



## **University of North Alabama Staff Senate Bylaws**

**PREAMBLE:** The mission of the University of North Alabama Staff Senate is to act as a forum and advocate for university staff employees by providing leadership and guidance on issues which affect compensation, benefits, quality of work life, fulfillment of overall university goals and objectives, and providing a safe and fulfilling professional and educational environment which promotes the growth and improvement of higher education at the University of North Alabama.

### **ARTICLE I: NAME**

The name of this organization shall be the University of North Alabama Staff Senate, hereafter called "the Staff Senate." The Staff Senate was created by and shall be advisory in nature to the President of the University, and, within the limits of these bylaws, representative of the employees within the University. However, it is not within the scope or duties of the Staff Senate to represent or advocate for any staff employee(s) involved in a specific personnel matter. As used in these bylaws, the term "staff" shall be defined as all regular, full or part-time, exempt and non-exempt employees of the University other than faculty and coaches and with at least one year of service with the University -- with the exception of the president, provost, vice presidents, assistant/associate vice presidents, deans, and associate deans.

### **ARTICLE II: PURPOSE**

The Staff Senate's purposes shall be:

- A. To serve in an auxiliary advisory function to the administration in staff personnel matters and to do so in a positive and constructive manner. The Staff Senate provides a forum for the exchange of ideas, a resource for evaluating proposals, and a mechanism for expressing suggestions and concerns that affect the University and staff.

- B. To work with Shared Governance to promote better understanding, cooperation, and communication between university staff, faculty, students, and administration on all levels;
- C. To be an advocate for changes or improvements that affect the staff.

## **ARTICLE III: MEMBERSHIP**

**Section 1. Eligibility:** All staff, as defined in Article I, shall be eligible for election to the Staff Senate.

**Section 2. Membership:** The Staff Senate shall consist of a maximum of 24 members to be elected by staff members from the divisions designated in Article VII

In addition, the past president will serve as Ex Officio for one year.

**Section 3. Terms:** A serving term shall consist of three years unless voluntarily relinquished by the appointed member before the term ends. In addition, the position of a senator who transfers outside of the area they were elected to represent, or who no longer meets the minimum qualifications to be a Staff Senator under Article I of these Bylaws, will be considered vacant and an election will be held pursuant to Article III Section 5 of these Bylaws to fill the vacancy.

A staff Senator may also be re-elected by their constituency. Senators shall serve a three-year term beginning in July after the election of new officers. A maximum of two consecutive terms (6 years) may be served. A one-term (3 years) interval is necessary before being eligible to serve again.

**Section 4. Representation:** The proportion of exempt vs. non-exempt senators should strive to accurately reflect the proportion of full-time staff as of a census date of September 1 and will be evaluated biennially. The senate shall not exceed 24 senators, 23 of whom are voting members. The Staff Senate shall review its composition biennially, or as needed to ensure proper representation, taking into account the size of the constituency. The representation was last reviewed in term 2025. Changes in the composition of the Staff Senate shall become effective when adopted by a majority of voting members, voting with a quorum present, and upon presidential approval.

**Section 5. Election:** Representatives on the Staff Senate shall be those persons receiving the highest number of votes from their respective constituency.



The President of the University appointed the Staff Senate for academic year 1999- 2000. One-half of the Staff Senate membership was determined by the President and recommended by the Staff Senate and rotated off at the end of that period, and the other one-half served an additional one-year term. The rotation was such that a Staff Senate member was replaced with an exempt or a non-exempt staff member in accordance with Section 2, Article III.

As positions on the Staff Senate become available, a notice will be sent to that division for nominations to fill the position. Specific qualifications will be included in the notice as well as a deadline for nominations.

**Section 6. Duties:** The duties of a Staff Senate member are to attend all meetings, to communicate to their constituents' information on Staff Senate activities, to communicate to the Staff Senate the concerns and ideas of group members, to work on Staff Senate activities and/or committees, to represent the Staff Senate elsewhere in the University if appointed, and to vote on motions made in Staff Senate meetings.

If a member is absent three scheduled meetings of the Staff Senate within one year, without notifying the president of the Staff Senate and giving good cause for the absence (including but not necessarily limited to vacation, sickness or injury, leave, or university business), the Staff Senate shall declare the position vacant and shall follow the election instructions as stated in Section 3, Article III to elect a replacement to complete the un-expired term. The person having been removed will not be eligible for such election.

