

**JACKSON STATE UNIVERSITY  
STAFF SENATE  
BY-LAWS**

**Revised Edition (2009)**

**ARTICLE I  
REAPPORTIONMENT**

- Section 1. The Executive Committee shall obtain an official list by apportionment categories of permanent and full-time staff of the University who have been employed for at least one year. This list should be obtained in February of each year.
- Section 2. The Executive Committee shall annually review the number of employees within each apportionment category to verify correct representation.

**ARTICLE II  
VACANCIES**

- Section 1. With the approval of the Senate, the President shall appoint a staff member from the appropriate apportionment category to fill the vacancy.

**ARTICLE III  
ABSENCES**

- Section 1. Within a one-year period beginning with the organizational meeting in July, a Staff Senator who fails to attend three regularly scheduled meetings without supplying a written explanation shall be notified in writing by the President that the member's seat will be declared vacant after the third absence and the procedures in Article II, Vacancies, Section 1 of the Bylaws shall be followed.
- Section 2. The President may recommend to the Senate that the absence be excluded from the count as described in the procedures of Absences, Sections 1 of the Bylaws when the absence occurs as the result of an extreme circumstance and is beyond the control of the Staff Senator's ability.

**ARTICLE IV  
ELECTION OF OFFICERS**

- Section 1. The elected office of the Senate shall be: President, Vice President, Secretary, Treasurer and Parliamentarian. Officers other than those named may be appointed or elected as deemed necessary.
- Section 2. The nomination and election of officers shall take place in the May monthly meeting of each succeeding Staff Senate, with nominations from the floor. *ROBERT'S RULES OF ORDER*

shall govern the nomination and election process.

- Section 3. The term of office shall be two years, with the privilege of re-election to one additional consecutive term or until their successors are elected.
- Section 4. The newly elected officers shall be installed in July following their election in June.
- Section 5. The nomination of Staff Senate members shall be held when the body deems necessary. The newly elected or appointed member(s) shall take office at the adjournment of the meeting of the Staff Senate meeting which they were elected or appointed.

## **ARTICLE V**

### **DUTIES OF OFFICERS**

#### **EXECUTIVE BOARD**

- Section 1. The Executive Committee shall consist of the current elected officers of the Staff Senate, the immediate Past President and the immediate Past-Secretary-Treasurer, with the President of the University as ex-officio member. The current President of the Staff Senate shall serve as Chairperson of the Executive Committee.

The Committee shall

1. plan the agenda for the meeting of the Staff Senate,
2. recommend all committee appointments to be made by the Staff Senate,
3. recommend the formation and/or elimination of committees,
4. establish the calendar of regular meetings of the Staff Senate each year,
5. establish procedures whereby the policy-forming activities of the Staff Senate and its committee and councils may be expedited and discharge other duties as may be delegated to it by the Staff Senate and perform other duties as required.
6. have general supervision over the Senate based on urgent circumstances between its regular meetings. Said actions shall not be contrary to polling of the general body. An action report shall be made at the regular meeting.
7. determine and implement appropriate responses/actions on other situations as needed or as directed by the Senate.

- Section 2. The President shall
1. provide general leadership over all business of the Senate and enforce the Constitution and Bylaws;
  2. serve as the presiding officer at the meetings of the Senate;

3. appoint necessary ad hoc or special committees and designate chairs;
4. serve as an ex officio (non-voting) member of all committees of the Senate;
5. serve as the Senate representative on all University committees or designate a Senator to serve on said committee(s);
6. appoint a Senate member to serve in the absence of the Secretary;
7. serve as a non-voting member of the Staff Senate except in the case of a tie at which time he/she may vote;
8. serve as financial officer and signature authority for the Senate budget;

Section 3. The Vice President shall

1. serve as the presiding officer in the absence of the President;
2. serve as financial officer and signature authority for the Senate budget in the absence of the President;
3. assist the President in the execution of his/her duties;
4. oversee the coordination of all events of the Senate
5. countersign all requisitions and bills in the absence of the President;
6. serve as liaison to the University Faculty Senate and perform other duties as required.

Section 4. The Treasurer shall

1. serve as financial officer and signature authority for the Senate budget and maintain all financial records;
2. issue receipts of all monies received by the Senate;
3. collect all bills and fees of the Senate;
4. keep an accounting of revenues and disbursements;
5. distribute a monthly Treasurer Report at each meeting and record any changes as approved by the Senate and
6. perform other duties as required.

Section 5. The Secretary shall

1. record the minutes of Senate meetings;
2. notify Senate members of meetings;
3. distribute the meeting agenda, proposals, and the minutes of each meeting to all Senate members and other individuals as directed by the President;
4. present the minutes of previous meetings, as requested, and record any changes as approved by the Senate;
5. take roll call of members, and record members present and absent at all meetings of the Senate;
6. inform the Senate when a quorum is present;
7. preserve and maintain all official documents of the Senate; preside in the absence of the President and Vice President; and
8. perform other duties as required.

