

## **By-Laws of the Staff Senate of Fayetteville State University**

### **I. ESTABLISHMENT**

The Chancellor established the Staff Senate on April 29, 1998, to assist the University in its policy of encouraging open and effective communication among all SPA & EPA (non-teaching) employees. The first meeting of the Staff Senate was held January 1999.

### **II. PURPOSE**

**Section 1.** The Staff Senate serves in an advisory capacity to the Chancellor and his/her designees. The Senate will act as a deliberative body for the Staff information and enactment of rules, policies, regulations and procedures consistent with established policies and procedures of the Office of State Personnel, Fayetteville State University and The University of North Carolina. The purpose of the Staff Senate is to:

**1.1.** Provide a regular, open forum to facilitate communication among all SPA & EPA (non-teaching) employees concerning general employment interests and concerns, current University operations, and University plans or prospects. However, the Senate is not intended as a vehicle to deal with individual issues, grievances, or complaints, nor as a means to circumvent regular administrative channels.

**1.2.** Advise the Chancellor or his/her designee(s) on issues that the Chancellor may from time to time request advice for consideration.

**1.3.** Encourage the development of constructive suggestions for a more efficient and effective University working environment among all employees.

**Section 2.** Hereafter in this document, the term "Senate" shall refer to the Staff Senate.

### **III. PARTICIPATION**

**Section 1.** Senators, Senate Alternates, and Proxies engaged in regularly scheduled Senate activities that take place during their regular work schedule will report such activity as work time. Supervisors and managers shall support participation, including permitting necessary release time for Senate activities, including committee meetings.

**Section 2.** All Employees are encouraged to participate in Senate activities with the following provisions:

**2.1.** Attendance and participation by Employees other than Senators, Senate Alternates, and Proxies in the Senate's Monthly Meetings are on a volunteer basis, are not reported as work time, and must not conflict with work assignments.

**2.2.** Participation in the Senate's committee meetings by Employees other than Senators, Senate Alternates, and Proxies are at the discretion of individual Employees, who must obtain support and approval from their supervisors to have this service treated as work time.

**2.3.** Attendance at the Senate's semi-annual Community Meetings is considered work time for all Employees when the meeting occurs during an Employee's regular work schedule. However, Employees should receive approval from their supervisors in advance to attend Community Meetings.

#### **IV. COMMITTEE SERVICE**

Senators are required to serve actively on at least one Senate committee. Senate Alternates and other interested Employees are encouraged to serve on committees, but are not required to do so. Only Senators may serve as Chair or Co-Chair of these committees.

All committees of the Senate will be reviewed by the Executive Committee when warranted, but at least biannually to determine their continuing relevance. Committees judged no longer to have relevance will be brought before the entire Senate for a vote on possible discontinuance.

##### **Section 1. Standing Committees**

All Senators will serve on a Standing Committee. The Executive Committee will make committee assignments.

##### **Section 2. Ad Hoc Committees**

Ad Hoc committees shall be created and disbanded as deemed necessary by the Senate President. The committee can consist of both current and former Senate members but must be chaired by a current member of the Senate.

##### **Section 3. University Committees/Councils**

The Senate President shall appoint a member of the Senate or an employee from the staff to represent the Senate on University committees/councils when necessary, taking into account the expertise of the member and his/her area of representation. Outgoing members will be asked if they wish to remain part of a communications and resource network. Those wishing to participate will be considered as a potential resource for service on committees.

##### **Section 4. Committee Responsibilities**

**4.1.** A written copy of all formal resolutions and committee reports should be submitted to the Executive Committee prior to presentation at the full Senate meeting. Each committee should prepare a report to be presented at the full Senate meeting.

**4.2.** Maintain a committee notebook containing: current assignments and letters, completed assignments and letters, minutes of committee meetings, and a committee members' list.

**4.3.** Work on letters and agenda items as assigned.

**4.4** Make recommendations to the Senate. Any material to be included in the Secretary's mailings will be sent to the Secretary seven (7) calendar days before the scheduled meeting.