When unable to attend a meeting of the Senate because of illness, assigned duties, or other good cause, a Senator may appoint a proxy from among the members of their division to attend the meeting in their absence. The Senator must send to the President or Secretary an email, stating the reason for their absence and giving the name of the proxy. The written statement may be brought to the meeting by the proxy. In no case shall a proxy be seated until such a statement has been received by the President or Secretary. Upon being seated the proxy shall have, during that meeting, all the privileges of membership (making motions, debating, voting, etc.), restricted only by the Senate's rules of procedure and by any specific instructions given to them by the Senator for whom they are a proxy.



## ARTICLE IV: ORGANIZATION

**Section 1. Frequency and length of meetings:** The Staff Senate shall determine the frequency of meetings, but the Staff Senate shall not hold less than two regular meetings per semester.

### **Staff Senate Meetings**

**Meeting Schedule:** The Staff Senate shall meet on the second Monday of each month at 10:00 a.m. When convened during normal university work hours, Staff Senate meetings shall be no more than two hours in duration. All Staff Senate meetings will be open to members of the University Community and/or visitors unless by two-thirds (2/3) majority vote of the members present for the purpose of entering into Executive Session. Executive Sessions are entered into only for the purpose of discussing individuals' good name or character.

**Agenda:** The following is the recommended agenda for Staff Senate:

- A. Approval of Minutes
- B. Approval of Agenda
- C. Staff Senate President's Report
- D. Committee Reports
- E. Unfinished Business
- F. New Business
- G. Discussion
- H. Announcements
- I. Adjournments

**Section 2. Quorum:** A majority of voting members present shall constitute a quorum. Voting by the membership shall be by voice or by show of hands except when deemed necessary by the president of the Staff Senate to vote by ballot.

**Section 3. Rules for procedure and agenda:** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Staff Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Staff Senate may adopt as per RONR § 56, pp. 561-562.

The agenda for Staff Senate meetings will include the call to order, recording of attendance, reading and approval of minutes of the prior meeting, committee reports, unfinished business, new business, discussion and recommendations, and adjournments.



**Section 4. Archives:** The current president of the Staff Senate shall store all Staff Senate records. The president shall have access to and shall maintain these files. All Staff Senate members shall have access to these files, when accompanied by the president of the Staff Senate.

**Section 5. E-Business:** Items that are brought to the Staff Senate between regularly scheduled meetings which require immediate attention, or which do not require an assembly may be conducted through e-business. Any action requires a response from the majority of the Senate and will allow forty-eight (48) hours for a response before the item is considered to be closed.

## **ARTICLE V. OFFICERS**

**Section 1. Titles, election, terms of officers:** The officers of the Staff Senate shall include a president, a vice-president, and a secretary. New officers shall be elected in the spring of their elected term as a Staff Senate member. Voting will be by secret ballot/survey and will be tallied by the vice-president of the Staff Senate. The term of office shall begin July 1. All Staff Senate officers shall be elected to a term of one year or less, with the exception of the vice-president who will serve as president for one term immediately following the vice-president term. The secretary may serve two consecutive one-year terms.

- A. At the April meeting, nominations will be accepted from the members for each office. Only members who have served at least one year on Senate will be eligible for nomination to Vice-President. If the term of the Vice President expires, he/she may remain on the Senate for a fourth year to serve as President. All other positions will be filled by current senators. Nominations are not valid until the Senate member has received approval from his/her supervisor.
- B. Elections will take place at the May meeting by vote of the currently serving Senators.
- C. An officer who transfers outside the area he/she was elected to represent, but who remains a staff employee, may exercise the option to serve out the remainder of his/her term of office, with full voting privileges, subject to Executive Committee approval. If an office is vacated, an election by majority vote to select a replacement to serve for the remainder of the term of office will be held at the next regularly scheduled meeting.
- D. The Staff Senate President will be compensated with a stipend which will begin in November and run for six months.



