

Pittsburg State University Staff Senate: Bylaws

Ratified April 8, 2026

Article I — Name

The name of this organization shall be the Pittsburg State University Staff Senate (“Senate”).

Article II — Purpose

The purpose of the Senate is to foster communication and collegiality among the Unclassified Professional Personnel (UPS) and University Support Staff (USS) (herein: “Staff”) of the University; provide representation for the Staff and serve as a liaison to the University administration, Kansas Board of Regents and others regarding issues of concern; provide opportunities for the Staff to participate in university governance; and formulate recommendations to the University President regarding policies and procedures that relate to the concerns of the Staff. The Senate may work with the Student Government Association and/or the Faculty Senate of the University to achieve common goals.

Article III — Organization

Section 1 — Electorate and Eligibility

1. UPS and USS employees appointed to permanent (full-time), benefits-eligible positions shall constitute the electorate of the Senate (“Electorate”).
2. Any employees eligible to serve on Faculty Senate, or who currently serve on the President’s Cabinet, Executive Vice President’s Council, or University Leadership Team, excluding the Senate President, are ineligible to serve on the Senate.

Section 2 — Composition and Representation

1. There shall be twenty-five (25) seats on the Staff Senate, comprising of:
 - a. Ten (10) even-numbered seats,
 - b. Ten (10) odd-numbered seats, and
 - c. Five (5) officer seats, namely, those of the President, Past President, President Elect, Secretary, and Treasurer.
2. Senators shall be elected to a seat from all eligible USS and UPS staff.
3. Up to one person may serve in each seat at any given time, except as provided in Article III, Section 7 of these Bylaws.
4. No person may serve in more than one seat at any given time.

Section 3 — Terms

1. The terms for each seat shall be defined as follows:
 - a. Terms for even-numbered seats shall last for two years, beginning on July 1 of each even-numbered year and expiring on June 30 of the next even-numbered year.

- b. Terms for odd-numbered seats shall last for two years, beginning on July 1 of each odd-numbered year and expiring on June 30 of the next odd-numbered year.
- c. Terms for officer seats shall last for one year, beginning on July 1 of each year and expiring on June 30 of each following year.
 - i. No Senator may serve two full, consecutive terms as President Elect, President, or Past President.

Section 4 — Elections and Seat Assignment

1. General Elections shall be held every Spring to fill the numbered seats whose terms expire on June 30 of that year, as well as any other vacancies not previously filled by the Senate.
2. Officer Elections shall be held by the Senate every Spring.
 - a. The seats of President Elect, Secretary, and Treasurer shall be elected from Senate membership by majority vote of the Senate.
 - b. The seat of the President shall be assumed on July 1 of each year by the Senator serving as President Elect on June 30 of that year.
 - c. The seat of the Past President shall be assumed on July 1 of each year by the Senator serving as President on June 30 of that year.
 - d. Any elected officers shall have served at least one year on the Senate before they are eligible for office, unless otherwise approved by the Senate.
3. Following officer elections, the President shall, with the advice and consent of the Senate, assign each outgoing officer to the seat that will be vacated by an officer-elect.
 - a. Outgoing officers assigned to seats expiring on June 30 of the current year shall be subject to immediate reelection for the next Senate year.
 - b. Outgoing officers assigned to seats expiring on June 30 of the following year may affirmatively choose to assume the assigned seat, once vacated, and complete the officer-elect's term.
4. Special elections shall be held during monthly Senate meetings, as needed, to fill vacancies in any seat. Vacancies may be filled by majority vote of the Senate. Appointments to fill vacancies shall be for the remainder of the unexpired term.

Section 5 — Non-Voting Members and *Ex Officio* Representation

1. The Senate may create additional positions for non-voting members, including Senate members *ex officio*, by majority vote.
2. The following groups shall be automatically invited to designate a Senate member *ex officio*:
 - a. Pittsburg State Faculty Senate
 - b. Pittsburg State Student Senate
 - c. Pittsburg State President's Administration
 - d. Pittsburg State Human Resources

Section 6 — Voting Privileges

Each Senator in a numbered seat or officer seat shall have one vote.

Non-voting members, including members *ex officio*, shall not be eligible to vote.

Section 7 — Transition Provisions

1. Concurrent with the adoption of these bylaw revisions, the Senate shall adopt a motion assigning each currently serving Senator to a seat that shall thereafter be subject to the reelection cycle described in Article III, Section 3.

