

KENTUCKY STATE UNIVERSITY

STAFF SENATE

BYLAWS



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Kentucky State University
Staff Senate BYLAWS

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Kentucky State University
Staff Senate BYLAWS

ARTICLE I: PURPOSE

Section 1: Goals and Objectives

The Staff SENATE herein referred to as the SENATE, will address the concerns of staff. Goals and objectives shall include:

- A. Facilitate communication among co-workers as well as two-way communications between staff and the administration.
- B. Facilitate mutual understanding of administration-employee problems.
- C. Serve as a conduit for staff ideas for improving policies and procedures, safety, staff relations, and accomplishing cost containment.
- D. Provide staff with an opportunity to plan and implement programs of interest and benefit to them.
- E. Provide a conduit for communicating existing policies and new policies to staff.

ARTICLE II: MEMBERSHIP AND ELIGIBILITY

Section 1: Representation

The Senate shall be the representative organization for all staff employees of Kentucky State University including persons who may teach no more than two classes as an adjunct, but whose main responsibility is in a non-faculty function. The only exceptions are persons defined in the KSU Job Groups and Codes categories: 4300 Health Services and 9400 Administrative and Management. (Office of Payroll and Personnel and Article II, Section 5.D)

Section 2: Eligibility to Vote

All eligible full-time staff at the University can participate in the Staff Senate election.

Section 3: Authority

- A. The powers of the Senate emanate from the staff and from the delegation of authority by the Board of Regents.
- B. The Senate shall be governed by *Robert's Rules of Order*, Newly Revised, in the consideration of all matters properly before it. Where required, the interpretation and application of governing procedures outlined in Article II, Section 3.C. shall be the responsibility of the Parliamentarian.
- C. Any conflict among or between the Constitutions. These Bylaws and *Robert's Rules of Order* shall be resolved in favor of the Constitution.

Section 4: Membership and Eligibility

- A. All full-time permanent staff members off probation shall be eligible to seek election to the Senate.
- B. Each elected representative shall have one vote.
- C. Ex-officio members of the Senate shall be the University President, Staff Regent, Cabinet members, and Directors. Ex-officio members shall be non-voting.
- D. Membership on the Senate shall be for a term of two years. Members may serve consecutive terms but must run for re-election.
- E. Any representative may be removed for cause by a two-thirds vote of his/her constituency.

Section 5: Permanent Vacancies

- A. Upon termination of employment of an elected representative at Kentucky State University that seat shall be deemed vacant.
- B. Representatives shall be required to attend all meetings unless excused by the President. In the event a representative has three or more unexcused absences from regular meetings, that representative's seat will be deemed vacant.
- C. Upon occurrence of a permanent vacancy, the person receiving the next highest vote in the last election in the category in which the vacancy has occurred shall be appointed, if available, to fill the vacancy. In the event that no candidate(s) is/are available from the last election, the vacancy will be filled at the next semi-annual election to be held in June and December of each year. Besides filling such vacancies, the June election will serve to replace representatives whose terms have expired.
- D. Any staff that is transferred or promoted out of his/her constituency group will be replaced by the person receiving the next highest vote in the last election in that group. In the event that no candidate(s) is/are available from the last election, the vacancy will be filled at the next semi-annual election.
- E. Any replacement of members or officers shall serve for the duration of the unexpired term.
- F. Resignation from the Staff Senate will be just cause to forfeit future eligibility in the Staff Senate. Appeals can be made to the Staff Senate for extenuating circumstances.

Section 6: Representatives

- A. The Senate shall consist of representatives elected from its respective constituencies by staff members eligible to vote. The constituencies, date, and manner of the election are defined in Article n, Section 6.D., Article VI, Section 2.C., and Appendix A.
- B. The total voting membership of the Senate shall not exceed forty persons.
- C. The Senate shall consist of twenty (20) representatives, with individuals elected from each constituency group, defined as Administrative Units (8 people), Job Groups and Codes (7 people), and at-large seats (5 people). Each staff employee shall be potentially eligible for participation in anyone of three seats. In addition,

each representative unit contains various job group and code categories, thereby ensuring a vote upon individual matters as well as upon issues concerning the group.

- D. The makeup of Job Groups and Codes shall be controlled by the Kentucky State University Personnel Office. Any change(s) to the Job Groups and Codes will result in a re-evaluation of membership eligibility to the Senate and Staff Regent. The Senate Constitution and Bylaws will be the final decision in membership.

