined in Section 19a.

Censure and Recall/Replacement of Members

Section 18. The procedure for censure shall be as follows:

- a. Any recommendation for censure, and rationale for that censure, shall be presented by a Staff Senate member to the Executive Board of the Staff Senate.
- b. The Executive Board will be responsible for:
 - 1. Notifying the member involved of the recommendation and the rationale, and giving that member an opportunity to respond within a designated time period as established by the Executive Board. All communications shall be in writing.
 - 2. Obtaining any additional information that may be pertinent.
 - 3. Presenting all information available to the Staff Senate in an unbiased manner. The Executive Board may, if it deems advisable, appoint a committee

to investigate the charges and report all information back to the Executive Board.

- c. After Staff Senate review, any member of the Staff Senate may introduce a motion either for censure or for no further action.
- d. The Staff Senate shall vote by secret ballot.
- e. Passage of a motion to censure requires an affirmative vote of three-quarters of the total voting Staff Senate membership outlined in Article I Section 1 of these By-Laws. For motions of censure, vacancies shall be deducted from the voting Staff Senate members before computing the required threshold.
- f. The President of the Staff Senate shall notify Staff Senate members, in writing, of the results of the balloting.

Section 19. The procedure for recall of a Staff Senate member shall be as follows:

- a. Any recommendation for recall of a Staff Senate member and rationale for that recall shall be presented in the form of a petition with valid signatures of at least 20% of the members of the appropriate constituency represented by the Staff Senate member. This petition shall be presented to the Executive Board of the Staff Senate. The Executive Board shall notify the member within 15 working days.
- b. The Executive Board will be responsible for:
 - 1. Notifying the member involved of the petition and rationale, and giving that member an opportunity to respond within a designated time period as established by the Executive Board. All Communications shall be in writing.
 - 2. Obtaining all information that may be pertinent.
 - 3. Presenting all information available to the Staff Senate in an unbiased manner.
- c. After the Staff Senate review, any member of the Staff Senate may introduce a motion either for recall or for no further action.
- d. The Staff Senate vote shall be by secret ballot.
- e. Passage of a motion to recall requires an affirmative vote of three-quarters of the total voting Staff Senate membership outlined in Article I Section 1 of these By-Laws. For motions of recall, vacancies shall be deducted from the voting Staff Senate members before computing the required threshold.

f. If the Staff Senate recommends no action, the President of the Staff Senate shall notify in writing all parties concerned, including the Senator in question and those who signed the petition.

g. If the Staff Senate recommends further action, it submits the petition and rationale for recall, and the Senator's response, to the Election Committee (see paragraph h. below).

h. The Election Committee will be responsible for the following:

1. A ballot which includes the petition and rationale for recall, and the Senator's response to the petition, if any, shall be submitted to the constituency represented by the Senator in the form of a ballot as follows:

Ballot: Shall Senator _____ be recalled:

Yes _____ No _____

2. If a simple majority of the appropriate constituency votes "no", the Senator retains his/her seat and no new recall petition for that Senator may be presented for at least 90 days from the date of the ballot.

3. If a simple majority of the appropriate constituency votes "yes", the Senator is recalled and the procedures for replacement cited in 15b and 15c, Replacement of Members, of the Bylaws apply.

4. In cases of challenge, the Election Committee will certify the results of the ballot.

Article II

Officers & Constituency Representatives

President

Section 1. It will be the duty of the President to preside at all monthly meetings and to enforce all regulations and policies relating to the administration of the Staff Senate.

Section 2. The President may call special meetings of the Staff Senate when necessary. Prior to scheduling meetings, the President shall notify the Executive Board of the date and purpose of the meeting.

Section 3. The President, after ratification by the Executive Board, will appoint persons to serve on ad hoc or standing committee, councils, study groups, etc., that are established by this Staff Senate. This action does not require formal approval by the Staff Senate. The President will

make and receive nominations and applications for committee appointment from the Staff Senate.

Section 4. The President, after ratification by the Executive Board, may appoint persons to serve on ad hoc or standing committees, councils, study groups, etc., that are established by a person, body, or membership that is shared by other constituencies. Each appointment must be announced to the Staff Senate members voting at a special or regular meeting. The President will receive nominations for committee appointments from the Staff Senate. The Staff Senate will ratify appointments and nominees to UPBC, (University Planning and Budgeting Council), Parking and Traffic, the Chancellor Search Committees, Committee for Higher Administrator Performance Appraisal (CHAPA) and search committees for positions within two reporting lines of the Chancellor. CHAPA appointments consist of one from each Vice Chancellor's functional area.

