



FORT HAYS STATE UNIVERSITY
UNIVERSITY STAFF SENATE
CODE, MISSION, AND BY-LAWS

Code:

Fort Hays State University (FHSU) is a community with an educational mission that includes students, faculty, administrators, and Staff.

The function, knowledge, skills, and talents of the Staff constitute a significant resource of the University community.

The University community can best fulfill its mission when all members participate in the fullest and most equitable manner possible. The University Staff Senate is established to facilitate more vital participation in the life of the University by its Staff.

Mission:

This Senate is formed to serve as a body that articulates the Staff's interests, concerns, and recommendations in regards to the campus Shared Governance, strategic planning, goals, policies, development and training procedures, educational opportunities, working conditions, schedules, employment, promotions, career pay and benefits, and promoting a positive work environment.

The Senate exists as an open forum for free expression of ideas, issues, and interests that are of concern to the FHSU Staff and to empower and support the Staff in creating a culture that fulfills the vision and mission of the FHSU community.

It is a privilege and duty of this Senate to communicate these ideas to the FHSU Administration, as well as representing the constituency on University-wide standing and ad-hoc committees. The Senate may also interact with Faculty Senate, Student Government, the Kansas Board of Regents, other regents' institutions, the university community, on matters of all FHSU Staff.

By-Laws:

ARTICLE I – Name

The name of this organization shall be the University Staff Senate (hereinafter “Senate”) of Fort Hays State University (hereinafter “University”).

ARTICLE II - Purpose

Section 1. Support Higher Education

The Senate holds as foremost the mission of higher education and fosters its continuance.

Section 2. Provide Forum and Communication

The Senate exists to provide an open forum for the expression of the interests of the Staff of the University and to foster communication and collegiality among Staff.

Section 3. Represent Interests

The Senate shall actively represent the interests of the Staff and act as a liaison before the governance of the University and before any other interested and appropriate individuals and organizations.

Section 4. Advise Governance

The Senate shall, at the request of the governance of the University, act in an advisory capacity to said governance and as an interested partner in decision-making and the effective management of the vital affairs affecting the University.

Section 5. Work Cooperatively

The Senate will work cooperatively with the Student Government Association and/or the Faculty Senate of the University for the accomplishment of common objectives.

ARTICLE III – Senate Calendar Year:

The Senate calendar year is May to April.

The Senate fiscal calendar year is July to June.

ARTICLE IV – Senate Electorate Defined: University Staff Voting Rights (Membership)

All University Staff, permanent or probationary employees with a .5 or greater FTE (full-time equivalent) of Fort Hays State University, except temporary or emergency employees, shall constitute the Electorate of the Senate (hereinafter “Electorate”). Any member of the Electorate shall have the right to nominate and to vote for the candidate(s) for Senate to represent their appropriately designated constituency during Senate elections and to vote in all other elections held in connection with Senate activities as provided by these Bylaws.

No person shall be excluded from membership to the Electorate, to serve as a Senator or Officer, and to represent the Senate on any committees based on race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, retaliation, gender identity, gender expression or genetic information.

ARTICLE V – Senate Eligibility

Eligibility for election to the Senate shall be extended to all members of the Electorate as defined in Article IV above. No person shall at any time represent a constituency as a Senator unless said person is a member of that constituency.* The Human Resource Director of the University may not be nominated for nor elected to the senate.

*In the case of no employee willing to fill a senate seat for the determined constituency by June, that seat may be filled by a member from another constituency for the remainder of that senate year (May).

ARTICLE VI – Composition of the Senate

Section 1. Number of Senators

There will be 15 Senators, up to 15 Alternates, chosen by the Electorate as provided within these bylaws.

Section 2. Proportional Representation

The 15 Senators, each having one vote in the Senate, shall be elected in general proportion to the number of University Staff, permanent, or probationary employees in the designated constituencies (Section 3, following), provided that temporary and emergency employees shall not be counted.

Section 3. Designated Constituencies by FHSU by Management (as of January 2022)

1. 5 Senators- Provost/Vice President of Academic Affairs (163 employees)
2. 5 Senators- Vice President for Administration and Finance (196 employees)
3. 5 Senators- President and Vice President for Student Affairs (169 employees)
4. Up to 5 Alternates- Provost/Vice President of Academic Affairs (163 employees)
5. Up to 5 Alternates- Vice President for Administration and Finance (196 employees)
6. Up to 5 Alternates- President and Vice President for Student Affairs (169 employees)

Section 4. Review

An employee’s management leadership may be found in Workday. The senate will adjust its constituencies to ensure proportional representation every 5 years starting in 2025. The realigned constituencies shall be considered approved if passed upon an affirmative vote of the 2/3 of a majority of Senators, during the year’s April meeting.