Administrative Units (Appendix C)

Administrative Unit 1: One representative shall be elected from the following:

Office of the President
General Counsel
Internal Auditor
Office for Policy and Management
Institutional Research, Budgeting, Computer and Informational Services, Assessment and Evaluation
Institutional Advancement
Development/Grants; Public Relations/Marketing, Graphics, Alumni Affairs, Governmental and Service Area Liaison, Extension

Administrative Unit 2: Three representatives shall be elected from the following:

Vice President of Academic Affairs
CESKAA, Enrollment Management and Academic Support, School of Business, School of Public Administration, College of Arts and Sciences, Whitney Young College, College of Professional Studies, Land Grant, Blazer Library

Administrative Unit 3: One representative shall be elected from the following:

Vice President of Student Affairs
Student Life, Health Services, Counseling and Career Placement, Athletics, Housing

Administrative Unit 4: Three representatives shall be elected from the following:

Vice President for Finance and Administration
Financial Aid, Student Financing and Collections, Risk Management, Purchasing and Auxiliary Services, Personnel, Facilities Management, Comptroller, University Police

Job Group and Codes (7 representatives- one representative from each group)

1. Unskilled Labor and Trades, Skilled Trades, Automotive and Mechanical, Safety and Inspection
2. Printing, Reproduction, and Publicity, Library Services, Data Processing and Computer Services
3. Security and Law Enforcement
4. Research Services, Agricultural Services
5. Counseling and Information, Coaching and Athletics, Pre-school Educators, Educational
6. Services
7. Clerical and Office Administration, General Administrative Support
8. Bookkeeping and Accounting, Purchasing and Stores

Job Code Title and Group (7 representatives- one representative from each group)

1000 - Unskilled Labor and Trades

Messenger, Housekeeper II, Messenger Sr. /Mailroom Supervisor, Laborer, Maintenance Worker III, Building Maintenance Tech, Custodian I, Custodian II, Grounds Supervisor, Groundskeeper I, Groundskeeper II, Light Equipment Operator, Grounds Foreman

1100 - Skilled Trades

Carpenter I, Senior Carpenter, Painter I, Painter II, Stationary Fireman I, System Water Treatment Tech., Boiler Plant Supervisor, Boiler Plant Assistant Supervisor, Plumber II, Senior Plumber, Electrician II, Senior Electrician, Trades Supervisor, Senior Building Tradesperson, Locksmith, Senior, Locksmith II, Inventory Officer, Energy Tech., Grounds Technician, Senior Project Engineer, Senior Capital Project Manager

1600 - Printing, Reproduction, Publicity

Production Technician, Videographer, Reprographics Specialist, Graphics Specialist II, Graphics Designer, Graphics Designer, CES/CRS, Telecommunications Specialist

1700 - Automotive and Mechanical

Senior Auto Mechanic, HVAC Mechanic II, Senior HVAC Mechanic, Grounds Maintenance Mechanic, Garage Manager, Preventative Maintenance Mechanic

2300 - Security and Law Enforcement

Dispatcher, Police Patrol Officer, Security Officer, Housing Security Officer, Police Sergeant, Police Lieutenant, Chief of Police

3200 - Safety and Inspection

Safety/Compliance Officer

5000 - Library Services

Library Technician, Library Clerk, Library Assistant I, Library Assistant II, Archives Assistant, Archivist

5100 - Educational Services

Training Aide, Field Supervisor, Head Start, Project Manager, Head Start Instructional Labs Manager, Lab Assistant, Tutorial Lab Manager, Dorm Outreach Assistant, Instructional Media Coordinator, Cheerleader Sponsor, Teacher's Aide, Jumpstart Mentoring Site Manager, Associate Director, Head Start, Academic Technology Trainer, Educational Trainer/Reading Coach, Preschool teacher, Program Assistant/Community Education, Educational Trainer, Teacher Educator, Adjunct, Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, Lecturer, Instructor, Assistant Professor, Chairperson, Dean, Asst. To the Dean, Director of Bands, Distinguished Professor, Director of Supervised Teaching

5200 - Research Services

Five Culturist (videographer), Fish Culture Assistant, Animal Care facility Manager, Research Assistant, Farm Manager, Farm Technician, Principal Investigator, Co-Investigator, Facility Manager (CES Building), Project Director, Research Analyst, CES/CRS, Research Analyst

5300 - Agricultural Services

Area Specialist, State Specialist, Horticulture Technician, FDM Assistant, Urban Garden Assistant, Small Farm Assistant, County Extension Agent, County Agent for Horticulture, Area Agent

