The regular meeting of the University Staff Senate was called to order at 9:00am on Thursday, June 11, 2020 via Zoom by President Ian Toberman.

Present: Ian Toberman, David Balai, Angie White, Cindy Cobetto, Domonique Crosby, Mark Ferrell, Melanie Schoenborn, Denyse Anderson, Jan Caban, Anne Cavanaugh (also proxy for Collin Van Meter), Darryl Cherry, William Dusenbery, Anne Hunter (ex officio), Carolyn Jason, Shane Kessinger, John Milcic
Excused: Gretchen Fricke, Anthony Fearon
Absent: Ken Holbert, Brittany Logan, Jennifer Zurliene

Guest: Tonja Asperger, Kade Cole, Kelsey Cutright, Xanthe Emerick, John Evans, Rachel Garrett, Mitchell Haas, Laura Jacobs, Ashley Jeffers, Felicia Kohlberg, Katherine Ledford, Sara Miller, Suzanne Mushaney, Tarsha Moore, Michelle Nickerson, Melissa Ringering, Laura Schade, Tiffany Shemwell

APPROVAL OF MINUTES:
Minutes for the May 7, 2020 meeting was approved as written.

PUBLIC COMMENT:
There was no public comment.

MONTHLY UPDATES:
All parking rules are now back in effect, and the Parking and Traffic Committee will start meeting again in fall.

The Vice Chancellor for Administration Search Committee interviewed 8 candidates via Zoom. The Provost will recommend 3-4 candidates to the Chancellor, to be selected at his discretion.

The Director of Financial Aid Search Committee did not have enough applicants and is considering extending the posting.

Toberman reported that the Academic Continuity Task Force continues to work on finding a way for the University to move forward. Faculty colleagues were made aware that there is no listserv for staff or a way to poll staff opinions. A survey was sent out to get information from staff, and about 500 responses were received. The data will be shared once identifying characteristics are removed. Staff feelings on return-to-work are varied from ready to come back to very scared about it.

A letter to the Chancellor was drafted and approved by the Staff Senate Executive Board. The Chancellor contacted Toberman the day after it was sent, and the staff-focused Q&A Session was one of the results. Tone and response was also discussed. The Chancellor noted the difficulty in communicating with staff and will have a listserv created that is specifically for staff.
Work-from-home paperwork can now be submitted electronically, and Human Resources is working to approve them quickly. Different responses on how long people are allowed to request work-from-home are being heard, with some being told August and others being told only through the end of the month. Faculty have not been given any restrictions on work-from-home.

There was a discussion about Black Lives Matter messaging on the rock and the University’s social media response to inappropriate messaging. A suggestion had been made to make a statement showing support for colleagues of color, and there was discussion on whether it should be a personal statement from the President, from the body, or a joint statement from all constituency heads. Tone and content was discussed, and Toberman will make a statement as Staff Senate President.

**UNFINISHED BUSINESS:**
There was no unfinished business.

**NEW BUSINESS:**
The first reading of proposed amendments to the Staff Senate Constitution and By-Laws was heard, and the track changes document was posted to SharePoint and is attached. There was no discussion, and the second reading and vote will take place at the July meeting.

Toberman expressed his appreciation of the trust placed in him by the Staff Senate.

**ACTION ITEMS:**
A motion to allocate up to $2000 for the fall Staff Senate Scholarship to be distributed at the discretion of the Scholarship Committee was made and seconded. There was no discussion, and the motion was adopted unanimously.

Toberman passed Chair of the meeting to Balai.

A motion and second to close nominations for officers was made and adopted unanimously.

**ANNOUNCEMENTS:**
Announcements were made as listed on the agenda.

The special meeting to elect officers and Constituency Representatives will take place immediately after the regular meeting.

**FUTURE AGENDA ITEMS:**
The next regularly scheduled Staff Senate meeting is on July 2. There was a discussion to determine quorum. Senators are asked to notify and select a proxy if unable to attend.

Cherry reminded the body of the opportunity to be intentional in addressing racial inequity and suggested a potential series to discuss issues as well as a charge for the coming year as guidance.

White noted the need for more people on the Public Relations Committee. Balai will be talking to Senators to determine committee membership for the 2020-2021 year.
ADJOURNMENT:
The meeting adjourned at 10:13 am.

Submitted by Anne Hunter, University Governance
STAFF SENATE MEETING
Zoom Meeting ID 930-9484-8268
June 11, 2020 – 9:00am
AGENDA

I. CALL TO ORDER
II. APPROVAL OF MINUTES
III. PUBLIC COMMENT
IV. MONTHLY UPDATES
   a. Officers
   b. Constituency Representatives
   c. Staff Senate Committees
   d. University Committees
   e. Search Committees
   f. Ex-Officio
V. UNFINISHED BUSINESS
VI. NEW BUSINESS
   a. Amendments to Constitution and By-Laws – First Reading
VII. ACTION ITEMS
   a. Approval of Funds for Fall 2020 Staff Senate Scholarship
   b. Close Nominations for Officers and Constituency Representatives
VIII. ANNOUNCEMENTS
   a. SSEB Letter and Request to the Chancellor
   b. Chancellor’s Q&A – June 12 at 10am
   c. Board of Trustees Meeting – July 9 in Springfield
IX. FUTURE AGENDA ITEMS
X. ADJOURNMENT

Next meeting of the Staff Senate Executive Committee will be Thursday, June 18, 2020 at 9:00am
Next regularly scheduled meeting will be Thursday, July 2, 2020 at 9:00am
A LETTER AND REQUEST TO OUR CHANCELLOR
FROM THE UNIVERSITY STAFF SENATE EXECUTIVE BOARD

The landscape of a changing world in the face of a pandemic is an unprecedented challenge for SIUE. While students and faculty were adjusting to online learning, we adjusted, too. Staff members—from grounds crew to ITS, dozens of counselors, advisors, and housing professionals, electricians, plumbers, and dining workers, to Head Start and early childhood teachers to support staff—we have literally been at the forefront of response, of support, and of understanding during this crisis.