- Section 6. The Parliamentarian shall
1. maintain a copy of the most current edition of *Robert's Rules of Order*, by which the Senate shall conduct meetings;
  2. interpret and promote rules and regulations proceedings of all meetings;
  3. shall advise members according to *Robert's Rules of Order* as requested by the President;
  4. shall assist the President in maintaining order at all times and
  5. perform other duties as required.

## **ARTICLE VI COMMITTEES**

- Section 1. Standing committees for the Senate shall be the following: Constitution and Bylaws, Events, Fundraising, Publicity, and Training and Technology. Other standing committees and special committees may be created by the President when he/she or the Senate deems it necessary.

- Section 2. *Constitution and Bylaws Committee* shall
1. review and update the Senate Constitution and Bylaws and Standing Rules annually;
  2. receive written recommendations from the staff for revisions to the Constitution and Bylaws and Standing Rules;
  3. draft recommended amendments, bylaws, and standing rules;
  4. present recommendations to the Senate for approval and
  5. perform other duties as required.

- Section 3. *Events Committee* shall
1. make necessary room reservations prior to all meetings (coordinate with Vice President and Publicity Committee) and obtain required permissions and permits, arrange for proper audio/video equipment before each meeting.
  2. check with the Vice President as to the needs of the guest speaker and make arrangements to provide the required equipment. These may include screen, projectors, microphone, pointer, extension cords, etc.
  3. check with Technology Committee on how to obtain equipment.
  4. Anticipate some requirement for advance reservation, the need to pick up the equipment during normal business hours and a rental fee, set up equipment and make sure it is functioning properly, clean the room and enhance its appearance.
  5. place one committee member at a desk with the pen and sign-in sheet (which includes name, phone number and e-mail address) to bring it to each individual's attention and insure that all attendees sign-in. Do not expect that attendees will be self motivated to sign in. Make sure officers sign-in as well as regular members, after the meeting, restore the room to its proper order and secure all equipment used, give the Secretary a copy of the sign-in sheet.

- Section 4. *Fundraising Committee* shall
1. works year-round to form and maintain relationships with various organizations and businesses within our communities,
  2. plan events to raise funds for the Staff Senate,
  3. proposes and/or develops new fundraising initiatives/projects,
  4. organize existing fund raising activities,
  5. recruit volunteers to handle various projects, evaluate effectiveness of projects, develop a calendar of projects,
  6. send "thank you" letters to the appropriate individuals and
  7. perform other duties as required.

- Section 5. *Publicity Committee* shall
1. announce all Senate activities,
  2. present a copy of any publicity announcements to the Senate for approval purposes,
  3. remove all announcements following the meetings,
  4. make special announcements as requested by other committees or officers,
  5. establish media contacts at the beginning of each academic year and advise of program calendar,
  6. maintain contact with the President as to the specifics of the program,
  7. prepare and distribute quarterly newsletter,
  8. prepare flyers for Senate activities,
  9. submit items to University's newsletter,
  10. work with other committees to publicize events,
  11. maintain liaison with the University's Office of Public Relations for announcements and perform other duties as required and
  12. perform other duties as required.

- Section 6. *Training and Technology Committee* shall
1. be responsible for the Staff Senate web page,
  2. promote in-service training,
  3. represent Senate issues of the University technology/security committees,
  4. study and make recommendations on actions items as assigned by the Executive Committee, and
  5. Perform other duties as required.

- Section 7. *Ad Hoc Committees.* The Senate may establish other standing or special committees as business may require.

## **ARTICLES VII**

### **MEETINGS**

- Section 1. The Senate shall meet on the second Tuesday of each month at 11:00 a.m. at a place designated by the President. Once a Senate meeting is called to order, any staff senator more than twenty minutes late will be considered absent for that meeting.

- Section 2. Special meetings may be called by the President or at the request of at least one-third of the Senate members.
- Section 3. A quorum shall consist of a majority of the voting membership of the Senate.
- Section 4. The meetings of the Senate shall be open.
- Section 5. The meetings shall be conducted according to the most recent edition of *Robert's Rules of Order* as interpreted by the Parliamentarian.
- Section 6. Robert's Rules of Order shall govern the conduct off all business by the Senate not covered in the Constitution of the Staff Senate.

## **ARTICLE VIII GOVERNMENT**

- Section 1. The Executive Committee shall prepare, publish and distribute the agenda for each meeting of the Staff Senate at least three days prior to the date of the meeting.
- Section 2. All committees will submit their recommendations to the Executive Committee for inclusion on the agenda.
- Section 3. The Staff Senate may, by a two-third majority vote of those present and voting, bring a matter up for consideration from the floor of the Senate without previous recommendation of the committee studying the matter of the Executive Committee.
- Section 4. Policy recommendation shall require a simply majority vote of those present and voting to become the official recommendation of the Staff Senate when the minutes are approved.