8200 - Counseling and Information

Counselor I, Counselor II, Instructional Counselor, Admissions Counselor, Admissions Representative, Assistant Head Resident, Head Resident, Hall Monitor, Registrar, Assistant Registrar

9000 - Clerical and Offices Administration

Clerk, Document Clerk, F/A Student Workers, Student Records Assistant, Loan Specialist/Default Manager, Scholarship Specialist, Technical Assistant, Financial Aid Specialist I, Financial Aid Specialist II

9100 - Bookkeeping and Accounting

Accounts Payable Clerk, Accounts Payable Supervisor, Accountant I, Accountant II, Senior Accountant (Acct. II), Budget Analyst II, Budget Analyst III, Comptroller, General Accounting Clerk, Collections Officer, Cashier II, Collections Supervisor, Cashier I, Assistant Bursar, Bursar, Payroll Manager, Payroll Clerk, Payroll Analyst

9200 - Purchasing and Stores

Stock Clerk, Warehouse Manager, Purchasing Buyer

9600 - General Administrative Support

Assistant Director, Assistant to the Dean, Training Assistant, Administrative Assistant I, Administrative I; Assistant II, Administrative Assistant III, Housekeeping Supervisor, Custodian Manager, Maintenance Operations Manager, Bradford Hall Manager, HR Benefits Services Representative, Coordinator I, Coordinator II, Senior Benefit Coordinator, Production coordinator, Associate Production Coordinator, Web Coordinator, Academic Coordinator, Athletics, Executive Administrative Assistant, Coordinator Publications & Productions, Advancement Services Coordinator, University Events Coordinator, Assistant Director, Residence Life, Assistant Director, Purchasing, Assistant Director, Student Development, Assistant Director, Financial Aid, Assistant Director, Student Life, Assistant Director, Technician, Assistant Athletics Director, Internal Auditor, Staff Auditor, Event Planner, Advancement Event/Marketing Officer, W.I.C. Project Coordinator, Assistant to Director Land Grant

9700 - Data Processing and Computer Services

Computer Lab Manager, Help Desk Technician, Programmer, Senior Programmer, Principal Programmer, Programmer Manager, systems Analyst/Data Communication Specialist, Programmer Analyst, Programmer Analyst II, Micro-Technician, Systems Programmer, Network Programmer/Analyst, Network Manager

9900 - Coaching and Athletics

Assistant Coach, Equipment Manager, Head Coach, Men's Football, Head coach, Women's Basketball, Head Coach, Men's Basketball, Head Coach, Baseball, Head coach, Track, Head Coach, Volleyball, Athletic Trainer, Assistant Athletic Trainer, Aerobics Instructor, KLEFPF Funding, Allowance (Car, etc.), Deferred Salary Payback

ARTICLE III: OFFICERS

Section 1: Officers

At the first scheduled meeting following the election for membership, there shall be five officers nominated and elected from the membership, a President, Vice President, Secretary, Assistant Secretary, Treasurer, and Parliamentarian.

Section 2: Eligibility for Office

- A. Any member of the Senate shall be eligible for election as a Senate Officer.

- B. Only members of the Senate may nominate a candidate for or cast ballots in the election of an officer.
- C. If an officer resigns, retires, or otherwise ceases employment with Kentucky State University, that office shall immediately be deemed vacant.

Section 3: Election

- A. After nomination, election for any office defined in Section 1 of this Article shall be conducted by secret ballot at the first Senate meeting of the year. Two members of the Senate shall serve as tellers to count the votes during the portion of the meeting to elect officers (Article III, Section 8). No nominee for any office shall be eligible to serve as a teller.
- B. A vacancy in the office of the President will be assumed by the Vice President. A vacancy in the office of Secretary will be assumed by the Assistant Secretary.
- C. A vacancy in the office of either Vice President or Assistant Secretary of the Senate shall be filled at the next regular meeting after such vacancy occurs and such election shall be conducted as prescribed in Section 3.A. of this Article.

Section 4: Duties of the President

The duties of the President shall be:

- A. Preside at all meetings.
- B. Determine, in consultation with the Secretary, the agenda for all meetings.
- C. Issue calls for both regular and special meetings.
- D. Receive and refer as appropriate all matters directed to the Senate.
- E. Represent the Senate in the University community.
- F. Appoint all ad hoc committees of the Senate defined in the Bylaws.
- G. Abide by all enforce the Constitution and Bylaws.
- H. Exercise other duties of a presiding officer as may be additionally specified by the Senate.
- I. Organize and deliver all files, correspondences, and instructions to the succeeding, President of the Senate, prior to the first meeting of the new Senate.
- J. Recommend, in consultation with Senate Officers, staff appointments for University wide and community advisory boards.