2. To ensure equal leadership opportunities between UPS and USS, the seats of President and President-elect shall be rotated on a yearly basis, if possible, as follows:
 - a. Nominations for the seat of President Elect shall be rotated between the two groups. If the president is a member of UPS in a given year, USS have the right of first refusal for the seat of President Elect. The converse is true if a USS member is president in a given year.
 - b. If a nominee cannot be taken from membership of a given group, nominations will be taken from the other group. This protocol provides an opportunity for leadership roles for each group on a rotating basis.
 - c. Each year, the right of first refusal for the seat will be given to the group that is not President.
 - d. Most new hires will be UPS from this point forward. When the University-wide USS membership is below 50, the Senate shall conduct a vote to change the Bylaws allowing both groups to hold any office in any year. If the motion does not pass, the rotating leadership plan will stand until a future vote by the Senate changes nomination Bylaws.
3. To prevent disruptions in leadership during the initial transition to a combined Staff Senate, the following temporary provisions shall apply:
 - a. From the effective date of these Bylaws through June 30, 2026, the President seat may be occupied by two (2) Senators serving concurrently as Co-Presidents.
 - i. This temporary authorization expires automatically at 11:59 p.m. on June 30, 2026, after which the President seat shall be occupied by no more than one (1) Senator at a time, except as otherwise provided in these Bylaws.
 - b. From July 1, 2026 through June 30, 2027, the Past President seat may be occupied by two (2) Senators serving concurrently as Co-Past Presidents.
 - i. This temporary authorization expires automatically at 11:59 p.m. on June 30, 2027, after which the Past President seat shall be occupied by no more than one (1) Senator at a time, except as otherwise provided in these Bylaws.
4. Voting and Meeting Procedures for Temporarily Co-Occupied Seats
 - a. Except as provided in this Section, no more than one (1) person may serve in a seat at any given time.
 - b. When a seat is occupied by more than one (1) person pursuant to this Section, that seat shall still receive one (1) vote total.
 - i. If the Senators occupying the seat do not agree on a vote, each shall be granted a fractional vote, weighted proportionally to the number of Senators in that seat present at the meeting.
 - ii. If only a single Senator occupying a seat attends a meeting, that single Senator shall be granted a full vote.

Section 8 — Duties of Officers

President:

1. The President shall be the official spokesperson for, and preside at all meetings of the Senate, and shall have the right to approve Senate expenditures.
2. The President, in cooperation with the other officers, shall establish the agenda for Senate meetings.
3. The President shall represent the Senate on the University Leadership Team by attending monthly meetings during the school year.
4. The President shall conduct regular one-on-one meetings with the University President throughout the year.

5. The President shall represent PSU on the Kansas Board of Regents (KBOR) USS/UPS Council, comprised of Staff Senate Presidents/other representatives from each KBOR University, and will attend monthly KBOR USS/UPS Council meetings as needed.
6. The President will attend regular KBOR meetings and/or regular KBOR Wrap-up meetings on campus.
7. Every six years, PSU leadership will chair the KBOR USS/UPS Council. Part of that obligation is for the USS/UPS President to attend monthly KBOR meetings and present to the group, when necessary, as well as establishing the agenda and presiding over all monthly KBOR USS/UPS Council meetings.
8. The President may choose a designee to attend or lead any meeting if their schedule does not allow them to be present.

Past President:

1. The Past President shall provide advice as needed.
2. The Past President shall preside over meetings in the absence of the current President and the President Elect.
3. The Past President may attend other monthly meetings if the President or the President-elect cannot attend.

President Elect:

1. The President Elect shall assume duties of the President in the event the President is absent or incapacitated and will assume the presidency for the next election year.
2. The President Elect shall serve as the chair of the Election Committee.
3. The President Elect shall have access to Staff email list to communicate with all staff members.

Treasurer:

1. The Treasurer shall be responsible for Senate fiscal records, monetary disbursements as directed by the Officers, and providing financial reports at Senate meetings. Responsible for creating and submitting a yearly budget proposal.

Secretary:

2. The Secretary shall prepare the minutes of the meetings of the Senate and make them available to all members of the Senate by or before the Monday immediately preceding the next Senate meeting.
3. The Secretary shall distribute copies of the agenda for any upcoming Senate meeting and minutes of the Officers' meetings.
4. The Secretary shall provide minutes and agendas to the appropriate party for distribution on the Senate webpage.
5. The Secretary shall make the agenda of each meeting of the Senate available to Staff by or before the Monday immediately preceding the next Senate meeting.
6. The Secretary shall chair the Bylaws Committee.
7. The Secretary shall have access to Staff email list to communicate with all staff members.

