

UNIVERSITY OF KANSAS

University Support Staff Senate

Code of the University Support Staff Senate of the
University of Kansas

As Amended April 2006

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The Code of the University of Kansas University Support Staff Senate

The University of Kansas is an educational institution governed by the state Board of Regents composed of students, faculty, university support staff, and unclassified employees working cooperatively in support of the mission of higher education.

University support staff members are employed at the University of Kansas, a Regents' institution, where their functions, knowledge, skills, and talents are a significant resource. Therefore, the University Support Staff Senate is formed to help University support staff members become a more integral part of the university community and to communicate its values, insights, and interests to other University support staff, governance bodies and the local administration, the Regents' institutions, the state Board of Regents, and the state government.

Article I. Name

The name of this organization shall be the University Support Staff Senate (hereinafter "Senate") of the University of Kansas (hereinafter "University").

Article II. Purpose

Section 1. Purpose

The Senate exists to represent the interests of all university support staff of the University of Kansas (Lawrence campus), to provide an open forum for the expression of those interests, and to bring those interests to the attention of the University of Kansas administration and other concerned individuals, organizations, and government entities.

The Senate will not act in an advocacy role in any specific employee/employer dispute within the University, nor will it assume the role of arbitrator in any such matter.

Section 2. Privilege

It shall be the privilege of the University Support Staff Senate to address itself to the faculties, students, staff, the Chancellor, and the Board of Regents on any matter relating to the entire University (both Lawrence and Kansas City campuses) and its operation.

Article III. Senate Electorate Defined: University Support Staff Employee Voting Rights

All university support staff employees, permanent and probationary, of the University, except temporary and emergency employees, shall constitute the electorate of the Senate. Any member of the electorate shall have the right to nominate and to vote for the candidate(s) for Senator to represent his/her Equal Employment Opportunity (EEO) category, and to vote in any special elections held in connection with Senate activities as provided by this Code.

Article IV. Senate Eligibility

Eligibility for election to the Senate shall be extended to all members of the Electorate as defined in Article III above. No university support staff employee shall at any time represent an EEO category as a Senator unless said employee is a member of that EEO category, or a member at large as defined in Article VI Section 5.

Article V. Composition of the Senate

Section 1. Number

The Senate shall be composed of thirty Senators chosen by the Electorate as provided by this Code, as well as the offices of the President and Vice President.

Section 2. Representation

The thirty senators, each having one vote in the Senate, shall be elected in general proportion to the number of university support staff employees, permanent and probationary, in their EEO categories. Although Senators are elected by university support staff employees to represent EEO categories, each Senator should be readily available and open to the needs of all university support staff employees at the University if called upon to do so. Because of the varied locations of employees on campus, this will give each employee a chance to maintain contact with a Senator.

The President and Vice President, each having one vote in the Senate, shall be elected in accordance with Article VIII, Section 2.

The Past President of the senate will serve for a term of two years, beginning the year immediately following his or her term as President. He/She will be an Ex-Officio member of the Senate and the Executive Committee. This position does not have voting authority unless the holder is currently a senator.

Prior to elections in odd numbered years, the Elections Committee will apportion the thirty Senator positions among the EEO categories and shall endeavor to ensure that representation is as equal as possible.

Following any general election, seats remaining vacant will become at-large seats to be filled at the discretion of the Executive Committee in a manner consistent with Article VI, Section 3, and existing only until the next general election.

Section 3. EEO Categories

- EEO 1/EEO 3 Professional/Non-Faculty
- EEO 4 Secretarial/Clerical
- EEO 5 Technical/Paraprofessional
- EEO 6 Skilled Crafts
- EEO 7 Service/Maintenance

Article VI. Senate Structure and Functions

Section 1. Calendar Year

The calendar year for University Support Staff Senate shall be May – April.

Section 2. Term of Office

The term of office for Senators shall be two years, beginning at the first full Senate meeting in May, with half of the Senate elected each year in order to ensure overlapping terms.

Section 3. Election Procedure

During the month of March, the Electorate of each EEO category shall elect as many Senators for the next term as there are positions expiring at the first full Senate meeting of May, taking into account any reductions or additions required during the reapportionment years. This process will be under the direction of the Senate Executive Committee as provided in Article VII. Those persons receiving the most votes in the elective process are considered duly elected to represent that EEO category. If for any reason the individual receiving the most votes declines his/her elective office, the next individual receiving the most votes will be contacted to serve. Ties will be settled by the flip of a coin.

Section 4. Filling of Vacancies

Vacant terms shall be filled by appointment by the Senate President with the consent of a majority of the Executive Committee.

