

# **North Carolina State University Staff Senate Bylaws**

## **ARTICLE I. NAME**

The name of this Senate shall be the Staff Senate of North Carolina State University. (Hereafter in this document, the term "Senate" shall refer to the Staff Senate, and the term "Chair" shall refer to the Chair of the Staff Senate unless otherwise noted.)

## **ARTICLE II. MISSION STATEMENT**

The Senate is an advisory body to the University Chancellor. In fulfilling this role, the Senate shall:

Provide feedback and consultation regarding interest/concerns that affect staff members;

Receive proposed policies or policy changes from the Chancellor or other executive officers of the University for review and make recommendations on policies and regulations that affect staff members;

Initiate the consideration of new or review of existing policies and regulations affecting staff members, and offer informal suggestions or formal resolutions for changes or improvements;

Assist in the communication of issues and institutional activities affecting staff members;

Serve as the primary liaison between staff members and the Chancellor, the University Council, the Board of Trustees, the Chancellor's Liaison Committee, the Faculty Senate, the Student Senate, and the UNC Staff Assembly;

Represent all SPA and EPA professional and support staff, except as noted in Article IV, Sec. 1, below;

Encourage a sense of community and engagement among all University employees by the promotion and facilitation of staff participation in the University community.

## **ARTICLE III. PROCEDURE MANUAL**

The *Procedure Manual* shall give details of responsibilities, tasks and procedures of the North Carolina State University Staff Senate.

The *Procedure Manual* can be amended by a majority vote of the Senate and concurrence of the Chancellor or the Associate Vice Chancellor for Human Resources on the Chancellor's behalf.

## **ARTICLE IV. REPRESENTATION AND MEMBERSHIP**

### **Section 1. Representation**

All employees of NC State University, including County Operations support staff paid through NC State, are represented by the Staff Senate unless they fall into one of the following categories:

Regular (tenured or tenure-track) faculty, or

Non-tenure track faculty defined under NC State University REG 05.20.34, or

Postdoctoral employees (post-docs) defined under NC State University POL 05.15.1, or

Student workers, or

Temporary employees, or

Positions designated by the Office of the Chancellor as “3D” (generally: executive officers, deans, directors, department heads, and equivalent unit heads).

#### **A. Districts**

- i. The staff senate constituency shall be divided into districts based on and named in accordance with the university organizational structure.
- ii. There shall be one district corresponding to each vice chancellor and dean, as well as one district for off campus North Carolina Cooperative Extension and North Carolina Agricultural Research Service. The North Carolina Cooperative Extension and North Carolina Agricultural Research Service district shall be split according to geographic regions.
- iii. A district known as the Chancellor’s District shall encompass other units reporting directly to the Chancellor.
- iv. The districts shall be verified and voted on annually by the Executive Committee.
- v. Any district that would have 25 (twenty-five) or fewer constituents may be, by majority vote of the Executive Committee, combined with another district.
- vi. Any district that would have 851 or more constituents may be, by majority vote of the Executive Committee, split into two sub-districts. Districts must be split by logical units in accordance with the university structure.

#### **B. Number of Senators**

There shall be one Senator for each one hundred (100) staff members rounded to the nearest one hundred. Districts with fewer than one-hundred (100) staff members shall

have one Senator. To maintain continuity, the goal is to have no more than 60% of the representation of the Senate roll off in a given year.

#### C. Number of Alternates

Each district shall elect no more than the following number of Alternate Senators.

- i. Districts with 1 - 2 elected Senators shall have 1 Alternate.
- ii. Districts with 3 - 5 elected Senators shall have 2 Alternates.
- iii. Districts with 6 or more elected Senators shall have 3 Alternates.

#### D. Appointed Senators

- i. Appointed Senators may be nominated by the Chair or Executive Committee to serve an under-represented district.
- ii. Appointed Senators preferably shall have at least one year of prior Senate experience and meet the requirements of Section 2. Membership and shall not be currently serving as an elected Senator or Alternate.
- iii. Nominated Senators shall be approved for appointment by a majority vote of the Senate prior to the July meeting or as needed.
- iv. There shall be no more than one Appointed Senator for each one thousand (1000) staff members.

