

## **CODE of the UNIVERSITY STAFF SENATE of FORT HAYS STATE UNIVERSITY**

Fort Hays State University is a community with an educational mission which 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 a more vital participation in the life of the University by its staff.

### **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**

The Senate exists to provide an open forum for the expression of the interests of the staff of the University.

#### **Section 3. Represent Interests**

The Senate shall actively represent the interests of the staff before the governance of the University and before any and all 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 ELECTORATE DEFINED: UNIVERSITY STAFF VOTING RIGHTS**

All university staff, permanent or probationary employees 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 and to vote in all other elections held in connection with Senate Activities as provided by this code and its attendant Bylaws.

### **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 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 a determined constituency by October, that seat may be filled by a member from another constituency for the remainder of the senate year.

## **ARTICLE V. COMPOSITION OF THE SENATE**

### **Section 1. Number**

The Senate shall be composed of 15 Senators and 15 Alternates chosen by the Electorate as provided within this code and its attendant 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. Each Alternate shall have the right to proxy should a designated Senator be unable to attend a Senate session. At no time may a Senator and Alternate from the same constituency both vote.

### **Section 3. Designated Constituencies by FHSU Job Families (as of February 2019)**

1. 4 senators-Academic, Student and Research Services (130 employees)
2. 1 senator-Accounting, Finance & Budgets (18 employees)  
Administrative & Business Services (18 employees)
3. 2 senators-Administrative Support (79 employees)
4. 1 senator-Athletics, Sports, Fitness & Recreation Activities (35 employees)
5. 4 senators-Campus Operations & Services (142 employees)
6. 1 senator-Community Programs & Human Services (14 employees)  
Health Care (5 employees)  
Law Enforcement & Security (10 employees)
7. 2 senators-Communications, Marketing & University Advancement (13 employees)  
Information Technology (46 employees)  
Library (5 employees)  
Museum (8 employees)

### **Section 4. Review**

The Senate structure will consist of 15 proportionally represented constituencies made up of approximately 30 plus employees each from designated job families. An employee's job family may be found in Workday. The Senate will adjust its constituencies to ensure proportional representation on even numbered years. The realigned constituencies shall be considered approved if passed by a two-thirds Senate vote during the year's April meeting.

## **ARTICLE VI. ELECTIONS**

### **Section 1. Term of Office**

The normal term of office for a Senator shall be two Senate Years. (As used throughout this code, 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 two full terms, a Senator shall for one Senate Year be ineligible for reelection: provided that any term of more than one year but less than two years shall count as a full term of office, whereas any term of less than one year shall not be counted when determining the number of terms of office a Senator may be eligible to serve.

### **Section 2. Procedure - Normal**

During the month of 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 and from the Electorate of that constituency. The nominee receiving the most votes in the elective process is considered duly elected to represent that constituency.

#### Section 3. Procedure - Initial

The initial election of Senators will differ from all subsequent elections in that seven of the fifteen will be elected for a one-year term, and the remaining eight will be elected for a normal two-year term. (In those constituencies represented by two or more Senators, all positions may not be designated to carry a one-year initial term.) After the seven one-year terms aforesaid have expired, those positions will be up for election as regular two-year term positions. Every Senate Year thereafter, elections will be held by the constituency for the seven or eight positions (whichever the case may be then) where a two-year term is expiring. The rest of the elective and nominative procedure will be the same as that described in Section 2, preceding, with each constituency electing Senators to represent it as provided by Article V, Section 3.

#### Section 4. Filling of Vacancies

The Electorate of each constituency shall ensure that it is always represented in the Senate by a duly elected Senator or Senators. When a constituency shall be without a duly elected Senator for any reason, that constituency shall elect a Senator as soon as possible. Alternates may fill the vacancy.

### **ARTICLE VII. OFFICERS**

#### Section 1. Enumeration and Election

The Officers of the Senate shall consist of a President, a Vice President, and a Secretary. The election of officers shall be the first order of business of the first Senate meeting of each Senate Year. This meeting shall be held during the month of May.

