



## Bylaws

### I. Composition of the Senate

A. The Senate is comprised of elected members representing the various staff classifications as follows:

- 1000 - Administrative/Managerial & 3000 - Professional
- 4000 - Technical and Paraprofessional
- 5000 - Office Support
- 6000 - Crafts/Trades
- 7000 - Services

B. Membership is based on approximately 3% of each job category, to be reviewed annually prior to general election.

C. An eligible member is a full-time or part-time benefited employee who is off probation at the time of the nomination.

D. The Executive Committee shall be elected from the membership of the Senate.

E. The Director of Human Resources or the Director's designated representative shall serve as a non-voting ex-officio member of the Staff Senate and Executive Committee.

### II. Terms of Office and Election of Senate Members

A. Senate membership shall be for a three (3) year term with approximately one-third (1/3) of the members elected each April. A member shall not serve more than two (2) 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 up to an additional two (2) years on the Staff Senate, if required, to complete the terms of President and Immediate Past President.

B. Regular elections to fill vacant positions shall be held annually during the month of April. Terms of elected senators begin in May.

C. University employees identified in Section I shall be eligible to vote.

D. Nominations shall come from staff eligible to vote.

E. Ex-officio officers appointed to the Staff Senate are not eligible to vote.

### **III. Election of Officers/Members-at-Large**

The Staff Senate will nominate and vote annually for the following Executive Committee members:

1. Vice President/President Elect
2. Secretary
3. Treasurer
4. Membership/Attendance Officer
5. Members-at-Large (3)

The senator elected as Vice President/President-Elect will assume the office of the President and then Immediate Past President.

If the office of the Immediate Past President becomes vacant, the Executive Committee shall appoint one of the current members of the Executive Committee to complete the term.

At the regular April meeting, nominations for Staff Senate executive officers (except for Members-at-Large) shall be made through motions from the Staff Senate. Any Senate Member who is nominated for an office must either be present at the meeting to accept the nomination or must have sent prior acceptance of the nomination in writing to the meeting. Members-at-Large will be elected at the May meeting when new senators are in attendance.

The Staff Senate will vote; majority vote determines the winner. The Elections/Bylaws Committee shall tally the votes.

The Executive Committee declares an office vacant when an officer is unable or does not properly perform the duties of the office, e.g. does not attend meetings or fulfill duties described for that office. All vacancies on the Staff Senate Executive Committee shall be filled by a special election at the first regular Staff Senate meeting following the vacancy.

### **IV. Duties of the Officers**

#### **A. The President:**

1. Presides over all meetings of the Staff Senate and Executive Committee.
2. Ensures that all Staff Senate activities are conducted in an orderly and professional manner.
3. Has the authority to appoint such committees as are deemed necessary for the business of the Staff Senate.
4. Ensures that all actions conform to the Staff Senate Constitution and Bylaws.
5. Serves ex-officio on all committees of the Staff Senate, if needed.

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 Staff Senate.
8. Authorizes monies from Staff Senate funds in the absence of the Treasurer.
9. Contacts Senators when 3 absences occur.
10. Is responsible for retrieval of mail from the Staff Senate Post Office Box, as needed.

**B. The Past President:**

1. Serves as an active member of the Executive Committee and provides 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, if needed.
3. Serves as chairperson of the Elections/Bylaws Committee.
4. Maintains current election results and contacts prospective senators following a vacancy in Staff Senate membership.

**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 as the chair of the Staff Development Program Committee.
4. Carries out additional duties as assigned by the President.
5. Assumes office of the President at the end of the sitting President's term.
6. Presides at the May meeting after the passing of the gavel.