#### E. Ex-officio Members

- i. The Associate Vice Chancellor for Human Resources or a designee 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.
- ii. Advisors to the Senate shall include (but are not limited to) the Director of Employee Relations, Director of Staff Diversity, and other University personnel as agreed upon by the Associate Vice Chancellor for Human Resources and the Executive Committee to advise on University regulations, policies, and procedures.

### **Section 2. Membership**

Individuals are eligible to be elected to serve on Staff Senate:

If they are at least .75 FTE, and

If they are in a regular (non-temporary) position, and

If they have completed twelve months of continuous service in a regular (non-temporary) position with the University, and

If they are represented by the Staff Senate as noted in Article IV, Section 1,

If they are in good standing with the University, and

If they have their Supervisor's approval.

#### A. Voting Membership

Voting members shall consist of elected and Appointed Senators.

#### B. Non-Voting Membership

Non-voting members shall be Alternates, Ex officio Members, Advisors, the immediate past Chair and the Secretary.

#### C. Terms of Office

- i. Senators - The terms of office for Senators shall begin with the July meeting of the Senate. Terms shall be for two years. Senators can serve up to three consecutive terms. After completion of a third term the Senator cannot run for at least one year.
- ii. Alternate Senators - The terms of office for Alternate Senators shall begin with the July meeting of the Senate. Terms shall be for two years unless an Alternate fills a vacant Senate seat, then they will serve for the remaining term of that seat.
- iii. Appointed Senators - The terms of office for Appointed Senators shall be the remaining term of the vacant Senate seat they are filling.

#### D. Duties

- i. Senators – Senators shall attend all regularly scheduled meetings, the annual retreat, and special meetings of the Senate. Senators shall serve on one committee of the Senate and may be elected as an officer of that committee. Senators shall maintain an open line of communication with their district constituents.
- ii. Alternate Senators – Alternates shall attend all regular monthly meetings, the annual retreat and special meetings of the Senate. Alternate Senators may serve on one committee of the Senate, but may not be elected as an officer of those committees. Alternates shall assist their district Senator(s) to maintain an open line of communication with their district constituents.

- iii. Senators and Alternates are expected to perform their duties with integrity and professionalism in accordance with the guidelines in the Procedure Manual.

#### E. Vacancies

- i. Senate vacancies shall be filled by an Alternate from the same district who will serve for the remaining term of that seat. Any Alternate not willing to fulfill a vacant Senator position shall be replaced.
- ii. If an Alternate is not available, the Senate vacancy shall be filled by an Appointed Senator for the remainder of the term of that seat.
- iii. If the vacancy cannot be filled by an Alternate or Appointed Senator, it shall remain vacant until the next election cycle.

#### F. Loss of membership

During an elected term, Senators and Alternates shall lose Senate membership:

- i. If they no longer meet the eligibility requirements outlined in ARTICLE IV Sec. 2, or
- ii. Are no longer employed in the district in which they were elected to serve except under circumstances which result from a University-wide reorganization, or
- iii. Do not fulfill their duties as a Senator or Alternate, which include but are not limited to 3 consecutive (unexcused) or over 50% unexcused absences of the Senate meetings.

The names of Senators and Alternates who have resigned or lost membership for any reason and their replacements shall be recorded in the Senate minutes.

#### G. Resignation

Senators who are unable to fulfill his/her duties shall resign and notify the Chair and the Secretary of the Senate.

#### H. Removal from Office

Recommendations for the removal of any Staff Senator from office shall be accepted from any constituent, Executive Committee member, or Senator for non-performance of Senate duties. Each recommendation shall be evaluated on an individual basis by the Executive Committee (as described in the *Procedure Manual*). The Executive Committee shall vote on removal upon request by the Chair.

### **Section 3. Nominations and Elections**

- A. The Election Committee (Article VII, Sec. 1) shall handle the nomination and election process each year as described in the *Procedure Manual*.
- B. Nomination Procedure - Any member of the constituency as described in Article IV, Section 1, can nominate a staff member to serve as Senator.
- C. Election Procedure - The constituents of each district shall elect their staff Senator(s) and Alternates by majority vote.