**4.5.** Hold a transition meeting with incoming and outgoing committee members before the June meeting.

- A. The standing committees of the Senate shall be: Executive, Finance, Election, Issues Review, Legislative Advisory Committee, and the Publicity/Public Relations Committees. With the approval of the Senate, other committees may be formed by the President or Executive Committee as ad hoc committees.
- B. Membership on standing and ad hoc committees will be open to all Senators. The chair of a committee may appoint one or more subcommittees and subcommittee chairs for specific terms to deal with assigned issues; the subcommittee chair shall report to the appointing committee. Each standing committee may consist of up to five (5) members. Committees shall meet on a regular basis as needed. Each committee shall appoint a chair and a secretary if needed. Both standing and ad hoc committees shall have the authority to invite individuals to the committee meeting in an advisory capacity.

## **V. MEMBERSHIP**

### **Section 1. Eligibility**

Senators shall consist of permanent employees (who have completed their probationary requirements) subject to the State Personnel Act (SPA), permanent employees exempt from the State Personnel Act (EPA) who do not hold faculty rank, and other permanent staff employees for whom no provisions have been made.

### **Section 2. Senators**

**2.1.** Elected -- The Senate shall be comprised of one (1) Senator per twenty-five (25) employees in an area. The Senate shall understand that neither the Staff Senate nor the University will accept ignorance, thoughtlessness, or "tradition" as an excuse for discrimination on the basis of race, ethnicity, age, religion, sex, sexual orientation, national origin, marital status or disability. The Senate does not function as a collective bargaining unit. The Staff Senate does not represent employees in grievances or administrative reviews, present demands at meet-and-confer sessions, or endorse legislation not supported by the University.

**2.2.** Representation -- The elected Senator shall be based on proportional distribution across six (6) areas that are based on proximity, familiarity and building location. (See Appendix)

**2.3.** Initial Term in Office --

- A. Terms will begin on July 1st. The initial membership shall be divided into two (2) groups and have staggered terms. The purposes for the staggered terms are to assure continuity and to avoid full turnover in any year. The groups will be divided so as to constitute members from a diverse cross-section of the membership representation. The terms will be as follows:

B. Group I - shall serve one (1) year and shall expire on June 30th of the first fiscal year. For senators elected between December 2007 and March 2008, terms will begin on date of election and will end on June 30, 2009 for representatives elected to one year terms.

C. Group II - shall serve two (2) years and shall expire on June 30th of the second year. For senators elected between December 2007 and March 2008, terms will begin on date of election and will end on June 30, 2010 for representatives elected to two year terms.

#### **2.4. Terms in Office**

Upon the expiration of initial member's term, all members will be elected to serve two (2) year staggered terms. Any vacant member position shall be appointed by the Executive Committee on an interim basis. When a vacancy occurs in any elected Committee position, the area wherein the vacancy occurred shall elect a representative to complete the unexpired term.

Senators are required to notify the Senate President and submit their resignation from the Senate.

### **Section 3. Senate Alternates**

**3.1.** The Senate shall have one (1) elected Senate Alternate per twenty-five (25) employees in an area in the same representation and proportion as Senators. Alternate members shall identify themselves at roll call when the absent senator's name is called. There shall be one Senate Alternate and one Proxy.

**3.2.** Representation --The elected Senate Alternate shall be the area representative with the second highest number of votes and shall be able to vote in the absence of the Senator; providing the Senator has informed the President of the Senate and the Senate Alternate that he or she will not be able to attend the meeting. If for some reason the Senator is able to attend the meeting after the session has been called to order, the Senator will have voice but no vote.

#### **3.3. Initial Term in Office --**

A. Terms will begin on July 1st. The initial membership shall be divided into two (2) groups and have staggered terms. The purposes for the staggered terms are to assure continuity and to avoid full turnover in any year. The groups will be divided so as to constitute members from a diverse cross-section of the membership representation. The terms will be as follows:

B. Group I - shall serve one (1) year and shall expire on June 30th of the first fiscal year. For alternates elected between December 2007 and March 2008, terms will begin on date of election and will end on June 30, 2009 for representatives elected to one year terms.

C. Group II - shall serve two (2) years and shall expire on June 30th of the second year. For alternates elected between December 2007 and March 2008, terms will begin on date of election and will end on June 30, 2010 for representatives elected to two year terms.

### **3.4. Terms in Office**

Upon the expiration of initial member's term, all members will be elected to serve two (2) year staggered terms. Any vacant member position shall be appointed by the Executive Committee on an interim basis. When a vacancy occurs in any elected Council position, the area wherein the vacancy occurred shall elect a representative to complete the unexpired term.