#### Section 2. Duties

The President of the Senate shall preside over all Senate meetings: act as the official representative of the Senate: and, together with the Vice President and the Secretary, prepare an annual report to the Senate. The annual report shall be for the Senate Year just completed and shall be presented no later than the first meeting of the year following.

The Vice President of the Senate shall assume the duties of the President in the event of the latter's absence or incapacity and, together with the President and the Secretary, prepare an annual report to the Senate as provided in Paragraph one of this Section.

The Secretary of the Senate shall keep minutes of all meetings of the Senate and of all general meetings of the university staff Senate, carry on official correspondence at the direction of the Senate, and, together with the President and Vice President, prepare an annual report to the Senate as provided in Paragraph one of this Section.

#### Section 3. Term of Office

Senate officers shall be elected for a term of one Senate Year. Terms of office shall commence immediately upon election: provided that officers for the current year are elected as provided in Article VII, Section 1, above. After serving two full terms as a Senate officer, a Senator shall for one Senate Year be ineligible for election to the same office: Provided that any term of more than six months but less than one year shall count as a full year's term, whereas any term of less than six months shall not be counted when determining the number of terms an officer may be eligible to serve.

#### Section 4. Filling of Vacancies

When a vacancy shall occur in any Senate office (President, Vice President, or Secretary) for any reason, the Senate shall fill that vacancy at its next regular or special meeting. Election procedures followed for the filling of said vacancy shall be the same as those followed for the regular election of officers at the May meeting.

## **ARTICLE VIII. MEETINGS**

### **Section 1. Regular Meetings**

All USS and UPS employees are welcome to attend all meetings. The Senate shall meet in regular session not less than six times each Senate Year. One of these meetings shall be held during the month of May. 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 meeting schedule for the year shall be an agenda item of the first regular meeting in May.

### **Section 2. Special Meetings**

Special meetings of the Senate shall be called by the President upon the written request of four or more Senators. Each Senator must be notified not less than twenty-four (24) hours in advance of a special meeting. Special meetings may consider only the business for which they are called, and no special meeting shall consider more than two items of business.

### **Section 3. Quorum**

Eight or more Senators present shall constitute a quorum sufficient to conduct official business at any regular or special meeting of the Senate.

## **ARTICLE IX. COMMITTEES**

The President of the Senate may, with the advice and consent of a majority of the Senate, establish committees for research, study, and/or for any other legitimate purpose consistent with the expressed or perceived interests of the staff of the University.

## **ARTICLE X. CONSULTANTS, OBSERVERS**

The Senate may invite other persons to sit with it as consultants or as observers when it meets. However, no one except a Senator shall have the right to vote on senate business.

## **ARTICLE XI. AMENDMENTS**

Amendments to this Code may be proposed by a Senator at a regular or special meeting of the Senate (provided that the limitation of the agenda of special meetings as provided by Article VIII, Section 2, may not be waived). An amendment thus proposed shall be discussed and then tabled for final consideration until the next regular meeting of the Senate. At this later date the Senate shall vote whether or not to submit the proposed amendment to the electorate for the latter's consideration. If eight or more Senators are in favor, the proposed amendment shall be submitted to the electorate. Not less than two weeks in advance of the date set for voting on the proposed amendment, the Senate shall make a responsible effort to individually inform each member of the electorate in writing of the text and nature of the amendment proposed (if ninety percent of the electorate is thus contacted, this provision shall be deemed to have been met). Voting shall be conducted by secret ballot, and an amendment shall be considered adopted if it is approved by a two-thirds majority of the voting electorate.

## **ARTICLE XII. ADOPTION**

This Code shall be considered adopted and established when it shall have been approved by a simple majority of those members of the electorate voting in an election held to consider the question:

"Shall the eligible university support staff of Fort Hays State University establish a University Staff Senate as described in the proposed Code?"

Revised 04/01/2019 Adopted 04/25/2019