Section 5. The President, after ratification by the Executive Board, will appoint a member of the Staff Senate to the position of parliamentarian if the need arises, and the President will have the prerogative, after consultation with the Executive Board, to dissolve that position if such action is deemed appropriate.

Section 6. The President will notify, in writing, the University Chancellor whenever the Staff Senate has concluded action on significant matters affecting the constituencies it represents. Copies of such correspondence will be sent to the Staff Senate members upon the discretion of the Staff Senate President.

Section 7. The President will act as fiscal officer. This responsibility can be delegated to the Staff Senate Treasurer.

Section 8. The President, President Elect, or a designated representative by the President will be in attendance at all Board of Trustees meetings and will be the official spokesperson for the Staff Senate at those meetings.

Section 9. The President will meet monthly with the University Chancellor and other SIUE recognized constituency heads, concerning Board of Trustees meetings and university matters.

Section 10. The President will act as official spokesperson for the Staff Senate in all matters that involve its official acts and business.

Section 11. The President will turn over all files to the succeeding President after the last regularly scheduled meeting of the Staff Senate year.

Section 12. The President will automatically serve as past-President the year immediately following the term as President.

Section 13. The President will coordinate appointments to Staff Senate Committees, as outlined in Article IV.

Section 14. Records regarding official correspondence will be kept on file in the University Governance Office.

President-Elect

Section 15. In the temporary absence of the President, the President-Elect will have the powers and prerogatives of the President.

Section 16. Except for special meetings, items to be placed on the agenda will be submitted to the President-Elect, in writing, no later than ten days preceding the regular meeting of the Staff Senate.

Section 17. The President-Elect shall coordinate the communications of all University, non-Senate established committees. This includes receiving timely reports from and providing items of Staff Senate interest to committee representatives of the Staff Senate.

Section 18. The President-Elect will maintain a current and active list of potential committee appointees. This list will serve as a resource for the President in accordance with Article II, Section 3.

Section 19. The President-Elect will serve as a resource for new committee appointees and assist with the development and training of strong Staff Senate representation.

Past-President

Section 20. The Past President will serve as advisor to the President and the Staff Senate, and attend Executive Board meetings, Staff Senate meetings, and any other meetings or functions the President deems necessary and will serve on the University Planning and Budget Council.

Secretary

Section 21. In the absence of the University Governance Secretary, the Staff Senate Secretary will record all proceedings of the meetings.

Section 22. In the absence of the University Governance Secretary, the Staff Senate Secretary will schedule all meeting space.

Section 23. The Staff Senate Secretary will provide all members of the Staff Senate with:

- a. blank, uniform ballots to be used for any issue requiring secret ballot at a Staff Senate meeting.
- b. absentee ballots for amendments to the Constitution and/or Bylaws.

Section 24. In the absence of the University Governance Secretary, the Staff Senate Secretary will provide meeting notices, meeting agendas, and minutes of the previous meeting. This information will be provided to all members at least one week prior to the meeting.

Section 25. In the absence of the University Governance Secretary, the Staff Senate Secretary will maintain attendance records of all Staff Senate meetings and Executive Board meetings and notify the President of the Staff Senate when a member is in violation of Article I, Section 16, or Article I, Section 17.

Section 26. The Staff Senate Secretary will send letters of welcome to all new Staff Senate members and letters of appreciation to all out-going Staff Senate members. The Staff Senate Secretary will also send a letter of appreciation to each new Staff Senate member's supervisor.

Section 27. The Staff Senate Secretary will turn over all files to the succeeding Secretary after the last regularly scheduled meeting of the Staff Senate year.

Treasurer

Section 28. The Treasurer shall be responsible for reporting the financial status for the Staff Senate.

Section 29. All financial records will be stored in the University Governance office and shall be stored according to University Records Management regulations. All monies will be handled in accordance with applicable state statutes and Southern Illinois University's rules and regulation.

Section 30. The Treasurer will report quarterly at the November, February, May and August meetings, or as requested by the Staff Senate on the financial condition of the organization.

Section 31. All requests for funds from committees must be submitted by the committee chair to the Treasurer. The Treasurer is responsible for presenting all relevant information about the request to the Staff Senate and for making the initial motion to allocate funds to the committee.