## **Section 4. Ex-Officio**

**4.1.** An ex-officio member is one who is an official member of the University, who offers assistance may not take part in voting.

**4.2.** The Director of Human Resources shall serve as an ex-officio, non-voting member of the Senate. He or she shall function as a liaison between the University administration and the Senate. The Director of Human Resources shall make sure that the Staff Senate adheres to all of the policies and procedures of the University and State of North Carolina.

**4.3.** The Immediate Past President of the Senate shall serve as an ex-officio, non-voting member of the Senate for one year, if his/her term as President corresponds with the end of his/her term as a Senator. The immediate past president will serve in an advisor/mentor capacity at the request of the current President.

## **VI. QUORUM AND VOTING**

### **Section 1. Quorum**

A simple majority (51%) of the members of the Staff shall constitute a quorum for the transaction of the Senate's business. The Staff may not transact any business until a quorum has been secured, but may take any actions required to adjourn the meeting without further notice.

### **Section 2. Voting**

**2.1.** Only elected Senate members shall have the right to vote on Senate business. Only Senate members present may vote. If a Senator is unable to attend a Senate meeting, he or she must notify the Senate President and his/her Senate Alternate of their absence at least one day prior to the meeting. The Senate Alternate shall have voting power during the absence of the appointed Senator, if a written request is submitted in writing one (1) week prior to voting. Other extenuating circumstances will require executive committee approval.

**2.2.** Action by the Senate shall be by voice vote unless a vote is deemed by the Chair as being too close to call. In this circumstance, the vote shall be by a show of hands. Some votes may require written ballots and may be requested from the floor. The President will not vote except when necessary to break a tie.

**2.3.** Measures which requires a two-thirds vote includes:

- amendments to the Fayetteville State University Staff Senate By-Laws
- motions to suspend the rules
- other parliamentary motions which stipulate a two-thirds vote within the most recent edition of Robert's Rules of Order

## **VII. ELECTION PROCEDURE**

### **Section 1. Election Committee**

The Election Committee will develop a representative slate of candidates from each area by actively soliciting open nominations.

### **Section 2. Election of Senators/Senate Alternates**

**2.1. Nominations** -- The Election Committee shall receive a slate of nominees from each electoral area by March 15th of each election year. Elections shall be completed by May 15th, according to procedures approved by the Senate and the Chancellor. The names of the new Senators and Senate Alternates shall be reported to the President of the Senate and the Chancellor by June 1st. The newly elected Senators begin their duties July 1st.

#### **2.2. How Senators/Senate Alternates are elected**

a. **Senators** -- The nominees in each electoral area who receive the highest number of votes for the number of area seats available shall become Senators. In the event of a tie, a run-off election will be held.

b. **Senate Alternates** -- The nominee in each area with the next highest number of votes will become Senate Alternate. Each election will determine a new Senate Alternate and their Proxy.

c. **Runoff** -- Ballots will be distributed by the election committee to break the tie.

#### **2.3. Special Elections**

a. In the event that any electoral area cannot fill each of its apportioned Senator positions due to resignation and/or termination a special election shall be held to fill the vacancies.

b. **Initiating** – By March 1st, the Election Committee shall initiate and complete the special election within eight (8) weeks of discovery that an area lacks its full complement of Senators. Discovery is defined as when the area loses its full complement of Senators, i.e. the date when the relevant Senator resigns or is terminated from the Senate. The Chair of the Election Committee signals that a special election is required and sets the date by which it must be completed.

#### **2.4. Election of Officers**

- a. Election of Officers shall be held at the June monthly meeting and conducted by the outgoing President.
- b. In the event the President is nominated for re-election, the responsibility shall pass to the Vice President then the Secretary.
- c. In the event that both of these officers also are nominated for re-election or are no longer a Senator, elections shall be conducted by a Senator appointed by the Executive Committee.
- d. The Election Committee shall present a slate of nominees for each office at the June Senate meeting. The June Senate meeting will be attended by new Senators as well as outgoing Senators.
- e. Officers must be elected Senators at the time of their election and during their term in office.

