

University Staff SENATE Bylaws

EFFECTIVE July 1, 2019

ARTICLE I PURPOSE AND RESPONSIBILITIES

The purpose of the Senate of the University Staff is to serve as the representative body of university staff members of the University. The Senate of the University Staff will serve as the official governance body for University Staff and represent UWM University Staff interests and concerns to campus administration, UW System and the Board of Regents. Administration shares the responsibility for governing the institution with faculty, academic staff, university staff, and students. Regent Policy 20-20 codified this right for university staff in 2013. (Chapter 36 of Wisconsin State Statute codified for faculty, academic staff and students.) All University Staff who work at the University have opportunities to help shape and advance the University through active and involved patterns of collegial communication and interaction with UW-System Administration, University Administration, campus groups, and organizations participating in the process of shared governance. (1) To participate in the development of future plans for the University while also promoting and sustaining a positive, professional environment for all University Staff employees (whether represented, non-represented, limited term, or project appointment); (2) To promote programs and services that support professional development activities; (3) To encourage informed communication among University Staff and with the broader University community, (4) To participate in University governance; and (5) To perform such other duties and functions as befits an organization committed to creating and sustaining an affirming and supportive operational environment that, promotes and encourages excellence in teaching, working, leading, and serving the community that is the University of Wisconsin-Milwaukee.

ARTICLE II: MEMBERSHIP

Section 1 Structure: Expanding the original membership of University Staff representation at UWM, the University Staff Senate will consist of 33 members (Senators). Senators are elected as 15 members of the University Staff Committee (five each in the Proportional Distribution Categories) with 18 additional Senators (members) (six each in the Proportional Distribution Categories) that form the full senate.

Current members of the University Staff Council (as of June 1, 2019) will complete their terms on the University Staff Committee (formerly the University Staff Council) as elected. They will become members of the University Staff Senate as Senators and members of the University Staff Committee which is the Executive Committee of the University Staff Senate**.

NAME	Division Code
Financial and Administrative Affairs (FAA)	B02
Other Administrative Divisions (OAD)	B01, B03, B05, B50
Schools and Colleges (SC)*	B10, B11, B12, B17, B19, B21, B25 B34, B35, B48, B51, B65, B70, B86, B90

Employment Categories: The categories of University Staff employees by Divisions as reported by Human Resources. Categories and number of employees are subject to change and the Nominations committee is charged with confirming at the time of Elections to maintain an equal distribution among University Staff.

B01-GENERAL EDUCATION ADMINISTRATION
B02-FINANCE AND ADMINISTRATIVE AFFAIRS
B03-STUDENT AFFAIRS
B05-ACADEMIC AFFAIRS
B10-COLLEGE OF HEALTH SCIENCES
B11-SCHOOL OF ARCHITECTURE & URBAN PLANNING
B12-LUBAR SCHOOL OF BUSINESS ADMINISTRATION
B17-SCHOOL OF EDUCATION
B19-COLLEGE OF ENGINEERING & APPLIED SCIENCE
B21-PECK SCHOOL OF THE ARTS
B25-SCHOOL OF FRESHWATER SCIENCES
B34-GRADUATE SCHOOL RESEARCH
B35-GRADUATE SCHOOL EDUCATION
B48-COLLEGE OF LETTERS & SCIENCE
B50-UWM LIBRARIES
B51-SCHOOL OF INFORMATION STUDIES
B65-COLLEGE OF NURSING
B70-SCHOOL OF PUBLIC HEALTH
B86-HELEN BADER SCHOOL OF SOCIAL WELFARE
B90-SCHOOL OF CONTINUING EDUCATION
*College of General Studies (Waukesha and Washington County campuses) will be included in Schools and Colleges as of 2019-2020.

Quorum is the majority of the members of the US Senate.

