

## **BYLAWS OF THE UNIVERSITY OF WYOMING STAFF SENATE**

### **I. INTRODUCTION**

The University of Wyoming Staff Senate was established in 1977 and represents UW staff employees. Staff Senate serves to foster collaboration, communication, and advocacy for UW staff. These Bylaws describe the roles and responsibilities of the University of Wyoming Staff Senate. These provisions will remain in effect until repealed, modified, or otherwise changed.

### **II. POLICY**

The University Staff Senate is the representative body of the University's staff employees and serves the following functions:

- A.** To achieve a spirit of unity, pride, and cooperation by being recognized equally with faculty and student bodies in advising University administration.
- B.** To provide a means of communication between staff and administration relative to issues of mutual concern.
- C.** To provide open meetings to express, propose, represent, investigate, debate, and recommend action to university administration.
- D.** To advise the administration of working and employment conditions and practices, including compensation, benefits, and grievances.
- E.** To involve staff senators in university administration and to increase awareness of staff problems and opportunities.

### **III. ADVISORY STATUS OF THE SENATE**

The Senate is advisory to the President of the University.

### **IV. RULES AND PROCEDURE MANUAL**

The Rules and Procedures will provide details of the Senate's responsibilities, tasks, and procedures, and will be maintained by the Governance Committee. Any amendments to the Rules and Procedures must be indicated with the associated bill and the date ratified. The updated version must then replace the former version wherever it is publicly available. Rules and Procedures will be reviewed and updated annually by the Governance Committee by June 30.

### **V. MEMBERSHIP**

#### **A. Eligibility**

- i.** All employees of the University of Wyoming who are active benefited Classified, Administrative Professional, and Contract staff are eligible to vote for and be members of the Staff Senate

- ii. An employee must have completed their initial probationary period, be in good standing, and have been an employee for a full year to be eligible for nomination as a member of Staff Senate.
- iii. Questions of eligibility for membership will be reviewed by the Governance Committee with assistance by the office associate.

#### **B. Structure**

The Staff Senate will consist of voting members and non-voting members as outlined below:

- i. Voting members will consist of senators and officers listed in Rules and Procedures.
- ii. Non-voting members will consist of appointees of the executive committee, the Staff Senate office associate, and ex-officio members.

#### **C. Districts**

Voting districts will be reviewed by the Governance Committee in odd-numbered fiscal years before elections, and the committee will propose changes necessary to ensure equal representation as defined in the Rules and Procedures.

#### **D. Number of Members**

- i. Staff Senate members will be elected from each voting district by eligible employees.
- ii. Any eligible staff member can participate in elections for any division of the University of Wyoming, and any eligible staff member can be nominated and confirmed for interim vacancies in the Staff Senate.
- iii. The number of staff senators elected in a district will be determined by the number of employees in each division that is represented by the staff Senate with a limit of 50 constituents per Senator.
- iv. Eligible employees and the total number of employees represented by Staff Senate in a voting district will be determined by up-to-date listings provided by the Office of Human Resources.

### **VI. NOMINATION AND ELECTION OF SENATORS**

- A.** Nominating and voting will be carried out by the Governance Committee and follow the guidelines in the Rules and Procedures.
- B.** Regular elections to fill vacant positions will be held annually before the regular May Senate meeting.
- C.** For voting purposes, the voting staff must meet the requirements listed in Section IV above and be on the UW payroll as of the first Monday of March of the election year.

- D. Midterm Vacancies - the Senate Governance Committee will nominate willing and eligible staff for ratification by a majority of those members present and voting at a regular Senate meeting to fill vacancies for the remainder of the term.

## **VII. TERMS OF OFFICE OF SENATORS**

- A. Elected Senators will assume their duties on July 1.
- B. Senate membership is tied to the seat term, which is a three (3) year-term with about one-third (1/3) of the Senators elected each May.
- C. Any member of the Staff Senate may serve up to two (2) consecutive terms. Any member wishing to serve more than two (2) full terms must have a break of at least one (1) year between each set of consecutive terms. Staff Senate officers will serve for one (1) year, beginning each July 1.

## **VIII. DUTIES**

- A. Senators will attend all regularly scheduled meetings, the annual retreat, and special meetings of the Senate. Each Senator will serve on one committee of the Senate, attend all regularly scheduled respective committee meetings, and may be elected as an officer of that committee. Senators will maintain an open line of communication with their district constituents.
- B. Absenteeism - If a Senator has four (4) absences from regular Senate meetings in any fiscal year or fraction thereof, a Senator's position may be vacated by a vote of the Senate on a recommendation of the Executive Committee. Following four (4) absences, the Senator will be contacted in writing by the Senate President, notifying the Senator that their position may be subject to vacation.