## **2.5 Election**

- a. During the May general meeting, active Senators will be asked to submit nominations for Chair, Vice Chair, and Treasurer. Only Senators who have served at least one (1) year are eligible to run for election.
- b. The nominations will be submitted by e-mail or in writing to the Chair of the Elections Committee before the June meeting.
- c. The Elections Committee will prepare the ballots for distribution to Senators who are eligible to vote during the June meeting. The election will be held either at the June meeting or by e-mail if there are not enough Senators to attend the June meeting. The results will be tallied during the June meeting or tallied before the June meeting if the vote is put to e-mail.
- d. Those elected will not assume their position until July 1st.

## **2.6. Term of Office**

Each officer will serve a one-year term and assume his/her duties immediately after election. An officer may be re-elected during his/her two-year Senator term.

## **2.7. Information for Prospective Senators**

- a. Outgoing officers shall be asked to make annual reports on their office at the annual Orientation session for new Senators (held in April or May). This is done to provide potential Senators thorough information about the duties of Senate Offices and have sufficient information about past and ongoing projects to continue to further the goals of the office and the Senate.
- b. In addition, outgoing officers shall make reports at the April or May Senate meeting. The reports should include information about projects completed and ongoing, and workload to include time involved.

## **VIII. OPERATING PROCEDURE.**

### **Section 1. Operating Year**

The Senate operating year shall be a fiscal year beginning July 1st and ending June 30th of each year.

### **Section 2. Meetings**

**2.1. General** -- The Senate shall meet the second Tuesday of each month between the hours of 8:00 a.m. and 5:00 p.m. The location of the meeting shall be set by the Executive Committee. Community meetings, to include the full staff, shall be held by the Senate at least twice a year to allow for feedback and input from Employees at large. Attendance at the community meetings by Employees is voluntary and shall be considered work time when it falls within their regularly scheduled work hours. Notice of meetings shall be received by the membership at least (5) business days prior to the date of the scheduled meeting. All meetings shall last at a minimum of one (1) hour and at a maximum of two (2) hours in length, unless otherwise deemed necessary.

**2.2. Agenda** -- The Executive Committee shall set the agenda and outline the order of business for all meetings. Items may be added to the agenda at the meeting if approved by the members present. Order of business may be altered by general consensus of the Executive Committee during the meeting. Proposals for Staff Senate support or approval will follow the process of being presented first "for information only" with a follow-up at the next Staff Senate meeting "for action."

The rules contained in the current edition of Robert's Rules of Order shall govern the Staff Senate and its committees in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Staff Senate may adopt. The chair will identify a non-member of the Staff Senate to serve as parliamentarian.

**2.3. Minutes & Records** -- Minutes shall be taken at each meeting. The minutes are to be made available for inspection by all staff on the Senate website. The Secretary of the Senate shall serve as custodian of the Records according to the university's retention policy. All minutes shall be added to the Senate and University archives.

**2.4. Special Meetings** -- The Chair may call a special meeting of the Executive Committee or full Staff Senate. A special meeting may be requested by a member of the Executive Committee, the Chancellor of the University, an active Council member or by an individual presenting the request directly to the Chair. The request for the meeting must include an agenda. At least two (2) working days must lapse between the announcement of a meeting and the scheduled date of the meeting.

**2.5. Closed Meetings** -- When matters of a confidential nature shall be discussed, a member of the Executive Committee may call a Closed Session. Provided it conforms to the rules and conditions of the N.C. Open Meetings Law. Closed sessions are for Staff Senate members only.

**2.6.** Special Guest -- The Chancellor shall be invited to all Senate meetings. At the meetings the Chancellor attends, he or she may make an opening statement. All members of the Chancellor's Direct Reports shall be invited to attend the Senate meetings regularly. Others may be invited at the request of the committee.

### **Section 3. Senate Responsibility**

**3.1.** The Senate is responsible for fostering an environment that creates *esprit de corps*, pride and cooperation among staff members by recognizing the leadership role staff plays in the daily work of the University. The Senate advises the Chancellor, Senior Administrators, and Human Resources on issues and concerns that are important to staff and supports the administration in the achievement of the University's mission.

**3.2.** The Senate may present suggestions, comments, problems, and recommendations to the Chancellor or to the Director of Human Resources so that he or she may refer them to the appropriate department for review and reporting back. The activity of the Senate shall supplement, not replace, ongoing management activities that are established to ensure the equitable application of personnel and other University policies.