MEETINGS: The Senate will meet monthly to discuss current issues and concerns facing University Staff and act on matters presented to the Senate (i.e. US policies, US documents). The University Staff Committee will act as the Executive Committee of the University Staff Senate and will operate according to their bylaws. See University Staff Bylaws for more information.

Section 2 Terms of Office

All members serve three-year staggered terms. New Members begin their terms at the July 1 meeting. Elections are overseen by the Nominations Committee. The term is July 1 through June 30 of the following year.

a. Absences

Attendance at Senate meetings is part of each member's duties. Members must notify the chair and the Secretary to the Committee if they will be unable to attend a meeting. Those who are unable to attend more than 50% of the meetings (6 or more meetings in a year, 3 or more meetings in a semester will be asked to step down from their duties on the Senate).

b. Resignation

If an elected member leaves before their term is completed, the Chair, upon consultation with the Nominations Committee, will nominate a new member to complete the remainder of the term. The nominee shall be from the same proportional distribution category as the vacating member.

OFFICERS

Chair: The chair of the University Staff Committee will also serve as chair of the University Staff Senate. The Chair calls meetings of USC and presides over the meetings, coordinates activities, and attends meetings with the Chancellor. The Chair, with the advice and consent of the USC, makes all final decisions on appointments to campus committees as requested by the Chancellor or a designee.

Vice-Chair: The Vice-Chair of the University Staff Committee also serves as Vice-Chair of the University Staff Senate. The Vice Chair serves as Acting Chair and performs all of those duties when the Chair is absent.

Secretary: The Secretary to the University Staff Senate will also serve as secretary to the University Staff Committee. The Secretary prepares and distributes the agendas and minutes for all Senate meetings and distributes them to the Secretary of the University's office. The Secretary will file Open Meeting Notices for University Staff Committee and Senate meetings.

Immediate Past Chair: Assists in preparing and mentoring new officers on current and past issues, acts as advisor to the Committee and Officers, and performs other duties as assigned by the Committee. The Immediate Past Chair (IPC) will retain a vote if his/her term on USC is not completed. If it is, the IPC will serve as a nonvoting member.

a. Terms of Service

All officers shall serve single-year terms

b. Election

The 15 USC members who have been elected or appointed to serve for the following year shall elect new officers at the June USC meeting. A newly elected member must be present to be nominated for an office. Outgoing members can nominate but do not vote. In order to be elected to serve as Chair, the individual must have been a member for at least one year prior to that election and cannot have served more than two years previous.

c. Resignation

If an officer resigns their elected position, they may retain their membership in the council. Their position will be filled by a special election held at the next USC meeting.

ARTICLE III: MEETINGS

Scheduling: Regular meetings of US Senate shall be held monthly, with other meetings called by the chair as necessary.

Attendance: Each Senator is expected to attend at least 50% of the regularly scheduled meetings. The Senate will remove those with low attendance after three consecutive absences in a semester.

Leave of Absence: If a Senator knows he/she will not be able to attend meetings for a period of time, he/she may request a leave of absence from these assigned responsibilities. Leaves may be requested for up to one calendar year. The Chair will appoint an eligible University Staff member, after consultation with the Nominations Committee, from the appropriate proportional distribution category to serve on Senate during the absence. Replacement members will have full voting rights and privileges. Senators requesting a leave longer than one year are encouraged to resign from the Senate.

ARTICLE IV. CHANGING THE BYLAWS

Senate Bylaws may be changed by an affirmative vote of majority of the Senate. This vote will be done at a Senate meeting. Before such a vote will take place, members of the Senate must be given notice regarding the intent to vote on proposed changes to the Bylaws. The Bylaws shall be reviewed by the Codification Committee each year and revised as necessary. All changes will be posted on the Senate Website for University Staff.

**Those who win elections with highest votes will be elected to University Staff Committee. If they are unable to serve for whatever reason the next candidate in their proportional distribution category will be asked to serve. Results numbers will be kept confidential. Results are available upon request from the Secretary of the University's office.