Section 9 — Removal of Officers and Senators

1. Members of the Senate, including officers, may be removed during the term of office for reasons of dereliction of duty, or unethical conduct in the performance of the responsibilities of office.
 - a. Removal of Senators and officers during the annual term shall require a two-thirds vote of the Senate.

2. Senators who resign or are removed from their positions will be replaced with an eligible Staff member who will be appointed to fill the remaining term by the current Senate with a majority vote.
3. Officers who resign will be filled with the natural progression of officers and a new President Elect will be elected, depending on timing and how much of the terms are left. The Senate reserves the right to determine the succession and election on a case-by-case basis.

Article IV — Committees

Section 1 — Officers

1. The following duties shall be the responsibility of the Officers:
 - a. The Officers shall recommend Senate members for appointment to subcommittees and other all-University committees.
 - b. The Officers shall serve as the advisory group of the Senate when called upon by 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. The Officers shall cause matters approved by the Senate to be brought to the attention of the appropriate administrative officer for action and shall report to the Senate the action taken.
 - d. The Officers shall take such emergency action as they find necessary; such action is to be presented at the next regular meeting of the Senate.
 - e. The Officers shall refer to the appropriate committee for study such matters approved by the Senate.
 - f. The Officers shall prepare the agenda for meetings of the Senate.

Section 2 — Election Committee

2. The election committee shall consist of at least three members, chaired by the President Elect, and shall be appointed by the president of the Senate at the first meeting of the new academic year.
3. The following duties shall be the responsibility of the Election Committee.

Officer Elections:

1. Prepare an anonymous ballot available to all current Senate members with nominations for President Elect, Secretary, and Treasurer as received following the February Senate meeting. If office races are uncontested, no election is needed.
2. The President will present the slate of elected Senate Officers to the Senate at the March meeting for acceptance.

Senator Elections:

1. Determine a list of qualified staff members eligible for election to the Senate effective March 1. (See above for Senate qualifications)
2. Contact eligible members of the Electorate to verify they are willing to serve as a senator.
3. Create a ballot of those willing to serve to be available to the Electorate in the first two weeks of April for election.
4. Determine the results of the voting and forward the results to the Senate President.
5. Proposal of the slate of nominated senators will be presented to the Senate at the May meeting for acceptance.

Section 3 — Bylaws Committee

1. The Bylaws Committee shall be chaired by the Secretary and shall consist of four additional members appointed by the Senate each Senate year. The President and President Elect shall additionally serve on the committee as members *ex officio*.
2. The Bylaws Committee shall convene and review Senate Bylaws and Procedures at least once every even-numbered year. The Committee shall conduct this review to ensure that:
 - a. Senate Bylaws and Procedures are complete and accurate.
 - b. Senate Bylaws and Procedures provide for, in letter and spirit, effectual and efficient operation of the Senate.
 - c. Senate Bylaws and Procedures are in compliance with all applicable University, Municipality, County, State, and Federal laws, rules, policies, and regulations.
3. The Committee shall draft recommendations, amendments, and/or revisions for consideration by the Senate as applicable.
 - a. Once recommendations, amendments, and/or revisions are completed in writing and approved by the Bylaws Committee, the Secretary shall present these to the Senate for review at its next regular meeting.

Section 4 — Other Committees

The President of the Senate may, with the advice and consent of a majority of the Senate, establish committees and appoint liaisons from Staff for research, study, and /or for any other legitimate purpose consistent with the expressed or perceived interests of the Staff of the University.

Article V — Meetings

1. The Senate shall meet once a month as deemed necessary by the Senate. There will be no regular meeting in July.
 - a. The time and location for each meeting is to be announced by the Senate Secretary.
2. A quorum for conducting business at any meeting shall be a simple majority of the active members of the Senate with voting privileges at the time the meeting is called to order. For example, if 21 Senate seats are filled, quorum is 11.
 - a. If no quorum is present, those present have the authority to reschedule the meeting.
3. Any question to be decided at a meeting shall require a majority approval of those present.
4. Senators are encouraged to attend all meetings. After two unexcused absences, the senator will be considered derelict in their duties and may be removed from office.

Article VI — Implementation and Revision

1. These Bylaws may be amended or revised by a two-thirds majority vote of Senate members.
2. These Bylaws will take effect on April 11, 2026 if ratified by the Senate.