### **Section 4. Senator Responsibility**

**4.1.** General -- It is the responsibility of each Senator to be aware of the needs and concerns of those whom he or she represents and to present to the Senate those items that are pertinent to his/her area of representation or the University at large. Senators are expected to attend all meetings of the Senate, to participate in its deliberations, and to report periodically the Senate's actions to the members of their respective areas. Senators shall communicate with their respective areas by correspondence, e-mail or other appropriate means on a regular basis.

Senators should endeavor to develop a thorough understanding of all University policies. Senators should direct all personnel matters including but not limited to employee grievances, appeals, hiring practices, and supervisory concerns to Human Resources. Senators are not intended as a vehicle to deal with individual issues, grievances, or complaints, nor as a means to circumvent regular administrative channels.

**4.2.** Attendance -- Each Senator is expected to attend monthly Senate meetings, community meetings, and committee meetings. If a Senator is absent consecutively from three regularly scheduled Senate monthly meetings, or is absent five regularly scheduled Senate monthly meetings within a nine-month period, he or she will be replaced automatically. The Senate Alternate from the same electoral area will be invited to complete the unexpired term of the replaced Senator.

**4.3.** Resignation -- In the event, any Senator feels that he/she cannot fulfill his/her responsibilities, it is his/her obligation to notify the Senate's President in writing immediately of this decision. This notification must be accepted by the seated Senate at the next regularly scheduled meeting.

**4.4 Change in Senator Information** -- Any change in Senator information (campus address and phone number, home phone, job title, e.g.) should be reported immediately to the Secretary of the Senate.

## **Section 5. Senate Alternate Responsibility**

**5.1. General** -- Since Senate Alternates may be appointed to complete the unexpired terms of elected Senators, it is essential that they are well informed about Senate activities. Senate Alternates will be included on the mailing list for Senate meeting agendas, minutes, and other correspondence routinely sent to Senators.

**5.2. Attendance** -- The Senate Alternates' attendance at monthly meetings is considered work time when it occurs during his/her regular work schedule. Senate Alternates are encouraged to attend both the Senate monthly meetings and the community meetings.

**5.3. Resignation** -- In the event, any Senate Alternate feels that he/she cannot fulfill his/her responsibilities, it is his/her obligation to notify the Senate's President in writing immediately of this decision. This notification must be accepted by the seated Senate at the next regularly scheduled meeting.

**5.4. Change in Senate Alternate Information** -- Any change in Alternate information (campus address and phone number, home phone, job title, e.g.) should be reported immediately to the Secretary of the Senate.

## **Section 6. Senate Proxy Responsibility**

**6.1. General** -- Since Senate Proxy may be appointed to complete the unexpired terms of elected Senate Alternates, they should remain informed about Senate activities. Senate Proxy's will be included on the mailing list for Senate meeting agendas, minutes, and other correspondence routinely sent to Senators and Alternates.

**6.2. Attendance** -- The Senate Proxy's attendance at monthly meetings is considered work time when it occurs during his/her regular work schedule. Senate Proxy's are only to attend both the Senate monthly meetings and the community meetings when the Senate Alternate is absent.

**6.3. Change in Senate Proxy Information** -- Any change in Proxy information (campus address and phone number, home phone, job title, e.g.) should be reported immediately to the Secretary of the Senate.

**6.4. Succession** -- In the event, that the Senate Alternate is unable to fulfill his/her duties and responsibilities, the Proxy shall assume the duties and responsibilities of the Senate Alternate.

In the event, that the neither the Senator nor the Senate Alternate are able to fulfill their responsibilities, the Proxy shall assume the duties and responsibilities of the Senator.

## **Section 7. Reports**

**7.1. Monthly/Quarterly Reports** – Reports shall be submitted at each meeting to outline the activities and concerns of all reporting parties.

**7.2. Senator Reports** -- A report of the business of each Senators area shall be provided during each Senate meeting.

**7.3. Standing & Special Committee Reports** -- Standing and special committee reports shall be prepared and presented at each senate meeting and made public annually at the December meeting.

**7.4. Annual Reports** -- Annual Reports shall be comprised of all Senate and Committee activities as well as the fiscal and statistical data relative to the Senate.

