

Pittsburg State University

Unclassified Staff Senate

Bylaws

Established April 2011
Amended March 6, 2013



Pittsburg State University Unclassified Staff Senate Bylaws

Article I – Name

The name of this organization shall be the Pittsburg State University Unclassified Staff Senate.

Article II – Purpose

The purpose of the Pittsburg State University Unclassified Staff Senate is to foster communication and collegiality among Unclassified Professional Personnel of the University; provide representation for Unclassified Professional Personnel and serve as a liaison to the University administration, Kansas Board of Regents and others regarding issues of concern; provide channels for the Unclassified Professional Personnel staff to participate in university governance; and formulate recommendations to the University President regarding policies and procedures that relate to the concerns of the Unclassified Professional Personnel at Pittsburg State University.

Article III – Organization

- A. The Unclassified Staff Senate represents the Unclassified Professional Personnel of Pittsburg State University. Unclassified Professional Personnel are employees appointed to benefits-eligible, unclassified positions that are not included in Faculty Senate, or on President's Council or the Provost's Leadership Council.
- B. To be eligible for election to the Unclassified Staff Senate, a person must be appointed to an Unclassified Professional position.
- C. Composition and Representation of the Unclassified Staff Senate:
 - 1. There shall be no more than 23 senators on the Unclassified Staff Senate.
 - 2. The number of senators shall be determined by the number of budgeted unclassified positions in the following representational groups:
 - a. Academic Affairs Cohort I (USACAD I)
 - b. Academic Affairs Cohort II (USACAD II)
 - c. President (PRES)
 - d. Advancement Cohort I (UNADV I)
 - e. Advancement Cohort II (UNADV II)
 - f. Administration & Campus Life (USADMIN)

3. Positions are assigned to a representational group based on the reporting lines of that position.
 4. A list of departments in each representational group is found in Appendix A. A report with budgeted and non-budgeted positions in each department will be provided to the Senate by the Budget Office annually prior to the election of senators. The list should be reviewed and changes made as needed before the election.
- D. The officers of the Unclassified Staff Senate shall be president, past-president, president-elect, treasurer and secretary. Duties shall include the following:
1. President. The President shall preside over all Senate and Executive Committee meetings and shall act as the official representative of the Senate. The President shall have the right to authorize payment of expenditures.
 2. Past-President. The Past-President shall provide advice as needed at Senate and Executive Committee meetings.
 3. President-elect. The President-elect shall assume duties of the President in the event the President is absent or incapacitated.
 4. Treasurer. The Treasurer is responsible for Senate fiscal records, monetary disbursements as directed by the Executive Committee and providing financial reports at full Senate meetings. The Treasurer will serve on the Professional Development Committee to process the professional development funds.
 5. Secretary. The Secretary will:
 - a. Prepare the minutes of the meetings of the Unclassified Staff Senate and make them available to all members of the Unclassified Staff Senate on the learning management system no later than seven days following a regularly scheduled meeting of the Unclassified Staff Senate.
 - b. Provide the office of the University President with copies of the minutes of the meetings of the Unclassified Staff Senate and of the executive committee.
 - c. Distribute to the Unclassified Staff Senate, and to each department through the learning management system, copies of the agenda for any upcoming meeting of the Unclassified Staff Senate as well as minutes of the meetings of the executive committee. Agendas shall be distributed at least five days in advance of any meeting of the Unclassified Staff Senate.