## **IX. RESIGNATION AND REMOVAL**

- A. Resignations – Senators who cannot fulfill their duties must submit a written notification of resignation to the Senate President and the Staff Senate office associate. Upon acceptance of the resignation, the President or Staff office associate will send a written confirmation to the senator.
- B. Removal - During an elected term, senators may be removed from the Senate if they:
  - i. No longer meet the requirements outlined in Article V or
  - ii. Do not fulfill their senator duties, including absences outlined in VIII.

## **X. SELECTION OF OFFICERS OF THE SENATE**

- A. President: At the January meeting, the Senate will annually elect a President-elect from its membership who will serve as an ex-officio member of the Senate's Executive Committee until assuming the duties of President on July 1. The President-elect position may be held

concurrently with other Senate positions. If the Senate term of the President-elect expires before they serve as President, and they are not elected to another term, their term will be extended for one year to allow them to serve as President.

- B. Other:** At the May meeting after the election of Senators, the Senate will annually elect the following officers from its membership for one (1) year each. The election will be held at the May meeting after the election of Senators. These newly elected officers will assume their duties on July 1.
- i. Vice President
  - ii. Secretary
  - iii. Treasurer
  - iv. Parliamentarian
  - v. Member-at-Large
- C. Midterm vacancies** of any officers must be filled by special election at the first regular Senate meeting following the vacancy. The Senate may, by a two-thirds (2/3) vote, declare an office vacant when an officer cannot carry out or improperly performs the duties of the office.
- D. Ad hoc Officers** - The Senate President, with the advice and consent of the Senate, may appoint such other officers as identified by the Rules and Procedures of the Senate.

## **XI. DUTIES OF SENATE OFFICERS**

### **A. PRESIDENT**

- i. Serve as the Chair of regular Staff Senate meetings.
- ii. Preside over meetings of the Executive Committee.
- iii. Serve as a representative of the Staff Senate to various stakeholders, with the flexibility to delegate as needed.
- iv. Provide a formal annual report to all University staff.
- v. Appoint ad-hoc committees, working groups and other offices as specified by the Rules and Procedures.
- vi. For the year following their office, they will serve as an advisor to the Officers and Executive Committee as requested and attend Executive Committee meetings as a non-voting member.

### **B. PRESIDENT ELECT**

- i. Serve as an ex-officio member of the Senate's Executive Committee until assuming

their duties.

- ii. This position may be held concurrently with other Senate positions.

#### **C. VICE PRESIDENT**

- i. Preside over regular Staff Senate meetings when the President is unable to attend.
- ii. Perform responsibilities and expectations by the guidelines defined in Rules and Procedures.

#### **D. SECRETARY**

- i. Act as the senior person responsible for all Senate documents and manage them with assistance from the Staff Senate Office Associate
- ii. Perform responsibilities and expectations by the guidelines defined in Rules and Procedures.

#### **E. TREASURER**

- i. Oversee all financial activity of the Staff Senate and its Committee.
- ii. Create the Senate budget for each fiscal year and present it for Staff Senate approval at the February meeting.
- iii. Perform responsibilities and expectations by the guidelines defined in Rules and Procedures.

#### **F. PARLIAMENTARIAN**

- i. Keep Staff Senate procedures in accordance with Staff Senate Bylaws, Rules and Procedures and the most recent version of Robert's Rules of Order.
- ii. Advise the Executive Committee, standing committees, and Senators on appropriate bill and resolution preparation.
- iii. Maintain a working knowledge of all Staff Senate Bills and Resolutions.
- iv. Perform responsibilities and expectations by the guidelines defined in Rules and Procedures.

#### **G. MEMBER-AT-LARGE**

- i. Represent the Presidents constituents.
- ii. Represent constituents that do not have Staff Senate representation because of seat vacancies or lack of department participation.

- iii. Perform responsibilities and expectations by the guidelines defined in Rules and Procedures.

## **XII. COMMITTEES OF THE SENATE**

### **A. Executive Committee will:**

- i. Be composed of the elected officers of the Senate and other Senate officers and members as provided by the Rules of the Staff Senate.
- ii. It will be presided over by the Senate President, who will serve as the committee chair.
- iii. Set the agenda for the Senate's regular meetings and the staff's general meetings.
- iv. Act on behalf of the Senate in carrying on the business of the Senate between regular meetings.
- v. Perform other responsibilities as ordered by the Rules and Procedures of the Staff Senate or specifically assigned to it by the Senate.