**7.5. Treasurer**-- All financial activity of the senate shall be reported at each meeting.

## **IX. CODE OF CONDUCT**

- A. Each Senate member shall be accessible to constituents, communicate constituent's concerns to the senate, and report Senate discussions, decisions, and actions back to constituents.
- B. Senators shall work actively toward the goal of improving the University and the working conditions for its Staff members; Senate members shall protect and promote the interests of their constituents and the University even when these conflicts with the Senator's own interests.
- C. Senate members shall keep private, non-University interest separate from their University activities to avoid conflicts of interest.
- D. Senate members shall keep informed of current University policies, procedures, and expectations affecting the interest of the Staff and function of the University.
- E. Senate members shall strive to demonstrate competence, fairness, integrity, and conscientious behavior as they conduct Senate Business within the University community.
- F. Senate members are free to express personal opinions to constituents and other members of the University community; however, they must clearly state that these opinions are their own and differentiate them from Senate positions and actions when differences exist. Senate members shall not misrepresent any Senate action, position, or decision to the University community.
- G. Any senator determined by the executive committee to have violated any of these codes will immediately lose their seat in the Senate.

## **X. OFFICERS**

### **Section 1. President**

The President is responsible for conducting the Senate meetings and meetings of the Executive Committee. The President will serve as an ex-officio member of each committee except the Election Committee. The President shall serve as liaison between the Senate and the Chancellor, the Board of Trustees, the Faculty Senate and Student Government Association. Informal duties of the President include meeting periodically with the Chancellor, the Director of Human Resources, and other appropriate University officials.

**Section 2. Vice-President**

The Vice-President shall chair the Senate in the absence of the President. He/she shall serve as Chair of the Employee Recognition Committee. He/she shall accept names of persons interested in serving on Senate standing committees; make recommendations to fill vacancies on committees; and in consultation with the President, call a meeting of any committee that is not fulfilling its responsibilities.

**Section 3. Secretary**

The Secretary of the Senate is responsible for the accuracy of the minutes of all Senate monthly meetings. The Secretary shall maintain a roster of Senators and Alternate Senators. The Secretary shall issue written correspondence for all warnings and terminations resulting from non-compliance of attendance policies.

**Section 4. Assistant Secretary**

The Corresponding Secretary shall keep minutes and attendance records of meetings in the absence of the Secretary. He/She shall prepare and publicize the meetings in the local media, including programs and events of the Senate. He/She will maintain a current directory of University staff and he/she will serve on committees by appointment.

**Section 5. Treasurer**

The Treasurer shall keep records of all monies received and disburse all funds at the request of the Executive Committee. All accounts should be deposited in a financial institution in the name of the Fayetteville State University Staff Senate. A year-to-date Financial Report shall be made by the Treasurer at each meeting and an annual report given at the end of the year. The Senate in such sum shall bond the Treasurer, as the organization shall deem necessary. The signatures of two (2) officers shall be required on all checks. The officers authorized to sign checks for the Senate will be Treasurer, President and/or Secretary.

**Section 6. Parliamentarian**

The Parliamentarian maintains the current edition of Robert's Rules of Order. He/She shall advise the presiding officer on points of parliamentary procedure when requested, and will call for point of order if proper procedures are not being followed. He/She shall serve as a resource to Senate officers and membership regarding the rules and usage of the stated rules of order. He/She shall preside at meetings in the absence of both the President and Vice President. He or she shall serve on committees by appointment.

**Section 7. Succession**

**7.1.** In the event that the President cannot continue with the duties of his/her office, the Vice-President shall succeed to serve in that office. The succeeding President then shall have the authority to designate a new Vice-President to serve in his/her former position subject to ratification by the entire Senate. Should the Vice-President be unable to assume this new post, the Senate shall hold a special election for the

position of President at the next monthly meeting following resignation, in accordance with the established procedures for electing Senate Officers. Until a successor is found, the Executive Committee shall work in coordination with the Parliamentarian to fulfill the duties of this position.

