

# LANDER UNIVERSITY STAFF SENATE

## BYLAWS

### TABLE OF CONTENTS

ARTICLE I. NAME

ARTICLE II. MISSION

ARTICLE III. VISION

ARTICLE IV. STRATEGIC GOALS

ARTICLE V. SENATE COMPOSITION

A. Composition

B. Representation

ARTICLE VI. SENATE STRUCTURE

A. Term Of Office

B. Election Procedure

1. Eligibility

2. Nominations

3. Election

C. Election Of Officers

1. Eligibility

2. Nominations

3. Election

D. Filling Of Vacancies

E. Removal Of Senators

F. Meetings

1. Formal Meetings

2. Special Meetings

ARTICLE VII. STAFF SENATE BOARD DUTIES

- A. Officers
- B. Chair
- C. Chair-Elect
- D. Secretary
- E. Treasurer

ARTICLE VIII. STANDING COMMITTEES

- A. Elections Committee
- B. Professional Development Committee
- C. Communications and Bylaws Committee
- D. Employee Appreciation and Recognition
- E. Community Outreach and Partnerships

ARTICLE IX. AD HOC COMMITTEES

ARTICLE X. AMENDMENTS

ARTICLE XI. ANNUAL STRATEGIC REVIEW



## **ARTICLE I. NAME**

The name of this organization shall be the Lander University Staff Senate.

## **ARTICLE 2. MISSION**

The Lander University Staff Senate exists to enhance the welfare of its staff; to serve as a liaison between staff, administration, faculty, and students; and to advise the administration on matters concerning the staff. This focus provides staff with a voice to promote a positive, respectful work environment that sustains both personal and professional growth. In support of the university's strategic plan, specifically the goal of remaining an employer of choice, the Senate strives foremost to contribute to the overall success of Lander University and its students.

## **ARTICLE III. VISION**

The Staff Senate will advocate and represent the interests of staff to administration and the campus community.

## **ARTICLE IV. STRATEGIC GOALS**

- A. Improve job satisfaction and overall well-being of staff members.
- B. Promote effective communication and collaboration among staff, administration, faculty, and students.
- C. Ensure that staff perspectives and insights are actively included in administrative decision-making processes.
- D. Develop and maintain a supportive, respectful, and inclusive workplace culture.
- E. Align Staff Senate initiatives with the university's strategic plan to ensure the Senate's efforts contribute to the broader institutional goals.
- F. Support the university's mission by contributing to its academic and community objectives.

# ARTICLE V. SENATE COMPOSITION

## A. Composition

1. The Staff Senate consists of:
  - a. The Staff Senate Board
  - b. One ex-officio representative from the Office of Human Resources
  - c. Senators elected by staff employees from each area of campus
2. The Staff Senate Board consists of the:
  - a. Chair
  - b. Chair-Elect
  - c. Secretary
  - d. Treasurer
3. The immediate past Chair may be called to serve in an advisory capacity or assist with special assignments as needed.

## B. Representation

1. Each area on campus is eligible to elect Senators in proportion to the total number of staff employees within the area, in accordance with the table below:

<b><u>STAFF EMPLOYEES</u></b>	<b><u>SENATORS</u></b>
1-20 Staff Employees	1 Senator
21-40 Staff Employees	2 Senators
41-60 Staff Employees	3 Senators
61-80 Staff Employees	4 Senators
81 or more Staff Employees	5 Senators

2. The areas defined in the university organizational chart are listed below. Prior to each election, the Office of Human Resources will provide an updated list of these designated areas and the total number of staff employees within them to the Staff Senate.

<b>Academic Affairs</b>	Academic Affairs	College of Education
	College of Arts & Humanities	College of Science & Mathematics
	College of Behavioral & Social Sciences	Jackson Library
	College of Business	School of Nursing
	College of Graduate & Online Studies	
<b>Athletics</b>	<b>Athletics</b>	
<b>Finance &amp; Administration</b>	Accounting & Budget	University Police
	Facilities Operations	Human Resources
	Information Technology Services	Student Employment
	Procurement & Retail Services	Transportation
	Special Events & Scheduling	
<b>Enrollment &amp; Access Management</b>	Admissions	International Programs
	Enrollment Services	Registrar
	Financial Aid	Military & Veterans Services
<b>President's Office</b>	Governmental Relations	University Relations & Publications
	University Advancement	Career Services
<b>Dean of Students</b>	Housing & Residence Life	Student Conduct
	CARE Team	Health & Wellness
	Title IX	
<b>Student Experience &amp; Quality Assurance</b>	Student Success Center	Campus Recreation & Intramural Sports
	Student Support Services	Equestrian Center
	Disability Services	Orientation Programs
	Student Activities	