- d. Make the agenda of each meeting of the Unclassified Staff Senate available to Unclassified Professional Personnel. Agendas shall be distributed at least five days in advance of any meeting of the Unclassified Staff Senate.
 - e. Serve as chair of the Communication Committee.
- E. The officers shall be elected from the members of the Unclassified Staff Senate. Should the president-elect not have two years remaining on his/her term of eligibility, s/he will be extended up to two additional years to serve as a voting member of the Unclassified Staff Senate.
- F. In the event that a vacancy occurs among the Unclassified Staff Senate Officers before the expiration of that officer's term, the remaining officers may select a currently serving senator to fill that position, with the exception of the office of president. If the president is unable to finish his or her term, the president-elect shall fulfill those duties and the office of president-elect shall remain vacant until the next regular election.
- G. The term of office shall be from July 1 to June 30.
- H. Ex-officio Members
- 1. The following groups will be invited to have an ex-officio member to the senate.
 - a. Pittsburg State University Faculty Senate
 - b. Pittsburg State University Classified Senate
 - c. Pittsburg State University Student Senate
 - d. Pittsburg State University President's Administration

Article IV – Elections

- A. During the first two weeks of April of each year the following actions shall take place.
- 1. One-half (1/2) of the Unclassified Staff Senators shall be elected.
 - 2. Each representational group will have representation on the Unclassified Staff Senate as indicated in Attachment A.
 - 3. If a representational group does not have persons willing to serve on the Senate, then persons may serve in at large positions from other representational groups.

4. Each Senator will take office at the first meeting of the Unclassified Staff Senate held after July 1.
- B. The president of the Unclassified Staff Senate shall appoint an election committee of not less than three members no later than the third week of February. In the first two weeks of April, the electorate shall be provided with a ballot listing those Unclassified Staff Senate members not already elected to the Unclassified Staff Senate who consent to the listing for the purpose of electing representatives. The election shall be by electronic secret ballot.
- C. Members of the Unclassified Staff Senate shall be elected to serve for a term of two years. They may not serve for more than two elected terms consecutively. Completing an unexpired term of another Unclassified Staff Senate member would not exclude the unclassified staff member from being elected to a second consecutive term.
- D. All elected members of the Unclassified Staff Senate shall meet in January for the purpose of nominating ~~electing~~ Unclassified Staff Senate officers with the electronic ballot to follow. Elected officers will ~~to~~ take office July 1.

Article V – Committees

- A. Executive Committee
 1. The executive committee shall consist of the president, past-president, president-elect, secretary, and treasurer of the Unclassified Staff Senate, and an Unclassified Staff Senate member from each representational area who has been elected by that area to the Senate. .
 2. The following duties shall be the specific responsibility of the executive committee:
 - a. It shall recommend Unclassified Staff Senate members for appointment to subcommittees and other all-university committees.
 - b. It shall serve as the advisory group of the Unclassified Staff Senate when called upon by an officer of the administration. It shall refer to the appropriate committee any question of policy on which advice is sought and shall report in its minutes any recommendation on policy.
 - c. It shall cause matters approved by the Unclassified Staff Senate to be brought to the attention of the appropriate administrative officer for action, and shall report to the Unclassified Staff Senate the action taken.
 - d. It shall take such emergency action as it finds necessary, such action to be presented at the next regular meeting of the Unclassified Staff Senate.

- e. It shall refer to the appropriate committee such matters as are approved by the Unclassified Staff Senate for study.
- f. It shall prepare the agenda for meetings of the Unclassified Staff Senate.
- g. It shall ensure that nominations and elections are carried out as specified in the bylaws.

B. Bylaws Committee

1. The bylaws committee shall be appointed by the president of the Unclassified Staff Senate at the first meeting of the new academic year consisting of not less than two members.
2. The following duties shall be the specific responsibility of the bylaws committee:
 - a. Conduct an annual review of the bylaws and propose changes and/or updates as needed.
 - b. Review specified items at the request of the Executive Committee or an elected senator.
 - c. Present changes to the bylaws to the Senate for ratification. Bylaws changes will be adopted by the full Senate after no fewer than two readings.

C. Election Committee

1. The election committee shall be appointed by the president of the Unclassified Staff Senate at the first meeting of the new academic year consisting of not less than three members.
2. In order to comply with Article IV of the bylaws, the following duties shall be the specific responsibility of the election committee.
 - a. Officer Elections
 1. Prepare an anonymous electronic ballot available to all current Unclassified Staff Senate members with nominations for President-Elect, Treasurer and Secretary as received following the January Senate meeting.