Section 5. Senate Total Members

The Senate will be comprised of 17 voting members: 15 Senators, and 2 Officers: (President and President-elect).

Section 6. Transition

The 7 Senators whose terms expire in 2023 will remain on Senate, no matter their constituency as outlined in the prior by-laws that were adopted on April 25, 2019.

- a. Starting with elections in April 2022 and even years that follow, elections will be held for the following number of Senators:
 1. 3 Senators- Provost/Vice President of Academic Affairs
 2. 2 Senators- Vice President for Administration and Finance
 3. 3 Senators- President and Vice President for Student Affairs

Total of 8 Senators

- b. Elections in odd years will be held for the following number of Senators:
 1. 2 Senators- Provost/Vice President of Academic Affairs
 2. 3 Senators- Vice President for Administration and Finance
 3. 2 Senators- President and Vice President for Student Affairs

Total of 7 Senators

ARTICLE VII – Senators

Section 1. Term of Office

The normal term of office of a Senator shall be two Senate Years. (As used throughout these by-laws, the term “Senate Year” is understood to designate the time from May 1 of one calendar year through April 30 of the following calendar year.) After serving three (3) Senate Terms or six (6) years consecutively, the Senator shall for one (1) Senate year be ineligible for reelection, unless the position is uncontested.

Section 2. Election of Senators

During April, the Electorate of each constituency where a Senate Term is expiring shall elect a senator for the next term. This process will be under the direction of a temporary chairperson chosen by the Electorate of that constituency.

Section 3. Vacancies of Senators

Vacancies of Senators caused by any reason other than the removal of a Senator shall be filled first by an alternate for that Constituency starting with the first alternate, then second, and so on. If no alternates are available the Senator seat shall be filled by vote of the majority of the Constituency, and each person so elected shall be a Senator until that Senator's remaining term is complete.

Section 4. Removal of Senators

Upon an affirmative vote of the 2/3 of a majority of Senators, any Senator may be removed, with cause, and their successor appointed at any regular or special meeting of the Senate called for such purpose. Any Senator whose removal has been proposed by the Senate shall be given an opportunity to be heard at the meeting.

Section 5. Changing Designated Constituencies

A Senator who promoted or changes jobs during their term and their new position is under a different designated constituency, Senator will remain in their original constituency until their term has expired. At the end of their term, they may run for an open senator position under their new constituency.

Section 6. Duties

Senators shall attend all regularly scheduled meetings and special meetings of the Senate. Senators shall maintain an open line of communication with their constituents.

ARTICLE VIII– Alternates

Section 1. Term of Office

The normal term of an Alternate shall be one Senate Year. (As used throughout these by-laws, the term "Senate Year" is understood to designate the time from May 1 of one calendar year through April 30 of the following calendar year.)

Section 2. Election of Alternates

During April, the Electorate of each constituency where a Senate Term is expiring shall elect a senator for the next term. This process will be under the direction of a temporary chairperson chosen by the Electorate of that constituency. Staff members not elected to a Senator position, will fill the Alternate position for their constituency and based on the highest number of votes, become 1st Alternate, then next highest would be 2nd Alternate and so on.

Section 3. Vacancies of Alternates

An open Alternate seat shall be filled by vote of the majority of Senators from that Constituency at a regular meeting.

Section 4. Removal of Alternate

Upon an affirmative vote of the 2/3 of a majority of Senators, any Alternate may be removed, with cause, and their successor appointed at any regular or special meeting of the Senate called for such purpose. Any Alternate whose removal has been proposed by the Senate shall be given an opportunity to be heard at the meeting.

Section 5. Changing Designated Constituencies

An Alternate who is promoted or changes jobs during their term and their new position is under a different designated constituency, Alternate will remain in their original constituency until their term has expired. At the end of their term, they may run for an open senator position under their new constituency.

Section 6. Duties

Alternates shall attend all regularly scheduled meetings and special meetings of the Senate. Alternates shall assist their Senators to maintain an open line of communication with their constituents.

ARTICLE IX– Officers

Section 1. Designation

The principal officers of the Senate are the President, President-elect, Past President, and Secretary, all of whom shall be elected by the Senators.