**7.2.** In the event the Vice-President cannot continue with the duties of his/her office, the Secretary shall succeed to serve in that office. The President then shall have the authority to designate a new Secretary to serve in his/her place, subject to ratification of the entire Senate. Should the Secretary be unable to assume this new post, the Senate shall hold a special election for the position of Vice-President at the next monthly meeting following resignation, in accordance with the established procedures for electing Senate Officers. Until a successor is found, the Executive Committee shall work in coordination with the Parliamentarian to fulfill the duties of this position.

**7.3.** In the event that the Secretary cannot continue with the duties of office, the President shall have the authority to designate a new Secretary, subject to ratification of the entire Senate. Until a successor is found, the Executive Committee shall work in coordination with the Parliamentarian to fulfill the duties of this position.

## **XI. STANDING COMMITTEES**

### **Section 1. Executive Committee**

**1.1.** The membership of the Executive Committee shall consist of the elected officers of the Senate (President, Vice-President, Secretary, Coordinator of Membership, Coordinator of Public Relations, Coordinator of Web Site Information), and the chairs of standing committees. The committee will be chaired by the President of the Senate.

**1.2.** Duties of the Executive committee shall be: to consider all matters presented to it by the Senate President, the University Chancellor or designee, the Senator, standing committee chairs, or staff membership; to report and make recommendations to the Senators; to assist the Senate President in setting the agenda for Senate meetings; to review periodically the purpose and membership of each standing committee to assure it is functioning as intended by the Senate; to assist in appointments to standing committees and ad hoc committees as necessary; to resolve questions related to the Senate election process; and to make recommendations to the Senate regarding the removal of a senator when deemed to be in the best interest of the Senate.

**1.3.** The Executive Committee shall meet monthly in advance of the regular meeting with all Senators. Other special meetings may be called by the Senate President, by the University Chancellor, by the representative Senators, or by request of two or more members of the Executive Committee.

### **Section 2. Ways & Means Committee**

**2.1.** This committee does fundraisers to increase the financial base in the Staff Senate Account. The committee works with Staff Senate to establish fund raising events and solicits volunteers to help with those special projects. The ex-officio representative from the Chancellor's Office works with the council's treasurer to insure proper accounting of funds.

**2.2.** The Vice President shall act as the Financial Officer of the Senate and Chair of the Finance Committee.

**2.3.** All expenditures of the Ways & Means Committee shall be voted upon in a general Senate meeting.

**2.4.** The Committee will be responsible for budgetary and financial matters, as well as reporting budget status at the monthly Senate meeting and preparing a budget for the Executive Committee and the Chancellor. Other committee members will be solicited in a general Senate meeting.

**2.5.** The Ways & Means committee will meet as deemed necessary, but no less than four times a year.

**2.6.** Terms of office shall be for one (1) year or the term(s) of the officers selected.

### **Section 3. Election Committee**

**3.1.** Membership shall consist of Senators solicited in a general Senate meeting. The member Senators should be in either their first, third, or fourth year on the Senate, since an Election Committee member is not eligible to be a candidate for re-election while serving on the Committee. A minimum of six (6) Senators is needed for this Committee. The Executive Committee Secretary and the Coordinator of Membership information will assist the Committee with information regarding Staff membership and duties of the Committee.

**3.2.** Duties of the Election Committee are to assist with the initiating, publicizing, conducting, and tabulation of the election and the results. The chair of the Election Committee shall announce the results; in the event of a tie between two or more candidates another vote shall be conducted as a run-off.

**3.3.** The Election Committee shall meet as necessary prior to the election process.

**3.4.** Term of office of the Election Committee members shall be determined by the appointments and term of office of the member.

### **Section 4. Issues Review Committee**

**4.1.** The Issues Review Committee shall consist of members elected from the Senators. It may consist of up to nine (9) members, but no less than two (2).

**4.2.** The Issues Review Committee shall be responsible for discussing and evaluating the issues presented by the Senators. The Issues Review committee shall study, develop, and make recommendations to the Executive Committee to be presented to the Senate for action or information.

**4.3.** The Issues Review Committee shall meet monthly to discuss the issues presented before it. The committee shall have the power to call a meeting when deemed necessary.