The following appointment guidelines are recommended: 1) closest contender within the EEO category in last election, 2) volunteers within the EEO category.

Section 5. Members at large

Members at large shall be members of the Electorate as defined in Article III. He/She may be nominated to fulfill vacancies within an EEO category that he/she are not a member of. The member at large will be a voting member of the University Support Staff Senate. Members at large serve for the remainder of the year.

Section 6 Meetings: Quorums

The Senate shall meet a minimum of four times each year at a time and place specified by the Senate Executive Committee. One meeting must be held in May immediately following each election. Special meetings may be called by the President with the consent of a majority of the Executive Committee or by petition of a majority of Senators. The quorum for Senate meetings shall be a majority of those positions filled.

Section 7 Duties: Privileges

The Senate may address any matter of concern to university support staff employees not prohibited in Article II above.

Section 8. Attendance

Two consecutive unexcused absences from Senate meetings shall result in the removal of a senator from the Senate. The senator shall be notified in writing and shall have fifteen days to make a written appeal to the Senate. The matter will be decided by a simple majority vote of members present at the meeting. An absence may be excused by the President upon receipt of a written or verbal request either before or within five days after the absence.

Article VII. Senate Executive Committee.

Section 1. Composition of Executive Committee.

The Senate Executive Committee shall consist of one Senator from each EEO category, plus the Senate President, Vice President, Senate Secretary, Senate Treasurer, the immediate past president, chairpersons of University Support Staff standing committees, University Senate representatives which include the SenEx Representative, and the Unclassified Senate liaison. All members shall possess voting privileges, with the exception of the immediate past president who must also be a senator to vote. Executive Committee members representing EEO categories shall be elected by the Senators from each EEO category present at the first full Senate meeting in April of each year.

Section 2. Term of Office

Executive Committee members, with the exception of the President and Vice President, shall serve a term of one year, from the first full Senate meeting in May to the first full Senate meeting of April the following year.

The President and Vice President terms shall be two years on the same cycle.

Section 3. Frequency of meeting: Quorum

The Senate Executive Committee shall meet at intervals as directed by the Senate. The President may call special Executive Committee meetings. A quorum shall consist of a majority of the members of the Executive Committee.

Section 4. Duties: Privileges

The Senate Executive Committee shall ensure that all functions of the Senate are carried out expeditiously and in accordance with the provisions of this Code. It shall arrange for and call meetings of the Senate. It shall verify the results of each Senate election.

The Senate Executive Committee shall act on behalf of the Senate in those situations and on those matters requiring immediate attention, and any action taken by the Committee shall be considered as if passed by the Senate itself. The Executive Committee shall report any such action at the next Senate meeting, and its action shall be over-ridden only by a majority vote of the Senate.

Section 5. Vacancies

Vacancies in the EEO representation to the Senate Executive Committee shall be chosen by the members of the affected EEO category at the next regular or special Senate meeting. The person appointed shall serve for the remainder of the unexpired term.

Article VIII. Senate Officers

Section 1. Define Officers

The Senate shall have a President, a Vice President, a Secretary, a Treasurer, and an Immediate Past President.

Section 2. Election of Officers

The President and Vice President shall serve until the first full Senate meeting in May, two years following his or her election by majority vote at the first full Senate meeting in April. The Secretary and Treasurer shall be chosen by majority vote at the first full Senate meeting in April of each year, to begin serving at the first meeting in May.

Section 3. Senate President

The President of the Senate shall preside over all Senate and Executive Committee meetings and shall act as the official representative of the Senate. The President shall have the right to authorize payment for any expenditure with the approval of either the Executive Committee or the Senate members.

The President will serve for a term of two years, beginning at the first full Senate meeting in May. Upon election to the office of President, the EEO category seat in the Senate of the Senator so elected shall be considered vacant and filled according to Article VI, Section 3.

Section 4. Senate Vice President

The Vice President of the Senate shall assume the duties of the President in the event of the latter's absence or incapacitation. Upon election to the office of Vice President, the EEO category seat in the Senate of the Senator so elected shall be considered vacant and shall be filled according to Article VI, Section 3.

The Vice President will serve for a term of two years, beginning at the first full Senate meeting in May.

Section 5. Senate Secretary

The Secretary of the Senate shall keep minutes of all meetings of the Senate and of the Executive Committee, and shall carry on official correspondence as directed by the Senate, Executive Committee or President.

Section 6. Senate Treasurer

The office of Treasurer is established to report Senate finances.