Constituency Representatives

Section 32. In order to ensure that issues of importance to different constituencies are expressed at all levels, each employee classification constituency, as outlined in Article III in the Constitution is allowed one (1) Constituency Representative on the Executive Board.

Section 33. Each Constituency Representative will be elected at a special meeting convened at the end of the regular June meeting. Each Constituency Representative will be elected by the members of the Staff Senate within that constituency.

Section 34. Where consistent with Human Resources policy, the appropriate Constituency Representative may accompany an employee in a meeting regarding a grievance or other concern, when such a request is made by Human Resources or an affected employee. Unless otherwise allowed, this option is not available to employees who are represented by union or subject to a collective bargaining agreement.

Election of Officers

Section 35. Nominations for officers can be made at any regular meeting prior to the special meeting for elections. Officers will be selected at a special meeting to be convened at the conclusion of the regular June meeting. Voting members will consist of newly elected and continuing Staff Senate members. Newly elected officers will assume responsibility July 1 of each year.

Section 36. The President, President-Elect, and Past President shall serve all constituencies represented by the Staff Senate, and shall not serve as a representative of any specific constituency or unit. The constituency from which the President-Elect was elected as a Senator shall elect a replacement to fill the unexpired term vacated by that officer. President, President-Elect, and Past President shall serve as non-voting members of the Staff Senate and its subordinate units. The presiding officer of the Staff Senate may vote to break a tie.

Section 37. In the event the President is unable to discharge their duties for a long-term or permanent basis, or if there is a vacancy in the Presidency, the most immediate Past President shall assume the role of Acting President until the Staff Senate, through a regular motion, appoints an eligible person to the remaining term of the Presidency. The Staff Senate may choose to take no action, at which point, the Acting President will hold both roles, with the ability to delegate responsibilities of both positions to members of the Staff Senate or other Past Presidents. Such delegation must be reported to the Executive Board, which can object to specific delegations by a majority vote.

If any other officer position is vacated for any reason, the members of the Staff Senate will elect a replacement from among its members.

Section 38. The Staff Senate year will be from July 1 through June 30.

Section 39. Officers may be removed from office for just cause, which will include, but not be limited to, one or more of the following:

- a. Three unexcused absences or a total of four absences in any twelve-month period from meetings at which officers are scheduled to attend. Written request for an exception to the above may be submitted by an officer to the Executive Board for presentation to the body for ratification.
- b. Neglect of responsibilities or duties of office.
- c. Flagrant abuse of the purpose of the Staff Senate as set forth in Article II of the Constitution.
- d. Willfully disseminating false information concerning Staff Senate activities.
- e. Any conduct deemed by the Staff Senate as not being in the best interests of the constituencies represented by the Staff Senate and/or the University.
- f. Procedure for removal from office:
 1. Charge for removal from office must be submitted, in writing, to the Executive Board.
 2. The President, as a member and Chair of the Executive Board, shall submit the charges, in writing, to the officer in question with copies to the other members of the Executive Board. In the event charges for removal of office are brought against the President, the President-Elect shall act as the Chair of the Executive Board in the procedures for removal from office.
 3. The officer in question will have ten (10) working days to respond to the charges, in writing, to the Executive Board.
 4. The President will send copies of all correspondence to the members of the Staff Senate, and shall place this item on the agenda of the next scheduled Staff Senate meeting. The officer in question will have the right to address the Staff Senate at this meeting.
 5. After Staff Senate review, any member of the Staff Senate may introduce a motion either for removal or for no further action.
 6. The Staff Senate will vote by secret ballot.
 7. Passage of a motion to remove an officer requires an affirmative vote of three-quarters of the total voting Staff Senate membership outlined in Article I Section 1 of these By-Laws. For motions of recall, vacancies shall be

deducted from the voting Staff Senate members before computing the required threshold.

8. The President of the Staff Senate shall notify Staff Senate members, in writing, of the results of the balloting.

Section 40. The President shall notify the officer, in writing, of Section 16, Article I, of the Bylaws.

Article III

Meetings

Regular Staff Senate Meetings

Section 1. Regular monthly Staff Senate meetings will be held on the first Thursday of each month beginning at 9:00am, unless notified otherwise, at the location designated by the University Governance Secretary.

Section 2. Quorum is defined as ten (10) voting members of the Staff Senate. Quorum can be established by voting members present at the meeting, or with a signature proxy of a voting member as outlined in Article VI.