## ARTICLE VI. SENATE STRUCTURE

### A. Term of Office

1. Senators will be elected to serve a two-year term.
2. The term will run consecutively from July 1<sup>st</sup> (beginning of term) through June 30<sup>th</sup> (end of the second year).
3. Senators may serve up to three consecutive terms.
4. After serving three consecutive terms, Senators will be ineligible to serve for the next two years.
5. Senators elected to the Staff Senate Board will serve a one-year term in that capacity.
6. Senators elected as Chair-Elect will serve two years on the Staff Senate Board: one year as Chair elect and one year as Chair, resulting in a total of three years on the Staff Senate.
7. The Director of Human Resources shall serve as a non-voting ex-officio member of the Staff Senate. Acting in an advisory capacity, this representative will:
  - a. Be invited to attend all meetings
  - b. Will serve as an informational resource regarding State and/or university regulations, policies, and procedures
  - c. Function as a liaison between university administration and the Senate, when appropriate
  - d. Be allowed to submit agenda items to the Senate Board for discussion/consideration but will not be allowed to vote on any said agenda items.
8. One ex-officio member will be appointed to the Staff Senate by the Diversity Advisory Council. This member:
  - a. Is not a voting member of Staff Senate
  - b. Will serve to enhance communication between the Staff Senate and the Diversity Advisory Council
  - c. Will be included on the Staff Senate Meeting agenda to report Diversity Advisory Council discussion and initiatives

- d. Will support the university's core value of diversity and strengthen Lander University's efforts to be an employer of choice

## B. Election Procedure

### 1. Eligibility

- a. All Lander University staff employees are eligible to serve on the Staff Senate if they meet the following criteria:
  - i. Are in good standing
  - ii. Occupy a full-time equivalent (FTE) position
  - iii. Have completed one year of employment with the university

### 2. Nominations

- a. The constituents of each area shall nominate and elect their Staff Senator(s).
- b. Any full-time equivalent (FTE) staff member has the right to nominate and vote for candidates for their area senator.
- c. All nominees will have the right of refusal.

### 3. Election

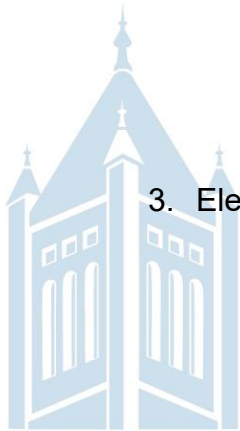
- a. The Election Committee will facilitate the election process annually.
- b. The constituents of each area shall elect Staff Senator(s) based on the number of representatives determined for each area by the Election Committee, with assistance from the Chair and Office of Human Resources.
- c. Senate positions that remain vacant following an annual election will continue to be vacant until the next annual election, unless a special election is requested by the division with the vacancy.

## C. Election of Officers

### 1. Eligibility

- a. Staff Senate members who have served for at least six months in their current term as Senator are eligible to be nominated for Chair-Elect. Newly elected Senators are eligible for nomination for Secretary and Treasurer.

### 2. Nominations



- a. Nominations for Senate offices of Chair-Elect, Secretary and Treasurer for the upcoming session shall be accepted by the Election Committee in July of each year.

### 3. Election

- a. The election of officers will occur in July of each year. The election process will involve a secret ballot, and officers will be determined by majority vote as confirmed by the Election Committee. The candidate receiving the majority vote will be offered the officer position first, with the right of refusal.

### D. Filling of Vacancies

1. If a Senator leaves the University or Resigns from their position with more than 90 days remaining in their elected term, an election may occur to fill the vacancy.
2. If a sitting Senator accepts a new position at the university outside their originally elected area, they will be allowed to complete their term as a Senate Member-at-Large. If more than 90 days remain until the next annual election, the vacant division may choose to hold a special election to fill the open position.
3. If a member of the Staff Senate Board resigns from their position, a special election will be held to fill the vacancy.

### E. Removal of Senators

1. The Staff Senate Board has the discretion to remove a Senator by majority vote of Staff Senate members. Senators may appeal their removal to the Staff Senate Board within ten working days of the removal action. This decision will be final. Any Senator with three (3) or more unexcused regular meeting absences in a fiscal year may be removed.

### F. Meetings

#### 1. Formal Meetings

- a. The Staff Senate shall typically meet monthly, unless cancelled by the Chair. Additional meetings may be called by the Chair, the



University President, or upon request of three (3) members of the Staff Senate.

- b. Regular meetings shall be held monthly from July through June, unless ordered by the Staff Senate Board. The Senate Secretary shall send a proposed Order of Business to all members at least five (5) business days prior to the meeting date. If the Staff Senate Board has no agenda items or proposals, they reserve the right to cancel a meeting and must notify the Senate membership. Meetings on odd-numbered months will primarily consist of a chair report and discussion of time-sensitive or pressing issues, allowing committees to work independently.
- c. Only Senators present shall have the right to vote on Senate business. The Chair shall vote only in the event of a tie.
- d. Individuals or departments that wish to be placed on the published meeting agenda must be preapproved and will be allotted time on a case-by-case basis.
- e. All staff members are invited to attend and observe Staff Senate meetings, but participation is limited to Staff Senate members and those on the published meeting agenda.
- f. Senate quorum shall consist of fifty percent (50%) or the voting members. If a quorum is not reached, the meeting shall process without recording votes, and minutes shall not be approved until the following meeting. If a quorum is met, votes can be recorded, and the minutes can be approved.