### **B. Standing Committees**

- i. Three standing committees are established to accomplish the goals and objectives of the Staff Senate: Governance, Recognition, and Staff Relations. Each committee's roles and duties are outlined in the Rules and Procedures.
- ii. Standing Committees Duties
  - a. Elect a committee chair.
  - b. Officers are not eligible to serve as committee chairs.
  - c. The elected committee chair must serve as a member of the Executive Committee and attend the monthly Executive Committee meetings.
  - d. The committee chair must designate a committee representative if they will be absent. The delegate will have voting rights.
  - e. Establish session goals and work toward accomplishing them during the Senate session.
  - f. Accept and act on business items assigned to them by the Executive Committee.
  - g. Present an oral committee report at the monthly Executive Committee meetings and provide a written monthly committee report to the Secretary.
  - h. Present a report to the full Senate at each monthly general meeting.

### **C. Other Committees**

- i. Ad hoc committees may be established and disbanded by the Senate or the Executive Committee as necessary to conduct Senate business.
- ii. Conduct business following the same duties and expectations of the Standing Committees.

### **XIII. MEETINGS AND ACTIONS**

- A.** The Senate will meet in regular sessions monthly or if the President requests a meeting.
- B.** At least two-thirds (2/3) of the voting members must be present for there to be a quorum.
- C.** A vote on any matter pending before the Senate will be taken if a quorum is present.
- D.** All approved, numbered bills and actions of the Senate will be forwarded by the Senate President to the President of the University, with a copy to the appropriate administrative officer.
- E.** In the conduct of the meetings, the most recent edition of Robert's Rules of Orders will prevail unless superseded by the Rules of the Staff Senate.
- F.** Meetings of the Senate will be open.
- G.** At its option, the Senate may move into executive session by a two-thirds (2/3) vote of the members present and voting.
- H.** The Senate will invite the President of the University to present, at least once a year, a general message on the state of the University. The Senate will consider any special recommendations made at any time by the University President.
- I.** A record of proceedings at meetings will be kept, which will be made publicly available by the Staff Senate office associate.
- J.** The Senate will establish and maintain reasonable procedures whereby any individual may be heard by any committee or full Senate.
- K.** Any actions of the Senate may be reviewed at a general staff meeting upon written request signed by at least fifty (50) benefited staff employees who work at least twenty (20) hours per week. This written request must be submitted to the Senate President.
- L.** Meetings will be conducted as identified in the Rules and Procedures.

### **XIV. REPORTING OF ACTIONS**

All approved, numbered bills and actions of the Senate will be forwarded by the Senate President to the President of the University, with a copy to the appropriate administrative officer.

### **XV. SENATE SUPPORT**

- A. The Senate will have a budget as determined annually by university procedures including administrative assistant services, a salary for the Senate President, office space, and appropriate support services.
- B. The Senate President will be given a fifty percent (50%) release from their normal job responsibilities while holding that office. The Senate President shall be paid one hundred percent (100%) of their normal salary from their home unit. In addition, release time funds of up to fifty percent (50%) of the Senate President's salary shall be provided to the home unit by the Vice President for Finance and Administration for use as deemed necessary.
- C. Senate members will be released from normal work duties for a minimum of eight (8) hours each month for the purpose of participating in Senate activities. Senate officers shall be granted such additional release time as is necessary to attend specified Senate affairs. In no way shall this release time be charged against an individual member.
- D. Additional support may be provided by the Vice President for Finance and Administration upon justified requests from the Senate President.

## **XVI. AMENDMENTS TO THESE BYLAWS**

- A. Bylaws will be reviewed in even-numbered fiscal years by the Governance Committee and Parliamentarian to determine if amendments or revisions are needed. Any senator can propose an amendment to the bylaws.
- B. Proposed amendments and revisions will be made available to the Senate at least two (2) weeks before the meeting at which they will be presented.
- C. The Parliamentarian will present to the Senate the proposed bylaws, amendments, or revisions to the bylaws.
- D. Amendments to or revisions of the Senate bylaws must pass by a two-thirds (2/3) vote.
- E. The proposed amendments to or revisions of the bylaws will be provided to the University President.

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### History:

University Regulation, Revision 6; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 5/6/2011 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Reformatted 7/1/2018 Board of Trustees: formerly UW Regulation 1-34, now UW Regulation 1-3

Revisions adopted 11/15/2018 Board of Trustees meeting (effective 7/1/2019)

New Bylaws established under Staff Senate March 6, 2024