

**The University of Virginia's College at Wise**  
**Staff Senate**  
**Constitution and Bylaws**  
**Adopted November 22, 2002**  
Revised February 16, 2016

**I. Purpose of Organization**

The purpose of the Staff Senate, by authority derived from the Staff and Chancellor, shall be to strengthen communication between and among staff members, faculty and students by:

1. Recommending ways to improve procedures and employee relations, promote safety, and service to our constituents, to the Senior Staff and all College departments.
2. Advising the Chancellor on matters related to general college concerns, specifically those affecting the Staff.
3. Promoting and supporting the mission of The University of Virginia's College at Wise.

**II. Membership**

**A. Qualifications and Representation**

1. Membership will consist of non-probationary Staff. The number of representatives per division has been established on the total number of employees per division. The ratio will be reviewed annually in April.
2. The Director of Human Resources shall serve as an ex-officio (non-voting) member of the Senate in an advisory capacity.

**B. Conduct and Responsibilities of Representatives**

1. A representative wishing to resign from the Senate should notify the Chair and Secretary of the Senate.
2. Representatives will be released from normal work duties to attend the monthly Senate meetings and to perform any additional official Senate business.
3. Representatives must strive to keep their constituents informed of Senate issues and actively solicit the views of the constituents to present to Senate.
4. Senate representatives should maintain a high level of confidentiality concerning issues brought to them by staff members.

**III. Elections**

1. Representative terms of office should be for three years, with additional 1 year option, and with turnover of no more than one-third of the complete Senate occurring every May.
2. The Director of Human Resources should formally coordinate the election process.

#### **IV. Election Procedure for Offices**

1. Elections of available Senate seats will be held in May of each year.
2. A joint meeting of incoming and outgoing Senate members will be held in late June. The purpose of this meeting will be to provide an orientation for new members. The incoming Senate will elect officers in July after orientation meeting.
3. Senate members are ineligible for re-election until they have been off the Senate for 1 year. Those members filling a vacated space will serve the remaining term and are eligible for re-election.
4. Candidates for any office will be given an opportunity to make a presentation to Senate prior to the election and can be re-elected within their term.

#### **V. Officers**

- A. The officers of the Senate consist of a Chair, Vice Chair, Secretary, Treasurer, and Communications Officer.
- B. The Chairperson will:
  1. Preside at meetings
  2. Prepare an Agenda for each meeting
  3. Call special meetings when deemed necessary
  4. Serve on the Chancellor's Cabinet
  5. Oversee the Senate's activities and communications
  6. Represent the Senate in other capacities as necessary
- C. The Vice Chairperson will assume the duties of the Chairperson when necessary and will be the principal assistant to the Chairperson, update Human Resources Staff Senate webpage and oversee standing committees.
- D. The Secretary will:
  1. Keep minutes of all meetings and distribute them to Senate members
  2. Ensure that correspondence relating to Senate matters is accomplished
  3. Maintain an active membership roster
  4. Relay minutes, meeting information, etc. to the Director of Human Resources for posting electronically
  5. Keep record of roll in accordance with attendance policy
- E. The Treasurer will:
  1. Keep an accurate and current record of all expenditures
  2. Process and submit invoices for payment
  3. Reconcile project reports monthly
  4. Give a financial report at the monthly Staff Senate meetings
  5. Report financial activity periodically to Senate
- F. The Communications Officer will:
  1. Gather and edit information for quarterly staff newsletter relevant to staff
  2. Consult with the Director of Human Resources prior to printing of publication

3. Coordinate with the Print Shop for printing and will provide them an electronic copy
4. Publish and distribute the newsletter quarterly
5. Maintain social media websites and coordinate with Office of College Relations for various media postings.

#### **VI. Definition of Quorum**

A quorum of the staff Senate shall consist of a majority of the staff Senate.

#### **VII. Standing Committees**

The Staff Senate shall maintain three standing committees. Chairs of Standing Committees will appoint representatives to external committees after soliciting input from Senate members.

*Social & Program Committee* – This committee will establish social events and informative programs to bring the staff together on a regular basis. These may include potlucks, holiday celebrations, retirement events, etc.

*Employee Relations Committee* – This committee will focus on staff orientation, employee concerns, communications, handbook, etc.

*Communications Committee* – This committee will assist with social media, newsletter, etc.

#### **VIII. Amendment of Bylaws**

Approval of amendments to the bylaws requires a two-thirds vote of the staff Senate members. Bylaws may be amended at the regular meeting of the Senate provided the amendment has been introduced to the Senate at the previous regular meeting.

#### **IX. Attendance Policy**

Senate members shall attend Senate meetings. Missing two consecutive Senate meetings without contacting the Senate may result in replacement/removal of the representative.

Roberts Rules will govern proceedings unless specifically addressed in the bylaws.