## 2. Special Meetings

- a. Special meetings of the Senate may be called by the Staff Senate Board for matters that cannot wait until the next regularly scheduled meeting. Notification of a scheduled special meeting shall be given at least three (3) business days in advance by the Senate Secretary.
- b. The Staff Senate Board may call a closed session to discuss private matters. A closed session may only occur after an open meeting has



commenced and has been approved by a majority of present Staff Senate members present.

## **ARTICLE VII. STAFF SENATE BOARD DUTIES**

### **A. Officers**

1. The Senate will elect a Chair-Elect, a Secretary and a Treasurer from its membership. A Non-Voting Ex- Officio Delegate from HR will serve in an advisory capacity. This group will be referred to as the Staff Senate Board.
2. Officers shall serve one-year (1) terms.

### **B. Chair**

1. Schedules the time and place for each Senate meeting.
2. Presides over all regular and special Senate meetings.
3. Prepares an agenda (including soliciting agenda items) for the Secretary to post.
4. Serves as the official Senate representative to meetings as requested.
5. Appoints a parliamentarian to ensure that the Staff Senate abides by Robert's Rule of Order when conducting a meeting.
6. Establishes ad hoc committees as approved by the Staff Senate, appoints members, and designates chairs of the committees as appropriate.
7. Votes on motions only when their vote will affect the outcome.
8. Authorizes disbursement of funds based on university policies.
9. Conducts the Senate's Annual Strategic Review.

### **C. Chair-Elect**

1. Assists the Chair
2. Assumes the responsibilities of Chair whenever the Chair is absent or unable to perform duties.
3. Secures and reserves the meeting place for regular meetings.
4. Succeeds the Chair at the end of their term.
5. Succeeds the Chair if they cannot complete their term (this shall not deprive the Chair-Elect from serving a full term as Chair the following year).

### **D. Secretary**

1. Distributes copies of agenda and meeting notices.
2. Conducts a roll call (or records attendance) and advises the Chair if a Quorum (simple majority) is present.
3. Prepares and distributes minutes of each meeting.
4. Submits official correspondence.
5. Maintains records and copies of approved minutes and transfers records to the successor.

E. Treasurer

1. Maintains accurate and timely records for Senate funds and presents reports of expenditures as needed.
2. Verifies and presents invoices to the Staff Senate for approval and timely payment.

## **ARTICLE VIII. STANDING COMMITTEES**

A. Each committee is responsible for designating a chair. The chair is charged with submitting a written report, including action plans, goals, and tentative deadlines, when applicable.

B. Elections Committee

1. Maintains the official membership roster and list of university areas.
2. Supervises the election of Staff Senate and the Staff Senate Board.
3. Maintains election records and terms of office.
4. Ensures the integrity of the election process.

C. Professional Development Committee

1. Sponsors educational workshops and programs involving employee development, networking, training, or other areas of interest to staff.
2. Forwards matters of interest to the Communications and Bylaws Committee for campus distribution.

D. Employee Appreciation and Recognition Committee

1. Develops initiatives to boost employee morale and foster a positive work environment.

2. Manages the selection process for awards and recognition programs to ensure fairness and transparency.
- E. Community Outreach and Partnerships Committee
1. Works with members of the Greenwood community to form connections that benefit Lander University employees.
  2. Promotes volunteer opportunities for staff to engage with and contribute to the local community.

## **ARTICLE IX. AD HOC COMMITTEES**

- A. Ad hoc committees are established for short-term, specific tasks that do not fall under the purview of any standing committee.

## **ARTICLE X. AMENDMENTS**

- A. Amendments to the Senate Bylaws may be proposed by any Staff Senate member. An amendment is considered approved if, when a quorum is present, a majority of the Senate members in attendance vote in favor of it.

## **ARTICLE XI. ANNUAL STRATEGIC REVIEW**

- A. To ensure alignment with the university's goals and the Staff Senate mission, an Annual Strategic Review of the Senate shall be conducted.
- B. The Chair of the Senate shall determine the process and methodology for conducting the Annual Strategic Review. This includes selecting review members, defining review criteria, and establishing review timelines.
- C. Under the direction of the Chair, the Annual Strategic Review will:
1. Review the Senate's activities and initiatives from the past year.
  2. Evaluate the Senate's progress in achieving its mission and aligning with university strategic goals.
  3. Identify areas of improvement and develop goals for the next Senate.
  4. A report detailing the Annual Strategic Review will be presented to the Senate.