



# Bylaws

(Updated 1/26/2023)

## Mission

In recognition of the role which represented staff employees fulfill in achieving the mission of the University and our participation in its planning and structure, the Salisbury University Staff Senate (SUSS) will be committed to reviewing and making recommendations on issues affecting the entire welfare of the University community and its employees (except those employees covered by collective bargaining), particularly in the area of human resource matters and its ultimate effect on staff.

## Article I – Purpose

In recognition of this essential role, all eligible staff are afforded the opportunity to make recommendations relative to basic decisions affecting their welfare and the welfare of the University. These decisions should involve the assumption of having an informed participatory advisory role on administrative issues and in the functional support aspects of academic matters. Furthermore, all eligible University staff, except for the president and his/her senior vice presidents (officer group), and associate vice presidents, will be considered as voting Salisbury University Staff Senate members.

## Article II - Membership, Officers & Committees

### Section I. Membership:

The Staff Senate membership will consist of all exempt, non-exempt and contingent employees not covered by collective bargaining (NCBCB).

Each category of staff will elect its own Senators.

The voting membership of the Executive Committee of the Staff Senate will consist of 14 elected Senators of whom there will be 6 exempts, 2 non-exempts, 2 contingent (exempt and/or non-exempt) and 4 CUSS representatives.

### **II.I.a Election of (PIN) Exempt Senators**

There will be 6 elected exempt Senators from all exempt employees. All of these positions will be elected at-large with 2 Senate positions elected every year.



## **Section IV. Duties of Officers:**

**II.IV.a.** The Chair's duties shall include but not be limited to presiding at all meetings of the Staff Senate and the Executive Committee; will enforce the obligations imposed by the constitution and by-laws of the Staff Senate; may serve as an ex-officio non-voting member of all ad hoc and standing committees; shall direct and set meetings times, agendas, dates and places; shall confer with the University administration as needed; shall initiate appointments as needed; shall be formally responsible to the administration for responding, notifying and/or submitting all official recommendations, in a timely manner; can provide leadership to Senators and committees; shall act as liaison between standing committees when necessary; shall perform other duties as the Executive Committee shall direct, and serves as the staff representative on the President's Advisory Team.

**II.IV.b.** The 2<sup>nd</sup> Chair's duties shall be the Chair Elect unless otherwise designated by the Executive Committee; shall act as assistant to the Chair; in the absence of the chair shall have all power and prerogatives of the Chair; shall be the Chair of the Human Resources Committee and shall perform other duties as directed from the Executive Committee.

**II.IV.c.** The 3<sup>rd</sup> Chair shall, in the absence of the Chair and 2<sup>nd</sup> Chair, assume all of the power and prerogatives of the Chair; shall assist the Chair and 2<sup>nd</sup> Chair; shall be the Chair of the Membership and Elections Committee; and shall perform other duties as directed from the Executive Committee.

**II.IV.d.** The Secretary shall prepare and distribute to the Executive Committee, for approval, minutes of all meetings of the Staff Senate and the Executive Committee; shall officially update all approved by-law changes; shall distribute approved minutes and the meeting agendas to the Executive Committee; shall be the Chair of the Outreach and Engagement Committee and shall perform other duties as directed from the Executive Committee.

**II.IV.e.** The Chair of any standing committee and/or any ad hoc committee shall be a Senator and a member of the Executive Committee. Senators, with the exception of the Chair, 2<sup>nd</sup> Chair, 3<sup>rd</sup> Chair, Secretary and the CUSS representatives shall be required to serve as voting members of at least one standing committee or ad hoc committee created; shall with the advice and consent of the Staff Senate and the Executive Committee appoint ad hoc committees and its members as necessary; and shall receive requests, information, and questions for action from his/her constituency.

## **Section V. Recognized Standing Committees:**

The following committees will be considered Standing Committees of the Staff Senate.

1. Human Resources Committee
2. Outreach and Engagement Committee
3. Membership and Elections Committee

### **II.V.a. Human Resources Committee**



**Section II. Staff Senate Meetings:**

**III.II.a.**

## **Article IV: By-laws**

### **Section I. Adoption:**

**IV.I.a.** The initially prepared Constitution and By-laws will be published for a minimum of 15 calendar days before the first reading and can be allowed a longer period of time as determined by the founding Senate (a/k/a Staff Advisory Council) in advance of ratification.

**IV.I.b.** The newly-created Constitution and By-laws shall be presented to the represented staff for consideration and comment, discussed openly at the first reading and second reading, voted and ratified by a majority of the Staff Senate members voting (by ballot) within each constituency group.

**IV.I.c.** The Constitution and By-laws shall be adopted by an absolute majority of those members voting for the Staff Senate (based on constituent representation of exempt, non-exempt and contingent staff members voting by regular ballot). Results of the ballot voting (within each constituency) will determine the vote (2 of the 3 groups' majority representation must approve).

**IV.I.d.**