KENTUCKY STATE UNIVERSITY

STAFF SENATE

CONSTITUTION

AND

BYLAWS

Adopted: September 17,1994
Revisions Approved: June 4, 2020

Section 2. Regular Meetings.....

Kentucky State University Staff Senate
Constitution and Bylaws

PREAMBLE

WHEREAS, members of the Kentucky State University staff are desirous of creating a stronger bond among themselves and to more effectively direct, focus and utilize the talents and efforts of the membership to foster communication and cooperation between and among the staff, administration, faculty, and students; and

WHEREAS, the need arises to create a governing body possessed of responsible and responsive leadership which shall develop, promote, and administer those policies and objectives which best fulfill and address the needs, concerns, and interests of all staff; and

WHEREAS, accomplishment of the foregoing shall ideally enhance the ability of the membership to support the institution in its effort to achieve its mission;
BE IT THEREFORE RESOLVED, that there is hereby created a STAFF SENATE.

NAME

This governing body shall be known as the Kentucky State University Staff Senate, herein referred to as the “Senate.”

D. Elections will be held annually in November.
E. Members of the Senate shall serve for a term of two years. Members may serve consecutive terms not to exceed five (5) terms but must run for re-election upon expiration of their current term. After serving five (5) terms, a representative shall sit out for one full term before running for re-election. Members may be appointed to a sixth term in the event a vacancy occurs.
F. Any representative may be removed by a two-thirds vote of his/her constituency.
G. In the event of job realignment, a representative shall finish out their term as a representative of the administrative unit in which the representative was elected to serve.
H. Upon election, each Representative shall be familiar with Senate business and be willing to respond to questions from his/her constituency.

Section 5: Permanent Vacancies

A. Upon termination of an elected representative's employment at Kentucky State University, that seat shall be deemed a permanent vacancy.
B. Representatives shall be required to attend all meetings unless excused by the Senate President. In the event a representative has three (3) or more unexcused absences from regular meetings in a calendar year, that representative shall be removed from their seat and the seat will be deemed a permanent vacancy.
C.

and Credentials Committee shall maintain a complete and confidential record of its proceedings.

F. The Senate shall vote on the recommendation of the Election and Credentials Committee.

G. If the officer named in the petition for removal voluntarily resigns at any point during the procedures indicated in this section, the petition for removal shall be deemed withdrawn.

ARTICLE IV: STAFF REGENT

Section 1: Establishment and Membership

The Staff Regent shall be an ex officio, non-voting member of the Senate.

Section 2: Responsibilities

The Staff Regent shall attend all Senate meetings and report the actions of the Board of Regents to the Senate.

Section 3: Legislation and Eligibility

The position of Staff Regent has been established by KRS 164.321.

Section 4: Removal of Staff Regent

The Staff Regent can only be removed pursuant to KRS 164.321(10) (a) and KRS 164.321(10) (b).

ARTICLE V: STAFF ADVOCATES

Section 1: Establishment and Membership

There shall be two Staff Advocates, one male and one female. They shall be ex officio, non-voting members of the Senate.

Section 2: Responsibilities

The Staff Advocates shall serve as support for a staff member, upon request, throughout the grievance and appeal process. The Staff Advocate shall maintain confidentiality and refrain from providing legal advice.

Section 3: Removal of Staff Advocate

Staff Advocates shall be removed in the same manner as Senate members as stated in Article II Section 4.F.

ARTICLE VII: STANDING COMMITTEES

Section 1: Purpose and Function

The function of the standing committees is to provide the Senate with specific, responsible working bodies which shall ensure a planned and coordinated direction for the business of the Senate. Each committee's guidelines will have the following categories: “Purpose,” “Responsibilities,” “Composition,” and “Reports To.”

Section 2: Standing Committees

A. Outreach Committee
B. Staff Relations Committee
C. Executive Committee
D. Election and Credentials Committee
E. Staff Morale Committee

Section 3: Procedure for Election of Committees

A. At the annual December meeting, or when a permanent vacancy occurs, the Election and Credentials Committee shall report all vacancies in standing committee membership and shall submit to the Senate the name of a Senate member or staff member for nomination for each vacancy. Alternate names may also be submitted to fill vacancies which may occur between regular Senate meetings.
B. After nominations by the Election and Credentials Committee have been reported to the full Senate, the Senate President shall call for nominations from the floor before nominations are closed and voting commences. A majority vote shall be required to elect members to a committee. Alternates approved by the Senate shall automatically fill a permanent vacancy.
C. Each Senate member must serve on at least two standing committees.
D. Each standing committee shall consist of a minimum of three Senate members.