Section 5: Duties of the Vice President

The duties of the Vice President shall be:

- A. Preside at meetings in the absence of the President.

- B. Assume the chair in the event a vacancy occurs in the office of President.
- C. Represent the Senate when so designated either by the President or by the Senate.
- D. Perform other duties as may be requested by the President or by the Senate.
- E. Organize and deliver all files, correspondences, and instructions to his or her successor, prior to the first meeting of the new Senate.

Section 6: Duties of the Secretary

The duties of the Secretary shall be:

- A. Maintain and safeguard accurate minutes of Senate meetings and distribute them to members, all staff, and administrators at least five days prior to the next regularly scheduled meeting.
- B. Maintain an archive of meetings, correspondence and actions, and provide copies of approved minutes to the office of the President, the University President, and to Blazer Library for public review.
- C. Preside at meeting in the absence of the President and Vice President.
- D. Notify members of special meetings called by the President.
- E. Organize and deliver all files, correspondences, and instructions to the succeeding Secretary prior to the first meeting of the new Senate.
- F. Distribute the agenda to Senate members and administrators no less than five working days prior to the next regularly scheduled meeting.

Section 7: Duties of the Assistant Secretary

The duties of the Assistant Secretary shall be:

- A. Assist the Secretary with duties as needed. Act as a teller for all voting.
- B. Maintain accurate attendance and voting records of all members. Coordinate all Senate mailings to constituents.
- C. Preside at meetings in the absence of the President, Vice President and Secretary.
- D. Assume the position of Secretary in the event a vacancy occurs in the office. Maintain a schedule of meeting places of the Senate.
- E. Organize and deliver all files, correspondences, and instructions to the succeeding Assistant Secretary prior to the first meeting of the new Senate.

Section 8: Duties of the Treasurer

The duties of the Treasurer shall be:

- A. Maintain accurate budgetary records.
- B. Prepare a monthly treasurer's report and present a report at each regularly scheduled meeting.

- C. Prepare an annual budget for the Senate with the assistance of the President and Executive Committee.

Section 9: Duties of the Parliamentarian

The duties of the Parliamentarian shall be:

- A. Assist the President in maintaining order and decorum at meetings.
- B. Interpret and apply *Robert's Rules of Order, Newly Revised*, when so requested by either the President or upon proper motion.
- C. Serve as presiding officer only for that portion of the meeting at which officers are elected in accordance with Section 3 of this Article.
- D. Maintain an accurate and current copy of the Constitution and Bylaws and all amendments, and interpret the Constitution at all meetings.
- E. Organize and deliver all files, correspondences, and instructions to his or her successor prior to the first meeting of the new Senate.

Section 10: Removal of Staff Senate Officers

An officer may be removed from office upon determination of willful violation of the Constitution or Bylaws, and/or for malfeasance, misfeasance, nonfeasance, or neglect of duty as outlined in Sections 4 through 8 of Article III of these Bylaws. No officer shall be removed except upon two-thirds vote of the membership. Procedure for removal of any officer shall be:

- A. A petition requesting removal of an officer shall be signed by a minimum of one-third of the currently elected representatives and shall specify the grounds.
- B. The petition shall be delivered to the President of the Credentials and Elections Committee who shall immediately deliver a copy without signatures to the officer named therein and schedule a meeting of the Credentials and Elections Committee no less than five working days thereafter to consider the petition.
- C. The officer named in the petition shall have five working days from the date of receipt of copy of the petition from the President of the Credentials and Elections Committee to respond in writing to the Credentials and Elections Committee. He or she shall be further notified in writing of the place and time of the meeting of the Committee, and permitted to appear and be heard.
- D. The Credentials and Elections Committee shall consider all information pertinent to the petition and make its recommendations to the full Senate no later than the second regular meeting of the Senate following receipt of the petition. The Credentials and Elections Committee shall maintain a complete and confidential record of its proceedings.
- E. Debate on the recommendation of the Credentials and Elections Committee concerning the removal of an officer shall be conducted by the Senate in executive session.

The President of the Credentials and Elections Committee shall preside over such debate.

- F. The Senate shall vote on the recommendation of the Credentials and Elections 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 Staff Senate meetings and report the actions of the Board of Regents to the Staff Senate.