**D. The Secretary:**

1. Takes and maintains the minutes of each meeting of the Staff Senate and the Executive Committee.
2. Publishes and distributes the minutes from the previous Staff Senate Meeting and the agenda for the upcoming Staff Senate Meeting to all Staff Senators one week prior to the next meeting via the Staff Senate List-Serve and sends copies of the Staff Senate Minutes, agendas, and special reports to the UND President, Vice Presidents, Staff Senators without e-mail addresses, and other designated people. Coordinates with the web site coordinator.
3. Solicits agenda items for the Executive Committee meeting and prepares and distributes the agenda.
4. Maintains the historical and past information of the Staff Senate (minutes, memos, letters, resolutions, correspondence, etc.)
5. Passes on all files to the succeeding secretary and serves as a resource person.

**E. The Treasurer:**

1. Primarily responsible for the Staff Senate's fiscal affairs.
2. Prepares a monthly financial statement and reports to the Staff Senate at each of the 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, if needed.
4. Disburses monies from Staff Senate funds. The President of the Staff Senate must approve all disbursements of money; however, only the Treasurer's signature is needed to actually disburse money.
5. Monitors funds in CD's and money market (working with Cash/Investments Officer in Accounting Services).
6. Monitors disbursements of scholarship funds and follows up with Student Financial Aid to make sure all scholarships are awarded.
7. Monitors fund-raising efforts and keeps accurate records of each fund.

**F. The Membership/Attendance Officer:**

1. Schedules meeting locations for the Staff Senate and Executive Committee for the following year; notifies the Staff Senate President and the Secretary.
2. Maintains a roll of current members, e-mail addresses, and their attendance at meetings. Reports monthly to the Executive Committee on attendance status of Senators.
3. Maintains all permanent records of Senators and terms served.
4. Maintains & distributes Staff Senate Manuals.
5. Maintains the Staff Senate listserv.

**G. Members-at-Large**

1. Provide one more voice for the betterment of all Staff Senate.
2. Act as a conduit between the Executive Committee and all other staff senators.

**V. Committees and Task Forces**

**A. Executive Committee:**

The Executive Committee of the Staff Senate shall consist of its officers, the Members at Large, and the chairs of the Legislative, Bylaws/Elections, Public Relations, Staff Development Program, and Fundraising/Scholarship Committees, 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. Set the agenda for each meeting of the Staff Senate.
4. Ensure that the Constitution and Bylaws are followed.
5. Receive proposals from Senators, staff, or the President of the University for consideration at Staff Senate Meetings.
6. Provide information regarding Staff Senate activities to the President of the University, University Senate Chair, Director of Human Resources, Staff Senators, and all UND Staff.
7. Approve disbursement of funds when required.

## B. Other Staff Senate Committees

The Staff Senate shall establish committees as necessary to perform duties determined by the Staff Senate and/or Executive Committee. Each year each committee without a named chair shall elect a chairperson who is a Staff Senator and shall develop goals for the upcoming year. Yearly goals of each committee shall be submitted to the Executive Committee in September.

Every Staff Senate member is expected to belong to a committee. A Staff Senator may serve on a maximum of two (2) committees each year. Each committee shall give an oral report and submit a written report prior to each monthly Staff Senate meeting. At the April meeting, each committee will submit in writing a detailed year-end report to the secretary.

All Committees shall work with the Public Relations Committee to assist with production of all documents, correspondence, flyers, etc., before publication.

1. **Elections/Bylaws Committee** – reviews, drafts and recommends amendments to the bylaws and presents them to the Executive Committee and then to Staff Senate for approval. Rules on questions relating to qualifications of electors and members, nominates and receives nominations, presents a slate of nominees, and conducts the elections.
2. **Legislative Committee** – provides Staff Senate with information regarding legislative activity placing particular emphasis on issues affecting higher education and UND staff. The committee depends on feedback from the Staff Senate to propose and initiate a coordinated effort as a result of the given information. Acts as parliamentarian or source of parliamentary procedure according to Sturgis.
3. **Staff Development Program Committee** – identifies, recommends, and coordinates various programs and activities that will provide professional and personal growth for all UND employees. May suggest programs for Staff Senate meetings.
4. **Public Relations Committee** – works in conjunction with other Staff Senate Committees to:
  - a. Publicize events sponsored by the Staff Senate
  - b. Open channels of communication with the campus community.
  - c. Raise awareness about the vital role performed by staff in the operation of the university.
  - d. Develop documents and correspondence prior to submission to the Executive Committee.
  - e. Maintain the Staff Senate web page and display case.
5. **Fundraising/Scholarship Committee** – shall develop funding sources for scholarships and other programs as they apply to Staff Senate and shall develop scholarship programs, disseminate information, and monitor selection of recipients on an annual basis as funds are available.