Section 4: Procedures for Election of Standing Committee Officers

A. The Vice President of the Senate shall call a meeting of each standing committee following the first regular Decem ber Senate meeting.
B. Only members of the standing committee who are members of the Senate are eligible for nomination for Chairperson of the standing committee. The Chairperson shall be elected by members of the standing committee.
C. A majority vote of the st anding committee shall constitute an election.
D. Duties of a Standing Committee Chairperson shall be:
    1. Call and preside at all meetings;
    2. Determine the agenda for all meetings;
    3. Ensure that conduct of the committee is governed by procedures contained in *Robert's Rules of Order,* Newly Revised;

4. Ensure that all members attend all meetings;
5. Ensure that all matters as referred to the committee by the Senate are followed through to conclusion in a timely manner;
6. Report vacancies to the Election and Credential Committee;
7.

Section 5. Staff Outreach Committee

Purpose

Maintain communication with staff members, promote programs which bring the University and communit y closer together, and assist the University with recruitment of students.

Responsibilities

A. Facilitate communication among co-workers and encourage and maintain mutual communication between Senate and the campus community;
B. Publish news of Senate proceedings to the University community;
C. Adhere to University policy regarding off -

Section 6. Staff Relations Committee

Purpose

Aid staff in the resolution of grievances in accordance with the guidelines of the Kentucky State University Human Resource Policy Manual.

Responsibilities

A. Facilitate matters impacting the workforce (training, professional development, compensation, discrimination, generational matters, budgets, transportation matters, etc.);
A. Provides an avenue for the regular exchange of ideas on employee benefits, University policies and procedures, and other matters that relate to staff;
B. Facilitate matters regarding safety and health affecting staff (work-life balance, health and wellness, emergency preparedness, etc.);
C. Represents Senate during HR's New Employee Orientation sessions;
D. Actively works to recruit a diverse and inclusive Senate body through outreach and cooperation with relevant campus offices and departments;
E. Upon request by a staff member, the Staff Advocates shall serve as support for the staff member throughout the grievance and appeal process;
Assist the Office of Human Resources in recognizing University retirees;
G. Present a written annual report of committee accomplishments at the October meeting of the Senate.

Composition

The committee shall consist of at least three Senate members, including a member of the Executive Committee; a representative from the Office of Human Resources; and the Staff Advocates.

Reports to: Staff Senate

Section 7. Executive Committee

Purpose

Function in an advisory and coordinating capacity and make recommendations for adjustments, improvements, and refinements to the staff structure.

Responsibilities

A. Oversee, examine, and review the work of the various Senate committees to prevent duplication of effort and ensure the carrying out of all committee assignments;
B. Act as a steering committee to assure that matters are properly referred to Senate committees;
C. Act for the Senate on urgent matters and consider immediate problems of general interest to the University which cannot wait for action by the Senate in regular sessions. Such actions of the committee are reported to the Senate at its next meeting and are subject to ratification;
D. Review and recommend the annual budget of the Senate and the financial statements of the Senate;
E. Maintain relationships with the University community;
F. Ensure that Ad Hoc committees are established when necessary; and
G. Present a written annual report of committee accomplishments at the October meeting of the Senate.

Composition

The committee shall consist of the elected officers of the Senate, all Senate committee

Sectio n 8. Election and Credentials Committee

Purpose

Conduct and certify the election of Senate members and the Staff Regent. The Election and Credentials Committee is an Ad Hoc committee that shall be formed no later than three (3) months before each Senate election.

Responsibilities

A. Conduct on-going and regular studies of the structure of university staff to ensure that the Senate continuously rep

ARTICLE VIII: SENATE AD HOC COMMITTEES

Section 1: Authority

The Senate President, in consultation with the Election and Credentials Committee, may appoint ad hoc committees as may be necessary for specific purposes. The composition and purpose of the ad hoc committees shall be recommended by the Election and Credentials Committee. Ad hoc committee chairpersons shall be elected by the members of the committee.

ARTICLE XI: ADMINISTRATIVE FUNCTIONS

The Senate shall have no management or administrative functions either in itself or through the instrumentality of its committees.

ARTICLE XII: EFFECTIVE DATE

The Senate Constitution and Bylaws shall become effective upon approval by the Board of Regents.