Section 2. Term of Office

The normal Term of office of an Officer shall be from June 1- May 31.

Section 3. President

1. The President position is a voting officer and member of the Senate.
2. President-elect will advance to the office of President at the May meeting
3. If the President-elect does not wish to advance to the position of President, nominations, and elections will take place as outlined in **Article XI**. Starting at the beginning of the term of office, the Senator elected to President will give up their Senate seat and assume the President position, which is a voting officer and member of the Senate.
3. Those running for the President position are committing to a 2-year officer progression of President and Past-President.
4. The President shall be the executive officer of the Senate. They shall preside at all meetings of the Senate and shall be the official spokesperson for the Senate.
5. The President shall have all of the general powers and duties which are usually vested in the office of president, including but not limited to the power to appoint committees from among the Senators and Electorate from time to time as they may, in their discretion decide is appropriate to assist in the conduct of the affairs of the Senate.
6. The President, in cooperation with the other officers, shall establish the agenda for Senate meetings.
7. The President shall serve no more than a one-year term, after which the president will take on the role of Past-President.
8. The President shall represent the Senate on the FHSU President’s Cabinet by attending monthly meetings during the school year.
9. The President shall conduct regular Shared Governance meetings with the University President throughout the year.
10. UPS Council: The President shall represent or assign a UPS Staff member as representative for FHSU on the Kansas Board of Regents (KBOR) UPS Council, comprised of Unclassified Professionals Staff Senate Presidents/other UPS

representatives from each KBOR University, and will attend monthly KBOR UPS Council meetings.

11. USS Council: The President shall represent or assign a USS Staff member as representative for FHSU on the Kansas Board of Regents (KBOR) USS Council, comprised of University Support Staff Senate Presidents/other USS representatives from each KBOR University, and will attend monthly KBOR USS Council meetings.
12. The President should consider attending regular KBOR meetings and/or regular KBOR Wrap-up meetings on campus.
13. Every six years, FHSU leadership will chair the KBOR UPS and/or USS Council. Part of that obligation is for the President to attend monthly KBOR meetings and present at them when necessary, as well as establish the agenda and preside over all monthly KBOR UPS and/or USS Council meetings. The next scheduled year for this responsibility began on July 1, 2021.

Section 4. President-elect

1. The President-elect position is a voting officer and member of the Senate.
2. At the beginning of the term of office, the Senator elected to President-elect will give up their Senate seat and assume the President-elect position, which is a voting officer and member of the Senate.
3. The President-elect will be elected at the May officer elections.
4. Those running for the President-elect position are committing to a 3-year officer progression of President-elect, President, and Past-President.
5. The President-elect is expected to obtain their supervisor's written approval before running for this position. The Supervisor has final authority to decline.
6. The President-elect shall take the place of the President and perform the President's duties whenever the President shall be absent or unable to act.
7. In the case of resignation of the President, the President-elect shall assume the office of President for the remaining term.
8. The President-elect should serve no more than a one-year term after which the President-elect will assume the position of the President during the May officer elections.
9. The President-elect, in conjunction with the President, shall conduct regular one-on-one meetings with the University President throughout the year.
10. UPS Council: The President-elect, in conjunction with the President, shall represent FHSU on the Kansas Board of Regents (KBOR) UPS Council, comprised of Unclassified Professionals Staff Senate Presidents/other UPS representatives from each KBOR University, and will attend monthly KBOR UPS Council meetings if invited.
11. USS Council: The President-elect, in conjunction with the President, shall represent FHSU on the Kansas Board of Regents (KBOR) USS Council, comprised of University Support Staff Senate Presidents/other USS representatives from each KBOR University, and will attend monthly KBOR USS Council meetings.
12. The President-elect, in conjunction with the President, shall consider attending KBOR meetings and/or regular KBOR wrap-up meetings on campus.

Section 5. Past- President

1. The Past-President position is a non-voting officer.
2. The Past-President is filled during the May Officer elections by the outgoing President.
3. If neither the President nor the President-elect can act, the Past-President shall preside over meetings.
4. This Past-President responsibility is to mentor the President and President-elect.
5. If the outgoing President is unwilling or doesn't want to serve in this position, the President and President-elect may appoint any previous Senate President to this position or the position can remain vacant.