## **ARTICLE V. OFFICERS AND ELECTIONS**

### **Section 1. Titles of Officers**

The officers of the Senate shall be Chair, Chair-Elect, Vice Chair and Parliamentarian. (*The Secretary and the Past Chair are not elected officers, but their roles and duties are noted below.*)

### **Section 2. Duties**

#### A. Chair

The duties of the Chair shall include to preside at all meetings of the Senate; to chair the Executive Committee; to serve as the Staff Senate's official representative to various University entities; to refer matters submitted for the Senate's attention to the appropriate committee(s) or to the University Chancellor or Chancellor's Representative, and to serve as a Delegate on the UNC Staff Assembly.

#### B. Chair-Elect

The duties of the Chair-Elect shall serve as a training period for the responsibilities to be assumed; at the Chair's request, to serve as a representative of the Senate in the absence of the Chair, and to serve as a Delegate on the UNC Staff Assembly.

#### C. Vice Chair

The duties of the Vice Chair shall include to preside at all meetings of the Senate in the absence of the Chair or in the event the Chair requests the Vice Chair to serve during the course of a meeting; to assist the Chair in performing leadership responsibilities at the Chair's request, to serve as a representative of the Senate in the absence of the Chair and to serve as an Alternate Delegate on the UNC Staff Assembly.

#### D. Parliamentarian

The duties of the Parliamentarian shall include ensuring that the Chair or presiding officer, as well as all participants in Staff Senate meetings, abide by the stated rules of

order during meetings. The Parliamentarian shall serve as advisor and member of the Governance Committee.

E. Secretary

This is a paid support staff position rather than an elected officer role. In the event of a vacancy, the secretarial duties shall be assigned by the Chair.

F. Past Chair

The duties of the Past Chair shall include assisting as requested by the Chair, serving as a resource for the Senate, and serving as an ex officio member of the Executive committee and serving as a Delegate on the UNC Staff Assembly.

### **Section 3. Nomination and Election of Officers**

A. Eligibility

Staff Senate members who have fulfilled 6-months of service as a Senator immediately prior to the election of officers are eligible to be nominated as officers. Senators who are completing their term are eligible to be nominated as officers for the upcoming session.

B. Nomination

Nominations for Senate offices of Chair-Elect, Vice Chair, and Parliamentarian for the upcoming session shall be accepted by the Election Committee up to five (5) business days prior to the final meeting of the current Senate session.

C. Election

The Chair of the Election Committee shall conduct the election of officers at the last meeting of the session by secret ballot. In case of a conflict of interest, the out-going Senate Chair shall oversee the election process. Officers shall be elected by a majority vote.

### **Section 4. Terms of Office**

The terms of office for Senate officers shall be one year and shall begin at the first meeting of the new session of the Senate. A Senator shall not hold more than one office at a time.

### **Section 5. Unexpired Term**

- A. In the event that the Chair is unable to complete the elected term of office, the Chair-Elect shall assume the office.

- B. In the event the Chair and Chair Elect are vacant the Vice Chair shall fulfill the responsibilities until a special election is held at any regular meeting of the Senate.
- C. In the event that the offices of Vice Chair or Parliamentarian become vacant, a special election shall be held at any regular meeting of the Senate by the Chair in order to fill the vacant office for the remainder of the term.

## **Section 6. Transfer of Records**

The Secretary shall be the custodian of Staff Senate records.

## **ARTICLE VI. THE EXECUTIVE COMMITTEE**

### **Section 1. Membership**

The membership of the Executive Committee shall consist of the elected officers of the Senate and the Chairs of the Standing Committees. In the absence of a Committee Chair a committee representative shall be designated and given voting rights in their absence.

### **Section 2. Meetings**

The Executive Committee shall typically meet monthly, unless cancelled by the Chair. Additional meetings may be called by the Chair, by the University Chancellor, or upon request of three (3) members of the Executive Committee.

### **Section 3. Duties**

The duties of the Executive Committee shall be to consider all matters as referred by the Chair and act on or refer those matters. The Executive Committee is responsible for monitoring the Senate's budget and all expenditures.

### **Section 4. Chair**

The Executive Committee shall be chaired by the Senate Chair who shall have voting rights only in the event of a voting tie.

