



BYLAWS

Revised Oct. 2005; June 2010

Mission Statement:

"The University of Montana Staff Senate facilitates communication and cooperation between the administration and the staff of The University of Montana. We promote and work for improved working conditions and the professional welfare of UM's non-academic staff - the Heart of the Grizzly."

Bylaws of the Staff Senate of The University of Montana

Article I - Name

This organization shall be named the Staff Senate of The University of Montana-Missoula, hereinafter referred to as Staff Senate.

Article II - Staff Definition

Staff is defined as all permanent staff members whose FTE is .5 or greater and who are not contract administrators, contract professionals, individuals on Letters of Appointment, or faculty, hereinafter referred to as Staff.

Article III - Staff Senate Membership

The membership of the Staff Senate is derived from Staff representatives who have completed six months of continuous employment at The University of Montana - Missoula on or before June 1 of the year in which his/her term shall begin.

Staff Senate members will review the by-laws and mission statement every two years, effective July 2010.

Article IV - Purpose

Staff Senate shall:

- Work to enhance the visibility of Staff on campus and within the community;
- Provide a forum whereby opinions of Staff can be collected and expressed on issues facing the University and higher education in the State of Montana;
- Act as liaison to express the views and concerns of Staff to the administration, including the Commissioner of Higher Education and the Board of Regents;
- Provide a mechanism for supplying voting representatives to all University and applicable State committees;
- Cooperate with University administration, faculty and students in the development and/or revision of University policies and other matters; and,
- Participate in other goals and activities as the Senate determines to be consistent with the overall purpose of Staff Senate.

Article V- Meetings

Staff Senate shall:

Sec. 1 - Staff Senate Meetings - The Staff Senate shall meet at least once each month, a majority of Senators constituting a quorum. Senators shall be released from normal work duties for the purpose of

attending Staff Senate meetings and for additional time to serve on Staff Senate or University committees and other duties as noted in Article X. This release time shall not be charged against their annual leave and shall be considered regular work time. Supervisors shall be notified by the President's Office of appointments to the Staff Senate and to University committees.

Sec.2 - Staff Meetings – Upon a majority vote at a regularly scheduled meeting, or as a written request signed by a majority and submitted to the President of Staff Senate, a special meeting shall be called for the purpose of reviewing any actions of the Senate.

Article VI - Staff Senate Powers and Duties

Sec.1 - The Staff Senate, as the representative body of the staff, shall have the power to act and speak for the Staff on all matters concerning Staff.

Sec. 2 - The Staff Senate may examine all matters related to the professional welfare of the University and is charged with protecting the professional welfare of the Staff.

Sec. 3 - The Staff Senate shall be available to meet with the administration, faculty, students, Commissioner of Higher Education and/or Board of Regents for advice and consultation, and shall disseminate information to the Staff.

Sec. 4 - The Staff Senate shall have the power to adopt such standing rules as are deemed necessary.

Article VII - Staff Senate Representation

The Staff Senate shall consist of 30 members proportionately representing each Equal Employment Opportunity Category. Representative categories are defined as follows:

Category C – Professional Non-faculty

Category D – Technical

Category E – Clerical

Category F – Skilled Crafts

Category G – Service Workers

COT – All Categories*

*The COT Representative agrees to represent and communicate with all COT staff regardless of EEO Category.

If a Senator changes employment category during their term, that Senator shall complete their current term in their original category.

Article VIII - Nominations to Staff Senate

At the April meeting nominations for senate positions shall be called for and, petitions submitted to the Staff Senate Nominations and Elections Committee.

Article IX - Elections to Senate

Regular elections shall be held at the Staff Senate meeting in May. Only contested seats will have an election, the remaining seats will be elected by acclamation.

Article X - Senator Responsibilities

All Senators have the following responsibilities:

- Attend monthly meeting;
- Represent constituent's points of view on issues that present themselves through the duration of the Senator's service;
- Communicate the issues discussed in the meetings and any correspondence you receive with constituents;
- Provide feedback from constituents to the Senate to ensure fair representation of all Staff;
- Serve on at least one Staff Senate or University committee each year.

Article XI - Term of Senators

Sec. 1 - Term: Senators shall be elected for a term of two (2) years, with the newly elected Senators assuming official duties immediately prior to the election of officers at the June meeting.

Sec. 2 - Limitation: A Senator shall not serve more than three (3) consecutive terms. Exceptions may be granted by a majority vote of the Senate.