Section 6. Secretary

1. The Senator elected to Secretary does not give up their senate seat.
2. The Secretary is a one-year term and is elected annually. There is no limit on the number of terms someone may serve as secretary.
3. The Secretary shall maintain the financial records, record and distribute the minutes of the Senate, and shall be the custodian of all Senate records.
4. The Secretary shall have available at the April regular meeting in which Elections are held for Senators, the name of all membership, and to which constituency they may cast their vote.
5. The Secretary shall have available at all meetings a list of all Senators and Alternates who would be eligible to vote.

Section 7. Vacancies of Officers

Vacancies in the officers caused by any reason other than the removal of an officer shall be filled by vote of the majority of the Senate, and each person so elected shall be an officer until a successor is elected at the regular meeting with elections in May.

Section 8. Removal of Officers

Upon an affirmative vote of the 2/3 of a majority of Senators, any officer may be removed, with cause, and their successor appointed at any regular or special meeting of the Senate called for such purpose. Any officer whose removal has been proposed by the Senate shall be given an opportunity to be heard at the meeting.

ARTICLE X – Nominations and Elections of Senators and Alternates

Section 1. Nominations

Any member of the constituency as described in Article III can nominate a Staff member for election to serve as a Senator.

Section 2. Election

The constituents of each constituency shall elect their Senators and alternates by majority vote.

- a. If the number of candidates running within a constituency is equal to or less than the number of seats being filled for the constituency, the candidates may be elected by verbal affirmation of the constituency present in lieu of a ballot election.
- b. Senate seats will be filled based on the highest number of votes. In the case of a tie, a runoff election will be held.

- c. After Senate seats are filled, alternate seats will be filled by the candidate(s) with the next highest votes.

ARTICLE XI– Nomination, Election of Officers, and Special Elections

Section 1. Eligibility

Any current Senator is eligible to be nominated as an officer.

Section 2. Voting and nomination rights

Only the Senators present in person shall have the right to nominate Senators and vote on Officer Elections.

In the absence of a senator, voting privileges will be designated to an alternate of the same constituency. The alternate will be notified of voting privileges at the time quorum is confirmed.

Section 3. Nominations

Any Senator as described in Article XI Section 2 may nominate a Senator for the offices of President (if President-elect is vacant or Senator does not want to ascend the ranks), President-Elect, and Secretary for the terms as described above in Article IX.

- a. The candidate must accept the nomination.
- b. Candidates nominated for President or President-elect are expected to obtain their supervisor’s written approval prior to elections. The Supervisor has the final authority to decline.

Section 4. Election

The Senators shall elect their officers by majority vote.

- a. President will assume the office of Past President – no vote required
- b. President-elect will assume the office of President- no vote required
- c. Elections will be completed in the following order:
 - 1- President (ONLY if President-elect is vacant or current President-Elect does not want to ascend the ranks)
 - 2- President-Elect
 - 3- Secretary
- d. If only one candidate is running for an office, the candidate may be elected by verbal affirmation of the Senators present in lieu of a ballot election.
- e. Senate seats will be filled based on the highest number of votes. In the case of a tie, a runoff election will be held.
- d. Senators elected to President or President-elect offices, vacate their Senator Seat.
- e. A new Senator will fill in the newly vacated seat per Article VII Section 3.

ARTICLE XII – Meetings

Section 1. Regular Meetings

All University Staff employees are welcome to attend all meetings. The Senate shall meet in regular sessions not less than six times each Senate Year. Two of these meetings shall be held in April for Elections of Senators and May for the Election of Officers. These regular meetings shall be held on the same day of the week, at the same hour of the day, and in the same location throughout the Senate Year, if at all

possible. The establishment of a regular schedule for the year shall be the first new business agenda item of the first regular meeting in May.

Order of Business: Parliamentary Procedure. The order of business at all regular meetings shall be as follows:

1. Call to order
2. Roll call (confirmation of quorum)
3. Reading/Approval of previous minutes
4. Treasurer's report
5. Social report
6. Orientation report
7. Cabinet Update
8. Other Reports
 - a. Staff Senate Committees
 - b. KBOR Groups/Committees
 - c. University Committees
9. *Election of Senators (April meeting or as vacancies arise)
10. *Election of Officers (May meeting or as vacancies arise)
11. Old business
12. New business
 - a. *Determine regular meeting schedule for the year (May meeting)
See Article XII Section 1
 - b. *Appointment of committee members (May meeting)
See Article XII
13. Miscellaneous
14. Adjournment

Robert's Rules of Order shall govern procedures at all meetings of the Senate.