## **Section 2. Duties:**

- A. President of the Staff Senate:
  - a. Preside over all regular meetings of the Staff Senate.
  - b. Organize the agenda for each regular Staff Senate meeting.
  - c. Serve as official spokesperson for the Staff Senate.
  - d. Appoint committees as deemed necessary.
- B. Vice-President of the Staff Senate:
  - a. Execute the duties of the president in the president's absence.
  - b. Serve as the chair of the Distinguished Staff Employee of the Year Sub-Committee.
  - c. Conduct elections and supervise counting of ballots and notification of elected representatives.
  - d. Notify representatives by email of their three consecutive unexcused absences and that resignation from the Staff Senate is required.
  - e. Arrange for replacement of representatives when necessary.
  - f. Assume office of president upon vacancy of that position.
- C. Secretary of the Staff Senate:
  - a. Prepare the minutes of each meeting, organize, and supervise their distribution to Staff Senate members after submitting them to the president for review.
  - b. Maintain a record of attendance at Staff Senate meetings.
  - c. Maintain records of unexcused absences and report them to the vice-president.
  - d. Assist in preparing and distributing correspondence and other Staff Senate business to representatives, staff members, etc.
  - e. Maintain amendments to the by-laws as approved by Staff Senate.
- D. Ex Officio (Non-voting)
  - a. To serve in advisory capacity.

## **ARTICLE VI. COMMITTEES**

**Section 1. Adoption of Committees:** Committee vacancies shall be filled at the first business meeting of the academic year. Senators will serve on their elected committee for an academic year and may be eligible for re-election to that committee at the conclusion of their term.



- A. **Staff Attitude Survey:** This committee is charged with making updates and edits to the Staff Attitude Survey, which is distributed by the Office of Institutional Research annually. The committee shall advertise the open and close of the survey to the senate, and staff at large, and shall review the results once the survey has been completed. Identifying and presenting general themes from the survey shall be the report of the committee to the senate and shall guide the senate's ongoing work.
- B. **Staff Visibility:** This committee is responsible for ensuring the visibility and transparency of the Staff Senate to the staff members at large. This includes, but is not limited to, events where staff members can interact with senators, clearly communicating the purpose and vision of the Staff Senate to the staff members at large, and finding innovative ways to gather and build rapport between staff senators and staff members at the University of North Alabama.
- C. **Staff Affairs:** This committee shall discuss topics that come to the Senate floor and determine plans of action on a case-by-case basis. These topics are often long-term projects that require strategic planning, research, and communication. The committee shall work to provide solutions and innovative ideas to ensure that the needs of the staff members are being met in the most efficient and effective manner.
- D. **Merit-Based Incentive:** This committee convenes in the month of July and shall review all Merit-Based Incentive applications that have been submitted and vetted by Human Resources. Using a grading rubric, the committee will determine whether applicants meet the requirements for the merit-based increase or not. All submissions will be distributed to the committee chair by HR by August 1, and the committee must meet, deliberate, and decide on successful applicants by September 1 each year.
- E. **Distinguished Employee of the Year:** This committee reviews nominations for the Distinguished Staff Employee of the Year Award, which is awarded annually at the University Awards Gala. The committee shall ensure that all applicants meet the minimum qualifications and shall use a grading rubric to determine the award recipient.



## ARTICLE VII. ANNUAL TIMELINE

- A. July
  - a. 1<sup>st</sup>: New elected officers assume roles
  - b. Assign constituent list to new senators
  - c. Eligible Staff Merit Increase applicants notified by HR
  - d. Initial meeting with Staff Merit committee takes place
    - i. Discuss candidate information, rubric, process/timeline
- B. August
  - a. First business meeting of the academic year takes place
  - b. Fill committee vacancies
  - c. Review of Merit Increase Applications once received from HR
  - d. Staff Merit committee reviews and scores applications no later than August 15<sup>th</sup>
  - e. Staff Merit committee sends selected Merit Increase candidate information to HR no later than August 30<sup>th</sup>
- C. September
  - a. Review Staff Attitude Survey results with Staff Attitude Survey committee
- D. October
  - a. Publish Staff Attitude Survey results to Staff Senate Website
- E. November
- F. December
  - a. Staff visibility event (if funding allows)
- G. January
  - a. No later than January 31<sup>st</sup>: Open nominations for Distinguished Staff Employee of the Year award
- H. February
  - a. Review applications for Distinguished Staff Employee of the Year award
  - b. Staff Attitude Survey committee meet and determine updates or edits to Staff Attitude Survey
- I. March
  - a. 1<sup>st</sup>: Submit Distinguished Staff Employee of the Year winner to University Awards Gala committee chair
  - b. Staff Attitude Survey Committee finalize survey questionnaire
- J. April
  - a. Distribute Staff Attitude Survey to staff members (put announcement in Digest, senators send link to constituents)