Section 3. A minimum of one meeting will be held each year at the Alton Campus and at the East St. Louis Center.

Special Meetings

Section 4. Special meetings may be called at any time by the President, President-Elect in the President's absence, or a designated representative, who must be a member of the Executive Board. In an emergency, any member of the Staff Senate may call a special meeting provided there is a quorum as defined in Section 2 of this Article.

Committee Meetings

Section 5. All committee meetings will be scheduled by their respective Chairpersons, or in the Chairperson's absence, by the Staff Senate President or a designated representative.

Section 6. A simple majority of the members of each committee will constitute a quorum.

Section 7. The committee chairperson will be responsible for submitting committee reports, minutes, or other requested information to the appropriate officer through the University Governance Office.

Article IV

Committees

Section 1. The Staff Senate establishes the following standing committees:

- A. Public Relations
- B. Scholarship
- C. Fund-Raising
- D. Diversity Initiatives
- E. Policy Review
- F. Staff Development and Well-Being
- G. Elections and Operations

Section 2: The President will appoint the chair of each standing committee. Committee chairs must come from the different employee classification constituencies.

Section 3. The Staff Senate Secretary will serve as an advisor to the Public Relations Committee. The Treasurer will serve as an advisor to the Fund-Raising Committee. The President-Elect will serve as an advisor to the Elections and Operations committee and will be the Chief Elections Officer. Other officers may be assigned advisory roles to committees.

Section 3. The Executive Board will establish the minimum and maximum committee size. Each voting member of the Staff Senate will be appointed to at least one committee. Non-members of the Staff Senate may be appointed to committees as voting members, subject to approval by the Executive Board.

Section 4. Each committee must include members from at least two (2) different employee classification constituencies (which can include committee chairs).

Section 5. Each Committee will operate under the auspices of the Staff Senate. The Executive Board may authorize distinct operating papers for any committee, as it deems necessary.

Section 6. Each committee must meet once per quarter. Business may be conducted electronically.

Section 7: Function of the Committees

In addition to supporting the work of the Staff Senate, each committee is tasked with specific responsibilities.

- A. Public Relations. The Public Relations committee is responsible for promoting the identity, achievements, and programs of the Staff Senate, including the welcoming of new employees. It may create its own programs or work jointly with other committees to promote Staff Senate programs and initiatives.

- B. Scholarship. The Scholarship committee is responsible for administering any scholarship that is the responsibility of the Staff Senate. Along with promoting the scholarship and supporting its operations, the Scholarship committee will make recommendations to the Staff Senate for scholarship awardees.
- C. Fund-Raising. The Fund-Raising committee is responsible for overseeing the organization's overall fund-raising activities, in support of the various scholarships overseen by the Staff Senate, as well as for programs and operations of the Staff Senate.
- D. Diversity Initiatives. The Diversity Initiatives Committee is responsible for creating and promoting programs, training, and employee development in regard to diversity, inclusion, and cultural competency. The Diversity Initiatives committee is expected to work with initiatives from the University Diversity Council.
- E. Policy Review. The Policy Review committee is responsible for researching and reviewing University policies that affect staff employed by the University. Its primary function is to provide staff input on policies created or modified by Human Resources.
- F. Staff Development and Well-Being. The Staff Development and Well-Being committee is responsible for promoting staff interests in regards to University-wide issues of concern and interest outside of Human Resources policies. The committee will address concerns about working conditions, professional and personal development, and guidance in navigating the University policies and structure.
- G. Elections and Operations. The Elections and Operations committee is tasked with conducting elections of members to the Staff Senate, or any other voting procedure as directed by the President. It is also charged with monitoring and proposing, when appropriate, changes to the Staff Senate Constitution, By-Laws, the operating papers of Staff Senate-created bodies, or other governance structures.

Article V

Executive Board

Section 1. As directed by Article IV of the University Staff Senate Constitution, the Executive Board will consist of

- A. The officers of the Staff Senate; and
- B. Four (4) Constituency Representatives, representing each of the employee classifications outlined in Article III; and
- C. The President or Executive Board may appoint staff representatives to University committees, other Staff Senate appointments, or any other person to attend Executive Board meetings as an ex-officio and non-voting participant.

Section 2. Except for special meetings, items to be placed on the agenda will be submitted to the President-Elect, in writing by the first (1st) day of month before the next regular Executive

Board meeting. Issues that arise in the regular Staff Senate meeting may be added to the agenda beyond this deadline.