Article XII - Staff Senate Vacancies

Sec. 1 - Declaration of Vacancy: A Senator's seat shall be declared vacant following three (3) unexcused absences at regular monthly Staff Senate meetings. Excused absences include: sick leave, annual leave, and professional obligations.

Sec. 2 - Filling Vacancies: With the consent of the Staff Senate at a regular meeting, the Senate President shall fill vacancies. The appointee shall serve until the expiration of the vacated term.

Sec. 3 - Appointment Qualifications: The appointee shall be from the same EEO category as the Senator whose seat has been vacated. Exceptions may be granted with a majority vote of the Staff Senate.

Article XIII - Staff Senate Officers

Sec. 1 - Officers: The Staff Senate shall elect from its membership an Executive Committee comprised of President, Vice-President, Secretary, Finance Officer and Communications Officer at its regular meeting in June of each year.

Sec. 2 - Nominations: Nominations for Staff Senate officers shall be called for at the May meeting and new Senators not yet seated on Staff Senate will be notified at that time.

Sec. 3 - Election of Officers: Elections shall be by paper ballot with a majority of Senators present at the June meeting. Incoming, current, and outgoing Senators who attend the June meeting may vote for officers.

Sec. 4 - Term: The officers shall serve for one (1) year, to assume official duties immediately prior to the adjournment of the June meeting.

Sec. 5 - Vacancies: A vacancy in the Office of the President will be filled by the Vice-President. Other vacancies will be filled by appointment by the Executive Committee.

Sec. 6 - Limitation: No person shall serve simultaneously as an officer of the Staff Senate and as an officer of a labor union.

Sec. 7 - Duties of Officers

President shall:

- Act as the chief Staff representative in matters of University governance and campus activities;
- Act as Staff advocate in all University matters;
- Convene regular meetings of the Staff Senate, set the agenda, invite special guests, and conduct meetings;
- Serve as one of two staff representatives on the University Strategic, Planning and Budget Committee;
- Represent Staff at UM-Missoula commencement;
- Serve as the Staff representative on the State Labor Management Committee;
- Serve as Missoula co-representative and liaison for affiliated campuses on the Montana University System Staff Associations (MUSSA) committee;
- Act as Staff representative in matters before the Commissioner of Higher Education and Board of Regents; and,
- Participate with other Staff Senate elected officers in ongoing strategic planning for Staff Senate activities.

The Vice President shall:

- Understudy the President in conducting meetings and official business.
- Assume the duties of President when the President is absent.
- Maintain records of Staff Senate and University committee appointments
- Recommend appointments to campus committees when applicable
- Participate with other staff Senate elected officers in ongoing strategic planning for Staff Senate activities
- Serve as Missoula co-representative and liaison for affiliated campuses on the Montana University System Staff Associations (MUSSA) committee.

Finance Officer shall:

- Establish budget in collaboration with Executive Committee;
- Be responsible for maintaining Banner accounts and keeping accurate records of all Staff Senate funds for reporting and auditing;
- Serve as one of two Staff representatives on the University Strategic Planning and Budget Committee;
- Balance accounts and submit fiscal reports at Executive Committee and Staff Senate meetings;
- Receive monies for projects, make deposits as required and pay invoices after manual approval by appropriate authority; and,
- Participate with other Staff Senate elected officers in ongoing strategic planning for Staff Senate activities.

The President Ex-Officio shall:

Serve to consult, advise, and provide information to the incoming officers as well as to enhance continuity within the Senate operations and structure. The Immediate Past-President shall serve ex officio in an advisory capacity only.

Secretary shall:

- Schedule rooms for monthly meetings;
- Send meeting schedules out to Staff Senators in a timely manner;
- Keep Senator list (names, department, contact information) up to date;
- Maintain attendance roster and take roll at monthly meetings;
- Take minutes at monthly meetings and circulate to all Senators; and,
- Participate with other Staff Senate elected officers in ongoing strategic planning for Staff Senate activities.

Communications/Public Relations Officer shall:

- Serve as Public Relations Liaison for all Staff Senate activities;
- Serve as CVC committee chairperson and attend monthly meetings
- Send meeting schedules to News ForUM and appropriate news agencies in a timely manner;
- Coordinate issuance of name tags and name plates for all Senators;
- Maintain and replenish all Staff Senate printed materials;
- Ensure the Staff Senate website is updated and maintained effective July 2011.
- Participate with other Staff Senate elected officers in ongoing strategic planning for Staff Senate activities.
- Prepare staff pins and deliver to HRS for monthly new employee orientations.

