

COPPIN STATE UNIVERSITY

STAFF SENATE BY-LAWS

I. Introduction

The Staff Senate is an elected representative body of Coppin State University (CSU) -which provides a formal avenue of open communication between the Staff and the Administration. The Staff Senate will make recommendations to the Administration on issues affecting the staff. The opportunity to be heard on these matters through a recognized Staff Senate is indicative of CSU's goal to develop a more responsive environment distinguished by consistently high levels of commitment and productivity from its staff.

II. Purpose and Functions of the Senate

- A. There shall be a Staff Senate representing all regular and contingent II employees of CSU (hereinafter referred to as "eligible employees"), excluding the following groups of employees: (a) faculty, (b) USM employees designated in USM BOR Policy VII-P1.00- (II) (1) (a and b), and (c) employees represented by a certified exclusive representative.
- B. The functions of the Senate shall include the following:
 1. To advise and make recommendations to the President of CSU and his/her Cabinet with regard to the following matters:
 - a. Policies, procedures and/or rules affecting eligible employees as defined in these bylaws;
 - b. Work environment and staff morale
 - c. Issues impacting wages, benefits, and working conditions.
 2. To serve as a channel of communication between:
 - a. Eligible employees and the President of CSU with his/her Cabinet; and
 - b. Eligible employees and the Council of University System Staff (CUSS). CUSS is excluded from collective bargaining because of their position. The Staff Senate platform gives them a voice.
 3. To act as a body of the eligible employees to enhance "informed participation and collaboration" in the affairs of the University (CSU)
 4. To establish its own committees
 5. To elect representatives to CUSS from its membership as per CUSS Bylaws

- C. In carrying out its purpose and functions, the Senate will observe all established University administrative policies and procedures, including but not limited to USM BOR Policy I-6.00 (Shared Governance).

III. Definitions

- a. CSU – Coppin State University
- b. USM – University System of Maryland
- c. BOR – Board of Regents
- d. Staff Senators – represents staff on matters for vote
- e. CUSS – Council for University System Staff
- f. Term – all terms are for two years, unless otherwise specified in these bylaws, beginning on July 1 and ending on June 30
- g. Executive Committee – Staff -Senate Officers:- Chair, Vice Chair, Secretary/Treasurer, Member at Large, and Past Chair
- h. Executive Board – Executive Committee, CUSS Representatives, and Staff Senators, the only members eligible to vote on matters before the Senate
- i. Quorum – 50% +1
- j. Attendance – in person or on the phone
- k. Voting – may occur by proxy so long as the proxy is given in writing, 7 days in advance of any -matter requiring a vote

IV. Senators, Officers, and CUSS Representatives

A. Staff Senators

There shall be a maximum of fourteen (14) members of the Staff Senate composed of eligible employees as defined in section II (A). Staff Senate shall carry out its purpose and functions through the use of Staff Senators.

1. Each Staff Senator will serve on at least one Staff Senate Committee
2. Staff Senators are the only employees represented by Staff Senate who are eligible to vote on matters before Staff Senate

B. Officers

There shall be five (5) Officers of the Staff Senate, elected from its eligible employees, who will form the Executive Committee. The officers shall be the Chair, Vice-Chair, Secretary, Past Chair and Member at Large. The Past Chair position will be filled by the individual who served as Chair during the previous Senate term. The duties of the officers will be as follows:

1. Chair - preside at all meetings of the Senate, finalize the agenda of each Senate meeting, serve as chief liaison with the CSU President and perform other duties as assigned by the Senate

2. Vice-Chair - serve in the absence of the Chair, serve as Senate parliamentarian, and perform other duties as assigned by the Senate. Chair the election committee
3. Secretary/Treasurer - responsible for recording and distributing minutes, maintain all records of the Senate, monitor the Senate's budget and report on its fiscal status to the Executive Committee/Senate, and perform other duties as assigned by the Senate
4. Past Chair - serve as an advisor to the Executive Committee in order to provide continuity and perform other duties as assigned by the Senate. Advise the incoming president of carryover issues for the new senate and assist with procedural questions
5. Member at Large - serves on the Executive Committee and performs duties as assigned by the Senate

C. CUSS Representatives

CSU's Staff Senate shall elect 4 CUSS (2 regular and 1 alternate for each regular). Representatives who will attend monthly CUSS meetings representing staff of CSU to consider and make recommendations to the chair of CUSS who will forward these recommendations to the Chancellor, the Board of Regents, and the Chancellor's Council on issues affecting staff employees. CUSS representatives will keep the Staff Senate and CSU staff informed of CUSS activities and System-related actions.