Section 3. The order of business for all regular meetings will be arranged by the President with assistance of the Executive Board.

Section 4. The Executive Board will meet once a month unless a special meeting is called by the President, President-Elect, or a designated representative, who must be a member of the Executive Board.

Article VI

Parliamentary Procedures

Section 1. This organization shall be governed by the Constitution and By-Laws of the University Staff Senate. In cases where those documents do not address an issue, the most current edition of Robert's Rules of Order published at the start of the Staff Senate year will be the guideline used for all other parliamentary procedures.

Section 2. Voting will be done by voice, division of the house, or secret ballot. The Staff Senate may authorize electronic procedures available through the University to facilitate regular meetings, committee meetings, Executive Board meetings, special meetings, or at any other time when voting is required, including elections. The Staff Senate may choose to authorize electronic voting for a specific piece of business or for an entire period of time. All authorizations will cease at the end of the Staff Senate year and must be re-authorized by the Staff Senate.

Section 3. When voting in person, proxy votes will be allowed. The authorization for a proxy must be submitted to the University Governance Secretary in writing. Proxy votes will not be allowed if electronic voting is authorized by the Staff Senate.

Section 4. Any member of the Staff Senate may request a secret ballot or roll call vote be taken on any issue.

Section 5. Once a quorum has been established, actions need only receive a simple majority of those voting, unless otherwise noted. When absolute thresholds are required, vacancies in a voting membership are to be disregarded in establishing the required minimum vote.

Section 6. The presiding officer of the Staff Senate may only vote to break a tie.

Section 7. Any requirements for notifications or submissions in writing may be met through hand-delivery, physical mail to a person's University address, or through delivery of electronic mail to a person's University e-mail.

Article VII

Amendments

Section 1. Any member of the Staff Senate may propose an amendment to the Bylaws of the Staff Senate.

Section 2. The proposed amendment will be submitted to the President-Elect in writing by the fifteenth (15th) day of the month before the next regular Staff Senate meeting.

Section 3. The President will put the item on the agenda for the next regular meeting under New Business for the first reading and discussion. After discussion, the item will be automatically tabled until the next regular meeting.

Section 4. The President, with the consent of the Executive Board, may call a special meeting to consider final approval of amendments. No meeting can take place fewer than ten (10) work days after the regular meeting.

Section 5. Proposed amendments must be voted on by secret ballot following the rules outlined in Article VI.

Section 6. At in-person votes, proxy ballots are allowed and must follow the rules outlined in Article VI.

Section 7: To pass, proposed amendments must be approved by twelve (12) voting members of the Staff Senate. Failure to achieve this number means the amendment(s) were not adopted.

Section 8. Amendments will be submitted to the University Chancellor for approval.

HISTORY OF AMENDMENTS & CHANGES TO STAFF SENATE BY-LAWS

*Approved by University Staff Advisory Council May 17, 1979 (its first Constitution and Bylaws)
Approved by President June 21, 1979 (with concerns to Bylaws Art. III, Sect. 5 and Art. III, Sect. 17)*

Approved by University Staff Advisory Council October 18, 1979 (renaming the “Council” as “University Staff Senate” and handling President’s concerns from June 21, 1979)

Approved by Acting President May 1, 1980 (renaming to Staff Senate)

Approved by President May 15, 1980 (revisions to remove contradictions in USS Constitution and Bylaws with Professional Staff Panel Personnel Policy)

Change in University Governance System consisting of: University Staff Advisory Council, Student Senate, Faculty Senate and University Senate (consisted of members from all constituencies to handle matters involving all other bodies). Dr. Shaw’s revision to the

governance system with the new constituency groups: Civil Service: Open Range; Confidential, Managerial and Supervisory Exclusions Civil Service: Negotiated and Prevailing Professional Staff (approved and added to USS Constitution and Bylaws 1985/86)

Amended by Staff Senate – May 17, 1984 Section 5 “Amendments will be submitted to the President of the University for approval.”

Approved by President – May 23, 1984 (from Staff Senate approvals of changes ... and addition of May 17, 1984)

Amended by Staff Senate – February 20, 1986 (membership established as three groups Art. I, Sect.1a)

Approved by President - March 7, 1986

Amended by Staff Senate – March 17, 1988 (Art. III, Sect. 2; Art. IV, Sect. 14 and new Sect. 18, Section 27 all about Past-President; Art. VIII, Sect. 1 adding Past-President to Executive Comm.