6. **Staff Recognition Committee** – Develops and administers events and programs to recognize and reward Staff Employees for their service to UND. Coordinates events such as Spring Fling, and in conjunction with Council of State Employees (COSE), plans activities for State Employee Recognition Week. This committee also administers the UND Staff Senate Senator of the Year award.

### **C. University Senate Appointments**

Staff Senate will have three representatives on this committee who will each serve a one-year term:

1. Staff Senate President
2. Staff Senate Vice President
3. This person will be selected each year through the standard committee selection process currently in place.

### **D. Other University Committees and Task Forces**

The Staff Senate Executive Committee will appoint Senators to serve on University committees and task forces as requested. (See Procedures Manual)

## **VI. 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.

## **VII. Attendance/Absenteeism**

Senators are expected to attend all Staff Senate meetings. A Senator shall contact the Membership/Attendance Officer directly, to record their absence prior to an anticipated absence or as soon as possible after an unexpected absence of any Staff Senate meeting. A Senator who has had three (3) absences in any twelve (12) month period or fraction thereof will be contacted by the UND Staff Senate President. A Senator's position may be vacated by a vote of the Executive Committee. Attendance will be taken at each Staff Senate meeting.

## **VIII. Interim Vacancies**

Interim vacancies will be filled using the following procedures:

- A. Vacancies of Staff Senator positions will be filled by the person receiving the next highest number of votes from the previous full election.
- B. When more than one candidate shares the next highest number of votes, a majority of those members present and voting at the next regular Staff Senate meeting will elect one of those candidates.

- C. If there are no candidates from the previous full election, the vacancy will be communicated through a variety of internal media and in the Senate minutes prior to the meeting when elections take place. The Senate Elections/Bylaws Committee shall accept nominations of interested and eligible staff employees to fill the vacancies. Election will be by a majority of those members present and voting at the regular Senate meeting.
- D. Executive Committee, at their discretion, has the option not to fill the vacancy.
- E. If the vacancy is filled, it will be for the duration of the unexpired term. Any term less than 12 months is not considered a full term. The President will write the new Staff Senator, indicating the length of their term and when it expires.

## **IX. Meetings and Actions**

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

- A. Meetings of the Senate shall be open.
- B. A record of proceedings at meetings shall be kept and shall be made available by the secretary of the Senate upon request and under reasonable conditions.
- C. The Senate shall establish and maintain reasonable procedures whereby any Staff Senator may propose to the Executive Committee items to be included on the agenda for the next Senate meeting.
- D. The Senate shall invite the President and Vice Presidents of the University of North Dakota to all Staff Senate meetings. The Senate shall consider any recommendations made at any time by the President of UND.

## **X. Email and Telephone Voting**

In instances where the President of Staff Senate determines a motion and vote must be addressed on an emergency basis, voting may occur through email or via the telephone to the chair of the Elections/Bylaws Committee. In the case of an email vote, arrangements will be made for any senator without email.

## **XI. Amendments to the Bylaws**

Amendments to these bylaws may be proposed by motion at any regular meeting of the Senate. Amendments must be approved by a majority vote of the Senate. The President of the University, in addition to each Staff Senator, shall receive a copy of all changes indicating what changes have been made/approved.

## **XII. 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.