Section 7. Immediate Past President

The Immediate Past President, in order to establish continuity in the office of president, shall provide advice, as needed at Senate and Executive Committee meetings. This position does not have voting authority unless the holder is currently a senator.

Article IX. Committees

Section 1. Committees

The Senate shall have the following standing committees, each composed of at least three persons:

The Communications Committee is responsible for creating the Senate *Newsletter* and handling mass communications in hard copy. The committee also works with University Relations and Human Resources to keep university support staff employees informed regarding new or changed university policies and benefits.

The Elections Committee is charged with conducting the election every March in which the senators representing their EEO categories are selected. It also coordinates the election of officers, EEO representatives to the Executive Committee, etc., at the organizational meeting in April of each year. It maintains and updates the roster of Senate members, and the waiting list of support staff interested in becoming senate members.

The Information Access and Public Relations Committee is charged with maintaining, updating, and archiving any and all parts of the University of Kansas Support Staff Senate website. This committee will also work with University Relations to insure that all University Support Staff Senate meetings are listed on the University calendars. The committee is to work to raise public awareness of the vital role performed by university support staff employees in the success of the University and will develop and implement a method of electronically notifying constituents of meeting times/dates and any other information that they may find relevant to being University Support Staff employees at the University of Kansas.

The Legislative Affairs Committee is concerned with the activities of the state government as they relate to matters affecting university support staff and advises the Senate on these matters. The committee keeps track of bills during the legislative session. On occasion the chairperson or one of the members may be asked to testify before a legislative or governmental committee. The committee may work with other Regents' institutions' support staff to compose a position paper to be shared with members of the state legislature. In coordination with the university efforts, it may participate in an annual Legislative Information Day.

The Personnel Affairs Committee handles matters related to employee benefits, university regulations and policies, and other matters that the President and Executive Committee may determine to be appropriate.

The Senate or Executive Committee may create additional special committees to address any matter of concern to the Senate. Membership to special committees shall be appointed by the President.

Section 2. Chairpersons

At the first full Senate meeting in April of the Senate, a chair for each committee is to be elected from among the members of that committee, by the newly appointed members of the committee.

Section 3. Membership of Committees and Boards

In March of each year a preference sheet listing the Senate committees and University committees and boards will be sent to the University Staff Support electorate. The preference sheet will give University Support Staff an opportunity to indicate their preference for service on a committee or board.

Each Senator shall be required to sit on at least one committee.

Section 4. Attendance at Committee and Board Meetings

Two consecutive unexcused absences of Senate representatives from Senate or University Committees and Boards shall result in the removal of that person. The representative shall be notified in writing and shall have fifteen days to make a written appeal to the Senate. The matter will be decided by a simple majority vote of members present at the Senate meeting. An absence may be excused by the President upon receipt of a written or verbal request either before or within five days after the absence.

Article X. Observers/Consultants

All regular Senate meetings shall be open to the public. Employees and students of the University and their guests are encouraged to attend Senate meetings. Only elected Senators shall have the right to vote on Senate business. Special Senate meetings shall be open to the public. The Senate may invite other persons to sit with it as consultants or as observers when it meets.

Article XI. Senate By-Laws

Where necessary to ensure the orderly and proper function of the Senate, bylaws to accompany this code may be proposed by a Senator(s) at any Senate meeting and passed upon affirmative vote by a two-thirds vote of the Senators present.

Article XII. Interface with other University Governance and Administration

Section 1. University Senate

The University Support Staff Senate shall nominate and elect each April, three University Support Staff Senators to serve as voting members of the University Senate.

The term of office shall be one year. Vacant terms shall be filled by appointment by the University Support Staff Senate President with the consent of a majority of the University Support Staff Senate Executive Committee.

The University Support Staff President shall be Ex-Officio, non-voting member of the University Senate if he/she are not among the elected members of the University Senate.

Section 2. University Senate Executive Committee

The University Support Staff Senate shall elect one of the three University Senate voting members to serve on the University Senate Executive Committee.

Section 3. Unclassified Senate Representative

The Unclassified Senate will be asked to send one of their members as a non-voting liaison with the Senate.

Article XIII. Rules of Order

In the absence of any special rules which the Senate may adopt, Robert's Rules of Order, Newly Revised shall govern the conduct of procedure of Senate meetings.

Article XIV. Amendments

Amendments to this Code may be proposed by any Senator. If a majority of filled Senate positions is in favor, the proposed amendment shall be submitted to the electorate. The amendment shall be considered adopted if it is approved by a majority of the members of the electorate who vote on that issue.