Approved by President – April 8, 1988

Amended by Staff Senate – April 20, 1989 (Art. III, Sect. 14c (clarifying procedures to replace Alton and/or E.S.L. Centers Senators whose terms have not expired)

Approved by President - April 28, 1989

Amended by Staff Senate - June 15, 1989 (Art. III, Sect. 1 and Art. VII (for purposes of clarifying said same Constitution Articles and Sections)

Amended and approved by President - July 13, 1989 (Art. III, Sect. 1 Professional Staff numerical apportionment and in Art. VII a new Sect. 3 with the same numerical apportionment of Professional Staff renumbering the Sect. 4-8)

Senate acceptance of Presidential Amendments of July 13, 1989, amended by Staff Senate - July 20, 1989

Approved by President – August 3, 1989

Amended by the Staff Senate - November 5, 1990 (Art. III, Sect. 1, 2, 14, 15a, 16, 17, 18, Art. IV, Sect. 8, 19-23, and 28; Art. IX Sect. 2 changes and corrections)

Approved by President with editorial amendments – December 11, 1990

Amended by Staff Senate at their December 1990 meeting (accepted editorial revised amendments of President from December 11, 1990)

Approved by President – January 9, 1991

Amended by Staff Senate - October 17, 1991 (unknown corrections/changes)

Approved by President - November 25, 1991

Amended by Staff Senate – September, 1993 (unknown corrections/changes)

Approved by President - September 24, 1993

Amended by Staff Senate - June 8, 1995 (Art. V, Sect. 1 change to first Thursday of the month and no meeting in July)

Amended by Staff Senate - March 7, 1996 (all wording “President” changed to “Chancellor”)

Approved by Chancellor – December 1997

Amended by Staff Senate – December 8, 1997(unknown corrections/changes)

Approved by Chancellor - March 10, 1998

Amended by Staff Senate – October 3, 2002 (editorial, addition of proxy vote, change of quorum requirement and the addition of Article IV, Section 6)

Approved by Chancellor – May 15, 2003 (with exception of Article IV, Section 6)

Amended by Staff Senate - May 11, 2006 (all changes related to election calendar year and editorial)

Approved by Chancellor -- August, 2006

Amended by Staff Senate – February 7, 2007 (unknown corrections/changes)

Approved by Chancellor – April 19, 2007

Amended by Staff Senate – October 2, 2014 (Art. I, Sect. 1- new Sect. 9 formatting, Art. I, New Sect. 5 - new Sect. 15 election changes, Art. II, Sect. 3 removed Salary Comm. Chair ratification, Art. II, Sect. 12 grammar, Art. II Sect. 18 removed Fiscal Officer and other financial officer changes, Art. II, Sect. 30 grammar; Art. II Sect. added 36 and 37 pertaining to Sect. 18; Art. II new Sect. 39 officer elections; Art. II new Sect. 42 grammar; Art. III, Sect. 6 Compensation Committee removed; Art. V, Sect. 6 Panel meeting changes; Art. VI, Sect. 1 added Treasurer to Executive Committee)

Approved by Chancellor - October 10, 2014

Amended by Staff Senate – June 25, 2018 (Staff Senate Membership was expanded to twenty-two (22) voting members and allocation of seats updated; eligibility changed to one year of employment; removal of panels and replacement with Constituency Representatives; establishment of new standing committees.)

Approved by Chancellor – July 11, 2018

Amended by Staff Senate - February 7, 2019 (Allocation of membership was changed to three (3) members from Administrative Staff: Represented and three (3) members from Administrative Staff: Non-Represented.)

Amended by Staff Senate – July 2, 2020 (Allow for election by acclamation; authorization of electronic meetings, voting, and elections; clarification of language.)

Approved by the Chancellor – September 8, 2020

Amended by Staff Senate – December 3, 2020 (Reallocation of seats to seven (7) Civil Service: Negotiated and Prevailing, six (6) Civil Service: Open Range/Confidential, Managerial, and Supervisory Exclusions, two (2) Administrative Staff: Represented, and three (3) Administrative Staff: Non-Represented)

Approved by the Chancellor – December 23, 2020

Amended by Staff Senate – March 5, 2026 (Staff Senate Membership was expanded to twenty-three (23) voting members and allocation of seats updated.)

Approved by the Chancellor – March 20, 2026