



Staff Senate Bylaws

MISSION STATEMENT

Support all staff members and enhance visibility and influence on campus and within the community.

ARTICLE I

Name

This Organization shall be named the Staff Senate of Helena College University of Montana, hereinafter referred to as Helena College Staff Senate.

Staff Definition and Membership

Membership in the Helena College Staff Senate is voluntary and all Helena College Staff members are welcome. Staff is defined as any permanent employee who is not a contracted administrator, a contract professional (unless considered not to be a member of management and not employed in the capacity of a directorship), an individual on a Letter of Appointment/Letter of Offer, or a faculty member.

ARTICLE II

Objectives and Purposes

- Provide open meetings to express, propose, represent, investigate, debate, and recommend action on issues which are of a concern or interest to Staff, but bear the authority and final judgment of the Dean/CEO of Helena College University of Montana;
- Gain a spirit of unity, communication, pride, and cooperation by being recognized equally with Faculty Senate and Associated Students of Helena College as participants in advising Helena College Administration;
- Encourage Staff to develop constructive suggestions for more efficient and effective Helena College operations;

ARTICLE III

Meetings and Actions

Sec.1 Staff Senate Meetings, Officers, and Committee Membership

The Staff Senate shall meet once each month, contingent upon active agenda items or other interferences and as such dissolution will be determined by the Staff Senate President. In the conduct of the meetings, Robert's Rules of Order shall prevail, unless superseded by the Bylaws

of the Helena College Staff Senate. Eligible Staff will work with their supervisor to ensure proper coverage for the purpose of attending Staff Senate meetings. This release time shall not be charged against their annual leave and shall be considered regular work time.

Sec 1.1. Meeting Procedures

- a) A record of proceedings at meetings shall be kept and shall be made available by the Secretary of the Senate.
- b) The Senate shall establish and maintain reasonable procedures whereby any individual may propose items to be included on the agenda for the next Senate meeting. Proposed items may be submitted in writing to the Secretary of the Senate.
- c) The Senate shall invite the Dean/CEO of Helena College to attend a Senate meeting at least once a year. Any recommendations made to the Senate by the Dean/CEO may be considered by the Senate.
- d) Upon written request signed by 25 percent of the Staff submitted to the President of Staff Senate, a special meeting shall be called for the purpose of reviewing any actions of the senate.

Sec. 2. Amendments to the Bylaws

Amendments to these Bylaws may be proposed by motion at any regular meeting of the Senate. If approved by a majority vote of the Senate, a copy of the amendment shall be provided to the Dean/CEO of Helena College for review and consent and thereafter archived by the Staff Senate Secretary.

Sec. 3. Dissolution

Upon dissolution of the organization, all assets remaining, after payment of all costs and expenses of such dissolution, shall be turned over to the Dean/CEO of Helena College.

Sec. 4 Voting

A majority of the Staff Senate present constitutes a quorum. We reserve the right to vote via email. When voting via email, the majority of the respondents will rule. Every motion will be given 48 hours of response time. Definition of majority vote: over 50 percent with at least two-thirds of the ballots cast.

ARTICLE IV

Staff Senate Powers and Duties

Sec. 1.

A Staff Senate officer, by majority vote, shall have the power to act and speak on all non-union matters concerning Staff members.

Sec. 2.

Staff Senate may examine all matters related to the professional welfare of Helena College and is charged with protecting the professional welfare of the Staff.

Sec. 3.

Staff Senate shall be available to meet with Helena College administration, faculty, and students for advice and consultation.

Sec. 4.

Staff Senate shall have the power, by majority vote, to adopt standing rules, as are deemed necessary for conducting business for Staff Senate.

Sec. 5.

Staff Senate may choose to send an officer to attend Board of Regents meetings as a representative of the Montana University System Staff Association (MUSSA), as determined by the Staff Senate.

Sec. 6.

No voting member of the Helena College Staff Senate may be a voting member or officer of the Associated Students of Helena College or Helena College Faculty Senate.

ARTICLE V

Staff Senate Officers

Sec. 1. Officers.

Staff Senate shall elect from its membership an Executive Committee comprised of President, President-Elect, Immediate Past President, Secretary, and Treasurer. Election of the Staff Senate Secretary shall be held on odd years, the election of the Staff Senate Treasurer shall be held on even years, and election of the Staff Senate President-elect will be held every year.

