

STAFF SENATE
THE UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE
Constitution & Bylaws
Adopted November 22, 2002
Revised February 8, 2023

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:

- A. Recommending ways to improve procedures and employee relations, promote safety, and service to our constituents, to the Senior Staff and all College departments.
- B. Advising the Chancellor on matters related to general college concerns, specifically those affecting the staff.
- C. 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 shall be based on the total number of employees per division. The ratio will be reviewed annually in April by Human Resources and the Staff Senate.
 2. The Director of Human Resources, or their designee, shall serve as an ex-officio (non-voting) member of the Senate in an advisory capacity.
- B. Conduct & Responsibilities of Representatives
 1. Representatives shall be released from normal work duties to attend the monthly Senate meetings and to perform any additional official Senate business.
 2. Representatives must strive to keep their constituents informed of Senate issues and actively solicit the views of the constituents to present to Senate.
 3. Senate representatives should maintain a high level of confidentiality concerning issues brought to them by staff members.
 4. Senate members shall attend Senate meetings. Missing two consecutive Senate meetings without contacting the Secretary may result in replacement/removal of the representative.
 5. A representative wishing to resign from the Senate should notify the Chair and the Secretary of the Senate in writing.

III. Elections

- A. Representative terms of office should be for three years, with an additional 1 year option, and with turnover of no more than one-third of the complete Senate occurring every May.
- B. The Director of Human Resources should formally coordinate the election process, in consultation with the Staff Senate Chair.
- C. Election Procedure
 - 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 June. The purpose of this meeting will be to provide an orientation for new members. The incoming Senate will elect officers in July after their orientation meeting.
 - 3. Senate representatives 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.

IV. Officers

- A. The officers of the Senate consist of a Chair, Vice Chair, Secretary, and Treasurer.
- 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:
 - 1. Assume duties of the Chairperson as necessary.
 - 2. Be the principal assistant to the Chairperson
 - 3. 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 payments.
 - 3. Reconcile project reports monthly.
 - 4. Give a financial report at the monthly Staff Senate meeting.

5. Report financial activity periodically to Senate.
6. Complete Workday financial responsibilities as assigned.

V. Meetings

- A. Regular meetings shall be held monthly at the Staff Senate's discretion by a simple majority or at other times as warranted and called by the Chairperson.
- B. Notice of Staff Senate meetings shall be sent to all members preferably a week in advance and a minimum of two business days prior to the date of the meeting.
- C. A simple majority (more than half of the Staff Senators in attendance) will constitute a quorum for handling business. A quorum may be achieved in person, by email, or via conference call.
- D. A simple majority vote of senators present will carry a motion EXCEPT on a motion to amend bylaws (see section below)
- E. The Staff Senate will act upon business brought to it by its senators or the Senior Leadership Team and will make recommendations as appropriate.
- F. Recognizing that the Staff Senate is not a decision making body, the Staff Senate may voice its support or opposition to policies, actions, programs, or recommendations through the adoption of a resolution. These resolutions are nonbinding and simply provide an avenue for formal voice of the Staff Senate.
- G. Roberts Rules will govern proceedings unless specifically addressed in the bylaws.

VI. Standing Committees

- A. The Staff Senate shall maintain three standing committees:
 1. Social & Program Committee
The Social & Program Committee shall establish social events and informative programs to bring the staff together on a regular basis. These may include potlucks, holiday celebration, retirement events, treats, etc.
 2. Employee Relations Committee
The Employee Relations Committee shall focus on providing recommendations on matters pertaining to employee wellbeing and policies, including staff orientation, employee concerns, communications, handbooks, etc.
 3. Communications Committee
The Communications Committee will assist with Staff Senate communications efforts, including publishing a quarterly staff newsletter with information relevant to staff, maintain social media accounts and will coordinate with the Office of Marketing & Communications for various other communication needs.
- B. Chairs of the standing committees shall appoint representatives to the committees after soliciting feedback from the Senate.
- C. Additional committees or ad hoc committees may be appointed by the chairperson as deemed necessary.

VII. **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.