**4.4.** The term of office for the Issues Review Committee members will be consistent with each Senator's term.

#### **Section 5. Legislative Advisory Committee**

**5.1.** Duties of the Legislative Advisory committee shall be: to confer with the President of the Staff Senate and the Chancellor of the University of Fayetteville State University through the appropriate legislative offices of the University about issues important to the mission of the staff senate and the University as a whole; to encourage the participation of the members of the Staff Senate in the political process; to serve in an advocacy role for the betterment of the Staff of Fayetteville State University as a whole; and to communicate to the Staff Senate and University employees regarding issues impacting higher education employees.

**5.2. Meetings:** The Legislative Advisory Committee shall meet as called when needed by the chair of the committee. It shall meet at least once between January 1<sup>st</sup> and April 30<sup>th</sup> of each calendar year.

#### **Section 6. Ad Hoc Committee(s)**

**6.1.** The ad hoc committee(s) shall be formed by the Executive Committee or the President when the need arises.

**6.2.** The duties shall be assigned by the Executive Committee or the President. The duties assigned must be dealt with in a responsible manner and a report given to the Executive Committee. The ad hoc committee shall schedule meetings according to its need to meet the charge.

**6.3.** The term of office for the members will terminate when the purpose has been served.

#### **Section 7. Event Planning Committee**

**7.1.** The membership of the Event Planning Committee shall consist of the chair and at least four members who shall be elected by the Executive Committee or appointed by the President for a one year term.

**7.2.** The Event Planning Committee shall be responsible for planning events for the Staff to recognize achievements and to show appreciation. The committee shall also maintain an events calendar to reflect the scheduled activities for the year. A draft calendar shall be presented to the senators during the 2<sup>nd</sup> meeting of the year for review, revision, and voting, and the final calendar should be made public to the staff by the 3<sup>rd</sup> meeting.

**7.3.** The Events Planning Committee shall meet monthly to discuss the events and activities planned for the upcoming year. The committee shall otherwise have the power to call a meeting when deemed necessary.

#### **Section 8. Communication Committee**

**8.1.** The Communications Committee shall be responsible for regularly disseminating information of interest to the Staff of Fayetteville State University.

**8.2.** This committee shall develop a Senate newsletter, format logos, and write articles to be submitted to the office of Public Relations for review and suggestions and returned to the Communications Committee for presentation to the full Senate before publishing.

**8.3.** This committee shall also maintain the Senate website to ensure accurate and up to date information is available at all times.

**8.4.** This committee shall meet monthly. Additional meetings of this committee maybe called by the Senate President or the Committee Chair as needed.

### **Section 9. Hospitality Committee**

**9.1.** This committee will recognize employee's birthdays, promotions, births, and or deaths, by sending cards, flowers, or other tokens of recognition.

**9.2.** This committee will also greet specials visitors to our campus for special events and activities.

### **Section 10. Education Committee**

**10.1.** The Education Committee shall work with the Office of Employee Relations and Training to create and offer educational programs, activities, and workshops for the University Staff.

## **XII. AMENDING THE BY-LAWS**

Recommendation for changes to The Fayetteville State University Staff Senate By-Laws must be approved by a two-thirds vote of the Senators present (quorum required) provided that the change be distributed to Senators in writing at least seven (7) days before the vote is taken. In keeping with the spirit of cooperation and communication, recommendations for changes to The Fayetteville State University Staff Senate By-Laws shall be communicated to the Chancellor.

**Section 1. These Bylaws may be amended at any regular or special meeting of the Staff Senate, at which a quorum is present, by a majority vote, but no proposal to amend may be considered by the Staff Senate unless it has been filed with the Secretary and a copy has been provided to each member of the Staff Senate at least seven (7) days before the meeting in which the amendment is to be offered.**

**Section 2. At any regular or special meeting of the Staff Senate, a quorum being present, any Bylaw may be suspended for that meeting ONLY by consent of two-thirds of the members present.**

References: Fayetteville State University Personnel Information Memorandum No. 1, entitled "Leave Administration: Time and Attendance Report -- Release Time."

Robert's Rules of Order Newly Revised Edition (10th).

**APPENDIX****FAYETTEVILLE STATE UNIVERSITY****PERMANENT SPA & EPA NON-TEACHING EMPLOYEES****STAFF SENATE COMPOSITION**

The Areas should be divided based on the Chancellors Direct Reports.

**ITTS**

Business & Finance

Student Affairs

Academic Affairs

Institutional Advancement

Chancellor Office

There shall be one senator per 25 employees.