Sec. 2. Nominations

Nominations for Staff Senate officers shall be called for at the April meeting. The Staff Senate Secretary will contact all nominated individuals not present at the April meeting and confirm acceptance of the nomination before adding them to the ballot.

Sec. 3. Election of Officers.

Regular elections shall be held annually. Elections shall be by paper and/or email ballot with a majority of the Staff Senate participating. Paper ballots will be distributed at the May meeting. Ballots will be placed in absent members' mailboxes and/or emailed within 24 hours of the May meeting. Completed ballots shall be returned to the Secretary no later than 1 day prior to the election. New officers will be announced at the June meeting.

Sec. 4. Term.

Secretary and Treasurer shall serve for 2 years, to assume official duties immediately prior to the adjournment of the June meeting. The President-Elect shall serve for 3 years (first year as President-Elect, second year as President, and third year as Immediate Past President), assuming 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 President-Elect. Other vacancies will be filled by appointment by the Staff Senate. The Staff Senate member appointed will complete the term and need to be nominated to serve the following term.

Sec. 6. Limitation.

If the situation allows, no person shall serve simultaneously as an officer of the Staff Senate and as an officer of a labor union.

ARTICLE VI

Officer Duties

The President shall:

- Act as the chief Staff representative in matters of Helena College governance and campus activities;
- Act as Staff advocate in all non-union Helena College matters;
- Convene regular meetings of the Staff Senate, set the agenda, invite special guests, and conduct meetings;
- Represent Staff at Helena College commencement or appoint a designee;
- Act as Staff representative in matters before the Commissioner of Higher Education and Board of Regents;
- Meet bimonthly with the Dean and President-Elect
- Participate with other Staff Senate elected officers in ongoing strategic planning for Staff Senate activities;
- Represent Staff Senate as a secondary member of MUSSA or appoint a Staff Senate member as a representative; and
- Provide oversight of the appointment of new officers in the event an officer is unable to complete the term of office.

The President-Elect shall:

- Act in the President's absence when necessary;
- Assume the duties of the President for the unexpired term in the event the President is unable to complete the term of office;
- Carry out additional duties as assigned by the President;
- Meet bimonthly with the Dean and President
- Have charge of the Bylaws and records;
- Represent Staff Senate as the primary member of MUSSA; and
- Participate with other Staff Senate elected officers in ongoing strategic planning for Staff Senate activities.

The Immediate Past President shall:

- Act in the absence of both the President and President-Elect when necessary;
- Advise the presiding officers on points of parliamentary procedure when requested, and will call for point of order if proper procedures are not being followed;

- Serve as a resource to Senate officers and membership regarding the rules and usage of the state rules of order;
- Participate with other Staff Senate elected officers in ongoing strategic planning for Staff Senate activities.

The Secretary shall:


- Take and maintain the minutes of each meeting of the Staff Senate;
- Publish and distribute the minutes of each Staff Senate minute to all Staff Senate members prior to the next meeting;
- Distribute the agenda to all Staff Senate members prior to each Staff Senate meeting;
- Preside at meetings in the absence of both the President and Vice President;
- Maintain an accurate record of all resolutions duly adopted by the Staff Senate and the vote on such resolutions;
- Make provisions for balloting at any and all Staff Senate meetings and general staff meetings called by the Staff Senate; and
- Submit copies of the Staff Senate minutes and special reports to the Helena College webpage, save an electronic copy in the appropriate employee drive, and pass on all files to the succeeding Secretary.

The Treasurer shall:

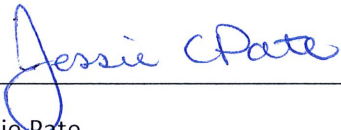
- Serve as Staff Senate Representative on the Helena College Budget Committee;
- Monitor the budget provided by Helena College;
- Provide regular reports and annual financial statements to members; and
- Track expenditures through UMDW or the MU system in place for budgets.

Staff Senate Bylaws Signature Page

Dated this 10th day of June, 2020.

 6/10/2020

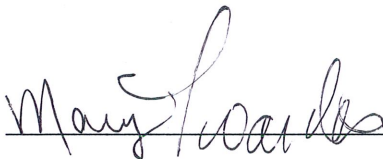
Sandy Bauman, EdD
Acting Dean/CEO



Jessie Pate
Staff Senate President



Monica Latham
Staff Senate Vice President



Mary Twardos
Staff Senate Secretary



Melanie Heinitz
Staff Senate Treasurer