## **ARTICLE VII. SELECTION OF DELEGATES TO THE UNIVERSITY OF NORTH CAROLINA STAFF ASSEMBLY**

### **Section 1. Purpose of the University of North Carolina Staff Assembly**

Pursuant to Section I (Mission) of the University of North Carolina Staff Assembly Bylaws, the University of North Carolina Staff Assembly (hereinafter "Staff Assembly") shall gather and exchange information on behalf of the staff of The University of North Carolina System (hereinafter "University System.") The Staff Assembly shall, through the appropriate channels, NC State University Staff Senate Bylaws - Revised 05/07/14

advise and communicate with officers of the University System, and through these officers, the Board of Governors, on matters of importance to staff members in the University System. The Staff Assembly shall foster and nurture the establishment and growth of staff organizations of the constituent institutions of the University System and of the General Administration. The Staff Assembly shall represent all permanent employees of the University System except the faculty.

## **Section 2. Staff Assembly Delegates**

- A. The Senate shall designate three representatives to the Staff Assembly, in accordance with Section IV (Membership) of the Staff Assembly Bylaws, and herein described.
  - i. The Senator elected as Chair Elect of the Senate shall be designated to serve a 3-year term as a delegate of the Staff Assembly upon election. This delegate shall serve during their term as Chair Elect, Chair and Past Chair of the Staff Senate.
  - ii. Each session (July 1st through June 30th) the three delegates to the Staff Assembly shall include the Chair Elect, Chair and Past Chair of the Senate.
- B. The Senate shall select one alternate representative to the Staff Assembly, in accordance with Section IV (Membership) of the Staff Assembly Bylaws, and herein described.
  - i. The Senator elected as Vice Chair of the Senate shall be designated to serve a 1-year term as an Alternate Delegate of the Staff Assembly upon election.
- C. In the event that the Senate cannot fill one or more of its allotted Staff Assembly Delegate positions, due to the resignation and/or termination of selected Staff Assembly Delegates and/or Alternate, the Chair and the Senate Executive Committee shall have the authority to appoint a Senator to serve as Staff Assembly Delegate by a majority vote.
- D. Responsibilities and Duties are described in the *Procedure Manual*.
- E. The Governance Committee shall annually review the Staff Assembly Bylaws regarding representation and recommend to the Chancellor any needed amendments to Article VII as needed.

## **ARTICLE VIII. OTHER COMMITTEES**

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

- A. The Standing Committees of the Senate shall be:
  - i. Human Resources Committee
  - ii. Governance Committee

- iii. Elections Committee
- iv. External Advisory Committee
- v. Diversity Committee
- vi. Public Relations Committee
- vii. Resources and Environment Committee

#### B. Membership

Membership on these committees shall be by appointment by the Chair. Each committee shall name a Chair to serve during the senate year for which they are appointed to the committee. Staff Senate officers are not eligible to serve as Chairs of committees.

#### C. Duties

The duties of the Standing Committees are described in the *Procedure Manual*. Committees shall accept business items assigned to them by the Executive Committee.

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

- A. The Chair of the Senate may create Ad Hoc committees of the Senate as needs arise. Membership shall be by appointment. An ad hoc committee shall be disbanded when its purpose has been served. The number of members shall be determined by the Executive Committee.
- B. Duties of all ad hoc committees shall be to accept the business assigned to them by the Executive Committee and to address it in a responsible and timely manner.

### **Section 3. University Representation**

- A. Senators are eligible to serve as panelists on staff appeals.
- B. Senators are eligible to serve on University Standing Committees as appointed by the Chancellor, Provost, Committee on Committees or at the request and nomination of the Chair and/or Executive Committee.
- C. Staff Senate members who volunteer for University Standing Committees shall be assigned by the Senate Chair, the Executive Committee or an Ad Hoc Committee selected by the Chair.
- D. If a Staff Senate member who was nominated by Staff Senate resigns from an assigned University Standing Committee, a replacement shall be selected as indicated above.

## **ARTICLE IX. MEETINGS**

### **Section 1. Types of Meetings**

- A. Regular meetings of the Senate shall be held on the first Wednesday of each month, from July through June, unless otherwise ordered by the Executive Committee. A proposed Order of Business shall be sent to all members at least five (5) business days prior to the meeting date by the Senate Secretary. If the Executive Committee has no agenda items or proposals, they reserve the right to cancel a meeting and must notify the Senate membership.
- B. Special meetings of the Senate may be called by the Executive Committee for matters that cannot wait until the next regularly scheduled meeting of the Senate. Notification of a scheduled special meeting shall be given at least three (3) business days in advance of the meeting to all members by the Senate Secretary.
- C. An Annual Retreat shall be held during the first meeting of the new session in July.

