

University Staff SENATE Bylaws

EFFECTIVE October 1, 2024

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

Expanding the original membership of University Staff representation at UWM, the University Staff Senate will consist of 27 members (Senators). Senators are elected as nine (9) members of the University Staff Committee (three each in the Proportional Distribution Categories) with eighteen (18) additional members (Senators) with five (5) from each of the three Proportional Distribution Category (15 members) and three (3) from any Proportional Distribution Category to form the full Senate.

Proportional Distribution Categories and their Division Codes

NAME	Division Code
Financial and Administrative Affairs (FAA)	B02
Other Administrative Divisions (OAD)	B01, B03, B05, B50, B91, B92, B93, B94
Schools and Colleges (SC)*	B10, B11, B12, B17, B19, B21, B25 B34, B35, B38, 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 Secretary of the University's office is charged with confirming at the time of Elections to maintain an equal distribution among University Staff.

FAA-Financial and Administrative Affairs-(which include): Business & Financial Services, Facility Services, UWM Police, UITS

OAD-Other Administrative Divisions-(which include): Academic Affairs, General Education Administration (GEA), Student Affairs, UWM Libraries

SC-2023 Schools and Colleges-(which include): College of the Arts & Architecture, College of Community Engagement & Professions, College of Engineering & Applied Science, School of Freshwater Sciences, College of General Studies, College of Health Professions and Sciences, Joseph J. Zilber College of Public Health, College of Letters & Science, Lubar College of Business

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

Members serve 1-, 2-, or 3-year terms. Members who receive higher number of votes in the election will serve longer term durations; members who receive lower number of votes will serve shorter term durations. The term durations will be assigned by the Secretary of the University's Office so that at least one third (1/3) of the Senate will be elected within each Proportional Distribution Category.

The term is July 1 through June 30 of the end of their term respectively.

a. Absences

Attendance at Senate meetings is part of each member's duties. Members must notify the chair and the Secretary of the University's office 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 will request that the Nominations Committee nominate a new member to complete the remainder of the term from the candidates from the previous election. 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 and presides over the meetings, coordinates activities, and attends meetings with the Chancellor. The Chair, with the advice and consent of the Nominations Committee, makes all final decisions on appointments to campus committees as requested by the Chancellor, requesting party/committee 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.

The Secretary of the University's office will provide support to the University Staff Senate.

a. Terms of Service

All officers shall serve single-year terms

b. Election

The Officers for the University Staff Committee will also serve as the officers of the University Staff Senate.

c. Resignation

If an officer resigns their elected position, they may retain their membership in the Senate.

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 will not be able to attend meetings for a period of time, a leave of absence may be requested 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

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.

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 takes place, members of the Senate will be given notice regarding the intent to vote on proposed changes to the Bylaws.

*Any New Schools/Colleges would be included under the Schools/Colleges listing

**If a candidate is unable to serve for whatever reason the next candidate in their proportional distribution category will be asked to serve.

Elections results are available upon request.