Executive Board members shall:

- Be composed of the elected officers and the immediate past president as a nonvoting ex-officio member;
- Carry on the interim business of the Staff Senate between regular meetings, call special meetings and represent the Staff Senate at meetings with the University administration, ASUM, Faculty Senate, the Commissioner of Higher Education and/or Board of Regents.
- Serve as the Budget Committee of the Staff Senate;
- Investigate, analyze, and inform Staff Senate on all legislative actions relevant to the University and of specific interest to the Staff; and
- Be a liaison between Staff Senate and other committees working on legislative issues.

Article XIII. Special Appointments:

Historian

This is a special assignment appointed by the President for a one-year term. The Historian shall:

- Collect copies of all Senate records (minutes, correspondence, reports, photographs, etc.);
- Organize and maintain the Senate Archives;
- Produce Senate historical reports as necessary;
- Be a current or ex-officio member of the CVC committee.

Article XV - Committees

Sec. 1 - University and State Committees

The Staff Senate shall provide each year, or as vacancies occur, representation on all committees with Staff membership. All Staff are eligible to serve on any committee. Appointments shall be made by the University President upon the recommendation of the Staff Senate for the standard terms of the respective committees.

- State Labor Management Committee—the full Staff Senate will select the Staff representative from a self-nominated pool of candidates. The term will be three years. The Staff representative will report to the Staff Senate at the next meeting of the Senate immediately following the State Labor Management Committee meeting.

The committee interest forms are available via the Staff Senate web page. Notice of vacancies will be posted to the web page with deadlines as they occur.

- University Strategic Budget and Planning Committee—the full Staff Senate will select one of the two Staff representatives from a self-nominated pool of candidates. The term will be one year as appointed by the UM president. The second Staff representative will be the current Staff Senate President.

The self-nominating forms will be made available via the Staff Senate web page. Notice of vacancies will be posted to the web page with deadlines as they occur.

Sec. 2 - Staff Senate Committees

Appointments to Staff Senate committees shall be for one (1) year or as necessary, with reappointment at the discretion of the Executive Committee. All Staff are eligible to serve on Staff Senate committees. The chairperson of the committee shall provide regular communications to the Staff Senate.

Committees will be formed by the annual July meeting.

Staff Senate Committees are:

- Bylaws Committee - The committee shall guide actions taken by Staff Senate to ensure compliance with these bylaws; review and revise the bylaws to ensure timeliness and consistency with University and State policies.
- Communications and Visibility Committee
 - Shall promote staff to the on-campus and off-campus community - to make staff and their contributions more visible through:
 - spotlighting staff in campus publications and activities;
 - participating in Staff Appreciation Day activities;
 - promoting the "Heart of the Grizzly" initiative;
 - Promote/facilitate Homecoming activities;
 - Create and send out a biannual newsletter;
 - and other activities as the committee develops ideas.
- Nominations and Elections Committee - Prior to the election of Senators, the committee shall determine the number of Senators to be elected from each EEO category. The committee shall seek nominations, screen nominees for eligibility and conduct the elections of new Staff Senators. The committee also conducts the election of the Executive Committee Officers.
- Outstanding Staff Award - The committee shall select the Outstanding Staff Award Recipients. Two Senators and the four most recent recipients shall make up the committee membership.
- Scholarship Committee - The committee shall raise funds for the awarding of an annual scholarship to be given to a daughter or son of a University of Montana Staff member. The committee shall establish criteria and select the scholarship recipient from qualified applications.
- Other - Any other committee as designated by the Senate.

Article XVI - Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Staff Senate meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Article XVII - Amendments to Bylaws

Sec. 1 - Proposals: Amendments may be proposed by a majority of the Staff Senate or upon a petition signed by at least ten (10) percent of the Staff and presented to the Staff Senate President.

Sec. 2 - Adoption: Within 14 days after an amendment has been proposed, it shall be posted on the Staff Senate web site to allow time for review and comment from staff. The Staff Senate shall vote on the amendment at the Staff Senate meeting immediately following the review and comment period. Upon approval of two-thirds (2/3) of the votes cast by the Staff Senate, the proposed amendment shall become effective as of the date set forth in the proposal.

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