### **Section 2. Quorum**

Senate Quorum shall be defined as fifty-percent (50%) of the voting membership. If there is not a quorum the meeting shall continue however, there shall be no votes recorded and the minutes shall be approved at the following meeting. If there is a quorum, votes can be recorded and the minutes can be approved.

### **Section 3. Floor Privileges**

Only voting members of the Senate shall introduce proposals, measures, and resolutions on the Senate floor. Those present who are not members of the Senate may be granted the right to speak, but not to vote, on matters before the Senate.

### **Section 4. Vote**

Only Senators present shall have the right to vote on Senate business. The Chair shall vote only in the event of a tie.

In the absence of a Senator, voting privileges will be designated to an Alternate of the same district, subject to verification by the Chair. The Alternate will be notified of voting privileges at the time quorum is confirmed.

### **Section 5. Order of Business**

The Executive Committee shall set the Order of Business for meetings of the Senate. Changes to the Order of Business may be made and approved by a majority vote of those present at the Staff Senate meeting.

## **Section 6. Attendance**

- A. All Senators and Alternates shall attend all regularly scheduled monthly meetings, special meetings, and the annual retreat. The annual retreat is considered a required meeting.
- B. Attendance at monthly Senate meetings, special meetings and the annual retreat shall be recorded as “Present”, “Excused”, or “Absent”.
  - i. “Present” shall mean a Senator or Alternate is at the meeting or attending the meeting remotely by technology.
  - ii. “Excused” shall mean a Senator or Alternate contacted the Chair (in writing or by e-mail) prior to the meeting and indicated a reasonable excuse for their absence from the meeting. At the Chair’s discretion, an excused absence may include but is not limited to the following circumstances: official University travel, pressing business/projects, previously scheduled annual time off, court attendance, military service, illness, injury or family illness, injury or death.
  - iii. “Absent” shall mean a Senator or Alternate did not contact the Chair prior to the meeting or did not provide a reasonable excuse, and is not in attendance in person or remotely by technology.
- C. A Senator or Alternate who is recorded as “Absent” from 3 consecutive or 5 total regularly scheduled Senate meetings within one session shall be replaced.

## **ARTICLE X. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order* shall govern the 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 Senate may adopt.

## **ARTICLE XI. AMENDMENTS OR REVISIONS TO THE BYLAWS**

Bylaws shall be reviewed every 2 years by the Governance Committee and Parliamentarian to determine if amendments or revisions are needed. Any Senator can propose an amendment to the Bylaws.

Proposed amendments and revisions shall be made available to the Senate at least 2 weeks prior to the meeting at which they will be presented.

The Parliamentarian or their designee shall present proposed Bylaw amendments or revisions to the Senate.

The Senate shall have the power to consider and recommend to the Chancellor, amendments to or revisions of the Senate Bylaws by two-thirds (2/3) vote.

The proposed amendments to or revisions of the Bylaws shall be provided to the Chancellor of North Carolina State University for approval and shall become effective upon receipt of the Chancellor's written approval.

The written approval, with the Chancellor's signature, shall be attached as an Appendix to the NC State Staff Senate Bylaws.

## **APPENDIX A**

### **AMENDMENTS TO THE NC STATE STAFF SENATE BYLAWS**

- Originally Approved by the Staff Senate September 6, 1995
- Amended by the Staff Senate  
June 5, 1996, October 2, 1996, December 11, 1996, March 5, 1997, November 6, 1997, February 4, 1998, May 6, 1998, June 3, 1998, July 1, 1998, October 7, 1998, November 4, 1998, May 5, 1999, June 2, 1999, March 1, 2000, May 2, 2001, April 3, 2002, March 1, 2006, September 6, 2006, December 6, 2006, November 7, 2007
- Recommended for Revision by the Staff Senate July 8, 2009
- Recommended for Revision by the Staff Senate April 7, 2010
- Recommended for Revision by the Staff Senate October 3, 2012