Section 2. Quorum for meeting

A quorum is defined as 50 percent plus one, rounded down, of the voting Senators and/or Alternates, and voting officers, present shall constitute a quorum sufficient to conduct official business at any regular or special meeting of the Senate. (15 Senators, 1 President, 1 President-elect. $17 * 50\% = 8.5 + 1 = 9$)

Section 3. Floor Privileges

Only voting members of the Senate shall introduce proposals, measures, and resolutions on the Senate floor. Those present who are not members of the Senate may be granted the right to speak, but not vote, on matters before the Senate.

Section 4. Voting Rights

Only the Senators present in person shall have the right to vote on Senate business.

The President shall vote only in the event of a tie.

In the absence of a senator, voting privileges will be designated to an alternate of the same constituency. The alternate will be notified of voting privileges at the time quorum is confirmed.

Section 5. Quorum required for voting approval

A quorum of the Senate is required to approve or decline any action items on the agenda. A quorum for voting approval is defined as 50 percent plus one of the Senators present at that meeting who are eligible to vote.

Section 6. Voting Register

The Secretary shall have available at all meetings a list of all Senators and Alternates who would be eligible to vote.

Section 7. Special Meetings

Special meetings of the Senate shall be called by the President or President-elect of the Senate upon written request of four or more Senators. Each Senator must be notified in writing not less than twenty-four (24) hours in advance of a special meeting. No business shall be transacted at a special meeting except as stated in the written notice to Senators. The special meeting shall consider no more than two items of business.

Order of Business: Parliamentary Procedure. The order of business at all special meetings shall be as follows:

1. Call to order
2. Roll call (confirmation of quorum)
3. Proof of request for Special Meeting
4. Proof of written notification of Special Meeting
5. Special business
6. Adjournment

Robert's Rules of Order shall govern procedures at all meetings of the Senate.

Section 8. Notice of Meetings

It shall be the duty of the Secretary to communicate with all members of the Senate Electorate regarding the April regular meeting in which Elections are held for Senators. The notice shall state the location and time of the meeting. This notice should also include if any, a detailed description of each issue to be voted on by the membership at least 7 days in advance of the meeting.

It shall be the duty of the Secretary to communicate with all Senators of the regular meeting. The notice shall state the location and time of the meeting, as well as include the agenda. This notice should be sent out 7 days in advance of the meeting. It is recommended to advertise/notify the membership of regular meetings as well.

ARTICLE XIII – Committees

Section 1. Senate Committees

Senators shall be appointed by the President, with the advice and consent of a majority of the Senate, to chair and/or serve on any Senate committee annually at the

May meeting. All committees must consist of at least two members of the Senate, this includes Senators and Alternates. Additional members may be any Staff members as defined in Article IV.

Section 2. University Committees

Senators shall be appointed by the President, with the advice and consent of the majority of the Senate, to serve as Senate representative on any University committee annually at the May meeting.

ARTICLE XIV – Catastrophe Clause

In the event of a fire, flood, pandemic, local or national emergency, the Senate may conduct their meetings and vote remotely via technology such as Zoom.

ARTICLE XV – Financials

Section 1. OOE Budget (10421)

Budget allocation is determined by Fort Hays State University Administration for each fiscal year. The funds can be used as defined by University and State guidelines.

- a. President is the Cost Center Manager
- b. Funds should be prioritized for use for the following:
 - 1- Executive Officer Travel for KBOR, UPS Council, and USS Council meetings as needed.
 - 2- Office supplies
 - 3- Other items approved by the Senate

Section 2. Foundation- University Staff Scholarship Fund (4078)

Memorandum of Understanding is on file with the Fort Hays University Foundation

- a. Scholarship committee will review the application(s) and make recommendations to the Senate Officers
- b. Senate Officers have the final decision on scholarships awarded.
- c. Amendments or revisions of the Scholarship Fund require approval of the Senate Officers.

ARTICLE XVI – Amendments or revisions to the bylaws

Bylaws shall be reviewed every five (5) years by a bylaws committee appointed by the President to determine if amendments or revisions are needed. Any senator can propose an amendment to the bylaws. An amendment proposed shall be discussed at a regular Senate meeting and then tabled for final consideration until the next regular meeting of the Senate. At this later date, the Senate shall vote by secret ballot, and the amendment shall be considered adopted at any meeting of the Senate by a two-thirds majority of the voting Senators.

Revised: 1/11/2022 Adopted: 3/8/2022