1. The Chair and Vice Chair will serve as the two (2) regular CUSS representatives
2. Two (2) alternate CUSS Representatives shall be elected from the eligible Staff Senators by the Executive Board
3. If no Staff Senator is selected to serve or declines to serve, the alternate CUSS Representatives will be appointed by the Staff Senate Chair
4. CUSS Representatives will also serve as Staff Senators without changing the make-up/classification of Staff Senators

V. Elections

- A. All eligible employees may vote
- B. Regular elections of Staff Senators and Officers shall be held during the month of May for the upcoming term. Every other April, the Office of Human Resources will inform the Nomination Committee and each eligible employee of their employment category. Eligible employees may self-nominate or may be chosen by the Nomination Committee to be part of a slate of candidates for any of the positions listed above. The results of the election will be reported to the President of the University and to the

- Associate Vice President (or their designee) of Human Resources no later than the first week of June of an election year.
- C. The Senate, by two-thirds (2/3) vote of the entire body, may vote to remove any of its members for just cause.
 - D. Seats vacated temporarily shall be filled by recommendation of the Nominations and General Election Committee to the Staff Senate Chair until the incumbent is able to return.
 - E. Permanent vacancies will be filled by the candidate with the next highest vote count. If no candidates are available then the Executive Board will recommend candidates to be filled by appointment. The Executive Board reserves the right to hold a special election to fill permanent vacancies.

VI. Voting

When matters are before the Senate that require a vote, the Executive Board are the only members of Staff Senate who are eligible to vote. Matters for vote may be brought to the body by any eligible member (as defined in Section II (A)). Matters may arise in either the Staff Senate Open Forum meeting or in the Executive Board meeting. Discussion and voting will occur as follows:

- A. Discussion of matter in the meeting where the matter arises
- B. Discussion of matter in Open Forum meeting (if the matter arises at the Executive Board level)
- C. Comment period
- D. Discussion/vote in Executive Board meeting
- E. If necessary, the matter will be discussed again in the Open Forum meeting
- F. Vote in Executive Board meeting
- G. Report in next open Forum Meeting

VII. Meetings

- A. The Senate shall schedule at least four (4) regular Open Forum meetings each semester. The notice, agenda, and supporting documents shall be mailed, by campus or electronic-mail, from the Senate Office to the membership, no later than one calendar week prior to each regular meeting unless otherwise approved by the Executive Committee
- B. If any member is absent from two (2) consecutive-scheduled Executive Board meetings (July through June), without notifying the Chair, the Bylaws Committee shall notify the Executive Committee. The Executive Committee will notify the member in writing of their removal from their position as Senator.

- C. Special meetings may be called by the Chair of the Senate, by the Executive Committee, by resolution of the Staff Senate or by petition signed by at least one-third (1/3) of the membership.
- D. All eligible employees may attend Open Forum meetings of the Staff Senate, without voice or vote, subject to requirements of space and good order. Special meetings may be open, with or without voice, or closed to all eligible employees at the discretion of the Executive Committee.
- E. A quorum shall consist of fifty percent (50%) plus one member of Staff Senators. An affirmative vote of a majority of the Staff Senators present shall be necessary to adopt any motion or resolution.
- F. Notices to members are properly given when placed in the campus mail addressed to the members, listed campus address or acknowledged via confirmed receipt of e-mail.
- G. Any two (2) Senate members may require that an item be placed on the agenda of an Open Forum or special meeting.
- H. Senate members shall be released from their normal work responsibilities, if necessary, each term year in order to attend the following meetings:
 - 1. Four (4) Open Forum Senate meetings.
- I. The order of business for regular Staff Senate meetings shall be as follows:
 - 1. Call to order;
 - 2. Welcome
 - 3. Approval of the minutes of the previous regular meeting
 - 4. Report of the Chair
 - 5. Special orders of the day;
 - 6. Discussions
 - 7. Adjournment.
- J. Scheduled Executive Committee meetings not to exceed ten (10) meetings (officers only).
- K. The Executive Committee shall meet a minimum of five (5) times during each term year. The Executive Committee shall fulfill the following functions:
 - 1. Set the agenda for Senate meetings;
 - 2. Prepare and submit reports on the work of the Senate to the CSU President, HR and the CSU campus community;
 - 3. Be a point of contact with the CSU President;
 - 4. Recommend to the Senate the establishment, composition and responsibilities of standing and/or special committees; fill ~~irregular~~ vacancies on committees, and recommend participation in campus committees;
 - 5. Manage the Senate's annual operating budget as provided for the costs of duplicating, printing, mailing, supplies, etc.; and

6. Perform such functions as given by the Senate.
- L. Scheduled Executive Board meetings (closed) not to exceed twelve (12) meetings (Executive Committee and Senators).