Section 3: Legislation and Eligibility

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

ARTICLE V: MEETINGS

Section 1: Agenda

- A. The President in consultation with the Secretary shall determine the agenda for each meeting.
- B. Any committee as well as individual members may submit items to be placed upon the agenda to the Secretary not less than ten working days before any regular meeting and shall be distributed in accordance with Article III, Section 6.F. of these Bylaws.
- C. The order of business for meetings and presentment of the agenda shall be in accordance with *Robert's Rules of Order*, Newly Revised.

Section 2: Regular Meetings

- A. The Senate shall hold regular monthly meetings at a convenient time, day, and location as determined by it.
- B. Notification of scheduled meetings for the full fiscal year shall be issued at the first meeting in July and published in official University publications.
- C. Full-time staff, meeting in regular or called session, shall have the power to overrule, modify, or negate any action or recommendation of the Senate Bylaws: Article IV, Section 3B.

- D. All meetings whether regular or called of the Senate shall be open to members of the University community. Any staff person attending any meeting shall be granted the privilege of the floor by majority vote of eligible members present at the meeting.

Section 3: Staff Meetings

- A. Meetings of all staff shall be called by the President of the University of his/her designated representative. The President or the President's designated representative shall preside at the meetings.
- B. The staff shall have the power to overrule, modify, or negate any action or recommendation of the Senate and in such event, proceed as follows:
 - 1. Any staff wishing to bring business before the assembly should submit in writing and indicate recommended action.
 - 2. Votes to change or rescind actions of the Senate shall be conducted by secret ballot and shall be considered binding by a two-thirds majority of those staff members present and voting.

Section 4: Specially Called Senate Meetings

- A. A specially called meeting of the Senate may be called by the President and such shall occur within five days of receipt of a written petition submitted to the President by five Senate members, or by a majority vote of those members present during a meeting of the Senate.
- B. Any request for a specially called meeting made by the staff must be delivered at least two weeks in advance to any Senate member by written petition containing no less than fifteen signatures

ARTICLE VI: STANDING COMMITTEES

Section 1: 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.

Section 2: Standing Committees

- A. Outreach Committee
- B. Grievance Committee
- C. Executive Committee
- D. Recognition, Election, and Credentials Committee

Section 3: Procedure for Election of Committees

- A. At the annual July meeting, or when a permanent vacancy occurs, the Credentials and Elections 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 Credentials and Elections Committee have been reported to the full Senate, the President shall call for nominations from the floor before nominations are closed and voting commences. A majority vote shall be required to elect. Alternates approved by the Senate shall automatically fill a permanent vacancy.
- C. A Senate member must serve on at least two standing committees.
- D. Each standing committee shall consist of a minimum of three 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 July Senate meeting.
- B. Only members of the standing committee who are members of the Senate are eligible for nomination for President of the standing committee. The President shall be elected by members of the standing committee.
- C. A majority vote of the standing committee shall constitute an election.
- D. Duties of 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 on a timely basis.
 - 6. Report vacancies to the Credentials and Elections Committee.
 - 7. Ensure that committee minutes are reported to the President of the Senate within five working days of each committee meeting.
- E. The committee Vice Chairperson and Secretary shall be elected at its first meeting (unless otherwise designated).

Section 5: Purpose and Composition

Each committee's guidelines will have the categories: Purpose, Responsibilities, Composition and Reports To.

Kentucky State University Staff Senate Outreach Committee

Purpose

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

Responsibilities

- A. Facilitate communication among co-workers and encourage and maintain mutual communication between Staff Council and the campus community.
- B. Publish news of Senate proceedings to the University community.
- C. Adhere to University policy regarding off-campus communication (etc., newspaper, radio, television, research).
- D. Coordinate community relations programs such as the American Cancer Society's Relay for Life, etc.
- E. Recommend staff to assist University's recruitment of students.
- F. Present at July meeting of the Senate a written annual report of committee accomplishments.

Composition

The committee shall consist of at least six members, including the Senate President or Vice President and the Senate Secretary who shall be as ex-officio and non-voting. Representatives from the University Public Relations Office and Admissions Office will also be ex-officio members of this committee. The committee Chairperson shall be a member of the Senate.

Reports to: Staff Senate

Kentucky State University Staff Senate Grievance Committee

Purpose

Aid staff in the resolution of grievances in accordance with the guidelines of the Staff Personnel Policy and Procedure Manual.