2. Determine the results of the voting and forward the results to the Unclassified Staff Senate President, who will verify they are willing to serve in the elected office.
 3. The President will propose the slate of nominated Unclassified Staff Senate Officers to the Senate at the February meeting for acceptance.
- b. Senator Elections
1. Determine a list of unclassified staff members eligible for election to the Senate effective March 1.
 2. Create an anonymous electronic ballot to be made available to all Unclassified Professional Personnel in the first two weeks of April for the purpose of this election.
 3. Determine the results of the voting and forward the results to the Unclassified Staff Senate President, who will approach each nominated staff member to verify they are willing to serve as an elected senator.
 4. Proposal of the slate of nominated staff members will be conducted by the Unclassified Staff Senate President to the Senate at the May meeting for acceptance.

D. Professional Development Committee

1. The professional development committee shall be appointed by the president of the Unclassified Staff Senate at the first meeting of the new academic year consisting of not less than two members.
2. The following duties shall be the specific responsibility of the professional development committee.
 - a. Review applications to receive Professional Development Scholarship Funds.
 - b. Propose allocations of the Professional Development Scholarship Fund to the Senate for approval.
 - c. Explore other professional development opportunities for Unclassified Professional Personnel.

E. Communication Committee

1. The communication committee shall be appointed by the president of the Unclassified Staff Senate at the first meeting of the new academic year consisting of not less than two members. This committee shall be chaired by the Secretary.
2. The following duties shall be the specific responsibility of the communication committee:
 - a. Maintain means of communicating with Unclassified Professional Personnel including the webpage and Learning Management System module.
 - b. Promote activities and special events sponsored by the Unclassified Staff Senate.

F. Other committees to be determined by the Senate.

ARTICLE VI - Meetings

- A. The Unclassified Staff Senate shall meet a minimum of nine (9) times annually. Special meetings may be called by the president of the Unclassified Staff Senate, with the advice and consent of a majority of the executive committee. Announcements of each regular monthly meeting shall be distributed at least fifteen calendar days before the meeting.
- B. Agenda items and supporting information shall be submitted to the executive committee of the Unclassified Staff Senate seven calendar days prior to the scheduled meeting. Items may be placed on the agenda by the executive committee, by the written request of the President of the University or of any Unclassified Staff Senate member, or by petition signed by at least ten members of the Unclassified Professional Personnel. The agenda shall be distributed to members of the Unclassified Professional Personnel at least five calendar days in advance of each meeting.
- C. All meetings of the Unclassified Staff Senate shall be open to members of the Unclassified Professional Personnel who may be granted floor privileges by majority vote of the Unclassified Staff Senate.
- D. Minutes of the meetings of the Unclassified Staff Senate shall be made available to members of the Unclassified Professional Personnel and administration.
- E. The President shall cast the deciding vote in the event of a tie.

- F. A quorum of the Unclassified Staff Senate is required to approve or disapprove any action item on the agenda. A quorum is defined as 50 percent plus one of the members of the Unclassified Staff Senate who are eligible to vote.

ARTICLE VII - Amendments

- A. These bylaws may be amended at any meeting of the Unclassified Staff Senate by a two-thirds majority of those voting, provided the agenda has included the proposed amendment(s) and was available to the members of the Unclassified Professional Personnel for seven calendar days before the first reading. Such amendments shall become effective upon ratification by the Unclassified Staff Senate and upon approval by the President of the University.

ARTICLE VIII - Professional expectations

As elected representatives of the Unclassified Professional Personnel at Pittsburg State University, members of the Unclassified Staff Senate have a number of obligations. Those include, but are not limited to, regular attendance at Unclassified Staff Senate meetings. Should circumstances prevent an individual senator from attending the scheduled meetings, it is recommended that they discuss their situation with the Executive Committee to consider options to provide proper representation for their constituency.