*Additional time may be required for members to fulfill their Senate responsibilities, e.g. attendance at committee or special meetings and other activities. Members and their supervisors shall work together in coordinating these activities so as to not interfere with the member's normal work responsibilities as an employee of CSU.

VII. Committees

The Senate will establish standing committees, to include but not be limited to a CUSS Committee, General Election Committee and a Communications Committee. The Senate may also establish special committees, as recommended.

- A. Recognition & BOR Staff Awards Committee: Executive Liaison & Committee Chair: CUSS Representative. The committee will work with nominators to ensure that BOR nomination packages are an excellent reflection of each nominee's contribution. This committee will also work on recognition programs to reward excellence in employee performance and service.
- B. Legislative/Government Relations Committee: Executive Liaison - Vice Chair works with the University's Governmental Liaison to inform, promote awareness, and provide information to the Staff Senate on legislative issues related to the University.
- C. Communications Committee: Executive Liaison - Secretary/Treasurer The committee shall annually establish a communication plan for the Senate; manage ongoing communication issues, opportunities, and challenges; and propose for Senate review and approval communication policies and protocols as they pertain to Senate business.

Committee shall develop, for publishing, a Staff Senate newsletter.

Plans and coordinates the communication function of the Staff Senate so staff can exchange ideas with representatives on issues and concerns, updates the Staff Senate website, and utilizes social media for promoting Staff Senate programs.

- D. Nominations and General Election Committee:
The committee shall establish a slate of nominees.

E. Bylaws Committee

The Bylaws Committee is a Staff Senate committee whose duties shall be to develop and report bylaws and to accept proposed changes to the bylaws, study the proposals, and prepare recommendations to the Staff Senate. Establishes and maintains a set of simple but effective bylaws to govern the Staff Senate.

F. Staff Senate Events Committee

The Staff Senate Events Committee is responsible for planning, organizing, and executing events sponsored by Staff Senate. These events include but are not limited to:

- ❖ Fannie Jackson Coppin Week
- ❖ Homecoming
- ❖ University Day
- ❖ Coppin Family Campaign

G. Policy and Procedure Committee

The Policy and Procedure Committee compiles, for reference, all pertinent USM, CSU University-Wide, and departmental policies and procedures. The Committee will ensure that the information is readily and easily accessible for all University Staff.

H. Staff Development Committee

The Staff Development Committee will research and publish opportunities for staff development. The Committee will work with other campus constituent bodies to provide training and development consistent with the University's vision, mission, goals, and strategic plan.

I. Staff Orientation Committee

The Staff Orientation Committee will coordinate with Human Resources and the Policy and Procedure Committee to provide pertinent Staff Senate information to University new hires.

J. Ad- Hoc Committees: Executive Liaison-Member At Large

Staff Senate may form special committees to research and evaluate matters of concern that impact University staff. Ad Hoc committees shall exist for the remainder of the current session or until their assignment is complete.

1. Membership

Committee membership is open to any employee represented by Staff Senate. Only a staff senator may chair or co-chair a committee.

Standing committees shall consist of at least 3 members. Members may be selected by a committee chair or they may volunteer to serve on a committee from all eligible employees as defined in Section II (A).

VIII. Administrative Resources

CSU resource staff (i.e.: Human Resources, Office of Information TechnologyQ2, Facilities Management) is available to assist the Staff Senate in its functions. Resource staff may be included as non-voting participants in Senate, Executive or committee meetings in order to provide information and other support activities. The Assistant Vice President, Human Resource and his/her designee(s) shall function as the primary resource for the Staff Senate.

IX. Amendment of By-laws

These By-laws can only be amended by a two-thirds (2/3) vote of the Senators. The Chair of the Bylaws Committee must submit the proposed amendments in writing to the Executive Board 2 weeks prior to the Executive Board Meeting at which the vote will be cast.

The Executive Board shall review annually the Bylaws and operations to determine if the purposes and functions of the Senate are being fulfilled. This will include, but not be limited to, a review of the composition of the membership to ensure all eligible categories are fairly represented. Annual reviews may result in proposed amendment(s) to the existing Bylaws.

- A. Amendment(s) to existing Bylaws may be proposed by any two (2) current members of the Staff Senate and shall be submitted in writing to the Bylaws Committee,