Responsibilities

- A. Upon request by a staff employee, assist with writing a grievance or appeal to be submitted in compliance with the University's grievance procedures.
- B. Upon request by the staff employee or Personnel, the Grievance Committee will assist with the writing of a grievance or appeal to be submitted in compliance with the University's grievance procedures.
- C. Upon request the Staff Senate Grievance Committee or someone from Personnel will serve as a witness for the individual going through the grievance process.
- D. The grievance investigation should be *equal and confidential*.
- E. By closely following the guidelines, the time table for this process should be two to three weeks.
- F. Present at the July meeting of the Senate a written annual report of committee accomplishments.

Composition

The committee shall consist of at least five staff employees, the University Counsel as an ex-officio member, and a Senate member as Chairperson.

Reports to: Staff Senate

Kentucky State University Staff Senate Executive Committee

Purpose

Function in an advisory and coordinating capacity and make recommendations for adjustments, improvement, and refinements to the staff structure and to study such other matters as may be referred to it by the Senate.

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. Conduct new or continuing studies in concert with existing University policy on the total well-being of staff employees as a whole, including such matters as:
 1. Salaries and compensation health and hospitalization
 2. Life insurance and death benefits employment and retirement
 3. Safety and conditions of work
 4. Education and professional development
- D. Present committee research findings and recommendations to the Senate President for Senate consideration.
- E. 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.
- F. Review and recommend the annual budget of the Senate and the financial statements of the Senate.
- G. Establish and maintain liaison with the Faculty Senate, the Student Government Association, the Administration and other University organizations.
- H. Review and report on all publications and events that may impact staff governance, staff role and function, and other rules, policies and regulations for staff operation.
- I. Present at the July meeting of the Senate a written annual report of committee accomplishments.

Composition

The committee shall consist of at least five Council members. The committee shall consist of all standing committee chairs/Council Senate officers but not limited to as well as any interested party and Staff Regent.

Reports to: Staff Senate

**Kentucky State University Staff Senate
Recognition, Election, and Credentials Committee (REC)**

Purpose

Conduct and certify the election of Senate members and the Staff Regent, cooperative with the University's Convocation and Special Events Committee to promote regular recognition of staff employees exhibiting noteworthy service to the University.

Responsibilities

- A. Conduct on-going and regular studies of the structure of university staff to ensure that the Senate continuously represents all staff employees.
- B. Conduct elections of representatives of the Senate as provided by the Bylaws and certify candidates for election.
- C. Conduct elections of Staff Regent as provided by the Bylaws and certify candidates for election.
- D. Arrange and provide state-of-the-art voting (i.e., voting machine/computer).
- E. Conduct other business as referred by the Senate relative to credentials and elections.
- F. Implement and maintain the Staff Employee of the Month and Year Awards program.
- G. Recognize and honor retirees of the University staff, organize social activities for all staff and administration.
- H. Encourage staff employees to recommend staff co-workers with notable contributions, service and qualities for recognition.
- I. Present at the July meeting of the Senate a written annual report of committee accomplishments.

Composition

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Reports to: Staff Senate

ARTICLE VII: SENATE AD HOC COMMITTEES

Section 1: Authority

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

Section 2: Limitation

An ad hoc committee shall be automatically dissolved upon the completion and submission to the Senate President of its specific assignment.

ARTICLE VIII: QUORUM and VOTING

Voting at meetings of the Senate shall be by method (voice, show of hands, secret, and standing) prescribed by the President at the time of the vote. The total vote shall be determined by the President as tallied by the Assistant Secretary.

Section 1: Roll Call Votes

A roll call vote may be called by any member of the Senate and shall be called automatically in case of a contested vote.

Section 2: Quorum

In accordance with Article IX of the Constitution, a quorum shall be fifty-one percent of the elected membership present at any meeting. A quorum for staff meetings shall be 50% of its members.

Section 3: Debate

Debate or discussion shall be limited to fifteen minutes per motion unless an extension of time is voted by two-thirds of the voting members present. The time shall be monitored by the Parliamentarian.

Section 4: Tie Votes

The President or presiding officer shall vote only in case of a tie.

ARTICLE IX: SENATE ACTIONS

The President of the University may accept, modify, or reject any action of the Staff Senate except those actions involving final authority granted by the Board of Regents. The Staff Senate may address the President or, through the President, the Board of Regents regarding University matters.

ARTICLE X: ADMINISTRATIVE FUNCTIONS

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

ARTICLE XI: EFFECTIVE DATE

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