- K. May
  - a. Open Staff Senate nominations for senator vacancies
  - b. Staff visibility event (if funding allows)
- L. June
  - a. Finalize and notify newly elected senators
  - b. Transition of documents from outgoing Senate officers to incoming officers
  - c. President and Vice President review Staff Attitude Survey results with Office of Institutional Research

## **ARTICLE VIII. ADOPTION**

**Section 1. Effective Date and Governance:** These bylaws shall become effective when adopted by the Staff Senate as determined by Article IV and approved by the President of the University. The bylaws and the Staff Senate established thereby are subject to the official governance and control of the Board of Trustees of the University of North Alabama as provided in Ala. Code 16-51-1 et seq. (1975) as amended.

## **ARTICLE IX. AMENDMENTS**

**Section 1. Amendment of bylaws:** Proposals for amendments to the bylaws shall be submitted in writing to the secretary of the Staff Senate and distributed in writing to Staff Senate representatives 48 hours before an official meeting or a vote through e-business to amend the bylaws. Bylaws may be amended by a two-thirds vote of those present at any regular meeting or by two-thirds of the membership if the vote is carried out through e-business. The amendment shall become effective as per Article VI.

## **ARTICLE X. REPRESENTATION**

**Section 1. Constituency:** All elections shall be held in accordance with Article III and other applicable sections of these bylaws. Each constituency will nominate and elect representatives to the Staff Senate. This representation shall be reviewed on a census date of September 1 biennially. As of September 2025, Representation on the Staff Senate shall be apportioned as outlined below:



**President's Area (2):**

- A. President's Office
- B. Athletics (Coaches are not eligible for this position, due to being contract employees)
- C. General Counsel
- D. Governmental Relations and Regulatory Affairs

**Academic Affairs (11):**

- A. Provost's Office
- B. Deputy Provost
  - a. Enrollment Marketing & Digital Communications
  - b. Success/Career Center
- C. Associate Provost for Academic Excellence
  - a. Institutional Research
  - b. Research Advancement, Compliance, & Premier Awards
  - c. Educational Technology Services
  - d. Grants & Sponsored Programs
- D. International Affairs
- E. Library
- F. Workforce Development Initiatives
- G. Enrollment Management
  - a. Admissions
  - b. Registrar
  - c. Student Financial Services
  - d. Enrollment Systems/CRM Operations
- H. Academic Colleges
  - a. College of Education and Human Sciences
    - I. Dean's Office
      - i. All Academic Departments
      - ii. Educator Preparation
      - iii. Education Research and Inservice Center
    - b. Sanders College of Business and Technology
      - I. Dean's Office
        - i. All Academic Departments
        - ii. Small Business Development Center
        - iii. Continuing Education
      - c. College of Arts, Sciences, and Engineering



- I. Dean's Office
    - i. All Academic Departments
- d. Anderson College of Nursing and Health Professions
  - I. Dean's Office
    - i. All Academic Departments
    - ii. Clinical Simulation and Nursing Technology
- e. Cole Honors College

**Business and Financial Affairs (7 with a recommended minimum of 1 from Facilities Administration and Planning):**

- A. Vice President's Office
  - a. Controllers
    - I. Auditing and Finance
    - II. Accounting Services
  - b. Human Resources
  - c. Facilities Administration and Planning
    - I. Maintenance and Grounds
    - II. Environmental Services Management
    - III. University Police
  - d. Information Technology Services

**Student Affairs (3):**

- A. Vice President's Office
  - a. Health & Well-Being
    - I. Student Counseling Services
    - II. University Health Services
    - III. Recreational Sports and Fitness
  - b. AVP/Student Affairs
    - I. Student Activities and Leadership Development
    - II. GUC Operations and Events Management
    - III. Fraternity & Sorority Life
  - c. AVP/Dean of Students
    - I. Housing & Residence Life
    - II. Roar Access Center
    - III. First Year and Retention Initiatives



**Advancement (1):**

- A. Vice President's Office
  - a. Alumni Relations and Annual Giving
  - b. Financial Services
  - c. Donor Relations

\*Number designates the minimum staff senators who can serve in that Division.

