

University Staff Senate Bylaws

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

- I. UPS and USS employees appointed to permanent (full-time), benefits-eligible positions shall constitute the electorate of the Senate (“Electorate”). 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.
- II. Composition and Representation of the Staff Senate:
 - a. There shall be no more than 25 senators on the Staff Senate.
 - b. Terms of Membership:
 - i. Senators shall be elected from all USS and UPS staff.
 - ii. All Senators will serve a two-year term beginning July 1.
 - iii. After serving two consecutive terms, a Senator shall not be eligible for re-election for one Senate year.
 - iv. Officers are exempt from term limits for the term of their appointment.
 - v. Approximately one-half of Senators shall be elected each year.
 - vi. If the immediate Past President is completing their second term, they will be invited to serve one additional year as an ex-officio member to lend continuity to the governing body. The ex-officio year shall not count as the year of ineligibility.
 - c. Voting Privileges:
 - i. Each Senator shall have one vote. Ex-officio members do not have voting privileges.
 - d. Officers:
 - i. Officers of the Senate shall be President, Past President, President Elect, Secretary, and Treasurer. 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.

- ii. Combining USS and UPS requires equal opportunity to leadership positions. For the short-term, President and President-elect will be rotated on a yearly basis, if possible, as follows:
 - 1. The Presidency will be assumed by the President-elect each year in July.
 - 2. President Elect:
 - a. Nominations for this position will be rotated between the two groups. If UPS is the president in a given year, USS have the right of first refusal for this position. 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 will be given to the group that is not President.
 - 3. Secretary and Treasurer:
 - a. These positions can be held by either USS or UPS in any year.
 - b. Nominations will be solicited from both groups.

Most new hires will be UPS from this point forward. When the USS membership dips below 50, the Senate will conduct a vote to change the by-laws 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 by-laws.

e. Duties of Officers:

- i. 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 serve no more than a one-year term, after which the president will take on the role of Past President.
 - 4. The President shall represent the Senate on the University Leadership Team by attending monthly meetings during the school year.
 - 5. The President shall conduct regular one-on-one meetings with the University President throughout the year.
 - 6. 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.
 - 7. The President will attend regular KBOR meetings and/or regular KBOR Wrap-up meetings on campus.
 - 8. 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.

9. The President may choose a designee to attend or lead any meeting if their schedule does not allow them to be present.

ii. 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.

iii. 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.

iv. Treasurer

1. The Treasurer is 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.

v. Secretary

1. The Secretary shall prepare the minutes of the meetings of the Senate and make them available to all members of the Senate by posting them on the Senate webpage no later than fourteen calendar days following a regularly scheduled meeting of the Senate.
2. Distribute copies of the agenda for any upcoming Senate meeting and minutes of the Officers' meetings by posting on the Senate webpage.
3. Make the agenda of each meeting of the Senate available to Staff. Agendas shall be distributed at least five business days in advance of any meeting of the Senate.
4. The Secretary shall have access to Staff email list to communicate with all staff members.

f. Removal of Officers and Senators

1. Members of the Senate, to include 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.
2. Removal of Senators and officers during the annual term shall require a two-thirds vote of the Senate.
3. Senators who resign or are removed from their positions will be replaced with a Senator who will be appointed to fill the remaining term by the current Senate with a two-thirds majority vote.

4. 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

I. Officers

- a. The following duties shall be the responsibility of the Officers:
 - i. It shall recommend Senate members for appointment to subcommittees and other all-university committees.
 1. It 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.
 2. It 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.
 3. It shall take such emergency action as it finds necessary; such action to be presented at the next regular meeting of the Senate.
 4. It shall refer to the appropriate committee for study such matters approved by the Senate.
 5. It shall prepare the agenda for meetings of the Senate.

II. Election Committee

- a. The election committee, consisting of at least three members, chaired by the President-Elect, shall be appointed by the president of the Senate at the first meeting of the new academic year.
- b. The following duties shall be the responsibility of the Election Committee.
 - i. 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.
- c. 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.
- III. 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.
2. The time and location to be announced by the Senate Secretary.
3. A quorum for conducting business at any meeting shall be one more than 50% of the members of the Senate. If no quorum is present, then those present have the authority to reschedule the meeting.
4. Any question to be decided at a meeting shall require a majority approval of those present.
5. 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.
6. Ex-officio Members: The following groups will be invited to have an ex-officio member to the senate.
 - i. Pittsburg State University Faculty Senate
 - ii. Pittsburg State University Student Senate
 - iii. Pittsburg State University President's Administration
 - iv. Human Resources Representative

Article VI - By-Laws

1. These By-laws may be amended by a two-thirds majority vote of Senate members.
2. These By-Laws will take effect on July 1, 2025.

Created by the USS/UPS Merge Committee, 11/2024.

Voted on and approved by USS in 12/2024. Voted on and approved by UPS 1/2025.