We understood these plans and transitions would not always go smoothly. We understood that the needs of students and vulnerable operations took priority as plans were made to adjust to the changing dynamics of instruction and safety from system, local, state, and federal authorities. We remained flexible and dedicated to the educational and community missions of the University.

We write to you today, Chancellor Pembroke, not to second-guess or compound what we know has been a troubling time for you, your administration, and our University community. But as representatives of the non-faculty employees at SIUE, we also have a responsibility to inform you, to guide you, and to advise you about the concerns of those employees.

There is concern among staff that the patience and grace offered to students and faculty in this crisis has on the whole, been less publicly, extensively, and willingly extended to University staff. For example, at the outset of this crisis, while students and faculty were directed not to return to campus, staff were not included in those statements. While communications with faculty and students offered reassurances, wishes for safety, and a sense of understanding, the initial response to staff was a repeat of existing human resource policies to be applied at the discretion of their supervisors.

Most assuredly, the University in time came to offer staff the same considerations as others. We were asked to understand the immediacy of the crisis and that future communications would improve. And so, with little guidance, but with all the speed and diligence we could muster, we adjusted to an historic shift to work-from-home. And we waited for the University to turn to us, to assure us that they saw our struggles and sacrifices, and that we were appreciated for our contributions and as valued members of this University community.

But in the past month, we have been given reason to doubt our place, the University’s commitment to our well-being, and that our concerns would be heard.

- The recent article in the Edwardsville Intelligencer, with direct quotes from Vice Chancellor Waple, took many staff by surprise, given the lack of direct internal communication. We expected the University would communicate with its employees directly, rather than through the press.
- The article—implying staff would be reporting to work—was particularly disheartening as it came out shortly after an announcement was sent on the listserv stating that May and June courses would be moved to an online format and all on-ground summer events and meetings were cancelled through August 8.
- The staff have heard in some format from you (in your town halls), Dr. Waple (through regular updates with his staff), and from Dr. Cobb in the Academic Continuity Task Force town halls. It has been requested—in both very private and very public forums—for Vice Chancellor Walker to conduct such an open session to answer questions, provide relevant administrative and
facility updates, and simply show that he understands and is heeding our concerns. He has, of this date, not engaged in an open discussion.

These actions and inactions compromise our ability to trust the SIUE leadership. Instead of open conversation, we have been met with weeks of silence. When information was finally shared, such as the e-mails about return-to-week published this week, the tenor of the information was, for many, hurtful. From the tone and language of the e-mails, it does not seem that work-from-home for staff is truly supported by the University. In one sentence, we are told that employees who can should continue to work from home. In a second e-mail received on literally the same day, we are instead told that our service to students is “best when staff members are physically on campus.” Under normal circumstance, we all fundamentally agree with that statement. But its inclusion in the first work-from-home update staff had received in weeks undermines the extraordinary efforts staff have performed to provide student support, and support of the University’s education mission during this time.

We are told that while our “health, safety and well-being remain [the University’s] top priority,” we are instructed almost immediately not to assume that any continued work-from-home request will be approved. We are given approximately 2 weeks to review our situation with our supervisors, who cannot wholly approve any requests. We are told that we must wait for Human Resource (an office that does not report to or represent all Vice Chancellor areas, but instead are subject to the directions of the Vice Chancellor of Administration) to approve our continued work.

We are told that now, after over 2 months of work-from-home, the University is suddenly concerned about our workspace. We are told that as a condition of any arrangement, we must allow the University direct access to our private spaces. We are told that most costs, save for the errant piece of paper, pen, or toner cartridge, is at our own expense. We are told to continue to use our private equipment, but that University assumes no responsibility for it.

And as supervisors and supervisees, we have not been asked about our work-from-home experience. If we had, you would hear there are some employees who wish to return to work. We miss our colleagues, our students, and the separation that “coming to work” provides in our lives. You would hear that some employees have thrived in a remote setting, and that productivity and efficiency have not been sacrificed. You would have understood our frustrations with a remote VPN that sometimes kicks us out of the system (and the high praise given ITS staff in fixing those problems), the delay in responses that inevitably accompany e-mail discussions, and the challenges of work-life balance while society sheltered in place. But you would have also heard how we have managed children, partners, and parents. Or how we have integrated our children and pets into our Zoom meetings. And how we respond to requests on weekends, after hours, and at a moment’s notice.

We are not simply advocating that all staff must be allowed to work at home forever and without rules. We recognize that some of our staff colleagues must be present on campus for their work to occur. We know our systems and infrastructure need daily attention, and that being on-ground may be unavoidable. We rely on those colleagues so that others can do their work in offices, in classrooms, in conference rooms, and everywhere on campus. We recognize that every office may have its own special needs. We do not advocate for a one-sized approach for all non-faculty employees, but we do advocate for one that respects our work and allows us the same opportunity to act on our own behalf with our own interests in mind.
While shared governance has been used for student and faculty concerns, it has not been utilized for staff concerns in these cases. This Staff Senate has not been consulted in regard to questions and concerns about work-from-home or return-to-work. We stand ready to work with you and your administration to support staff in all their needs, in balance with those of the University. But at this time, it is difficult not to conclude that the University’s message to staff is one of reluctance to continued work-from-home, and that policies and procedures are meant to deter us from using it. We have nothing to contradict our concerns that one set of policies is being developed and offered to faculty, and that a substandard and heavily restricted set will be offered to non-faculty employees.

Unlike our Faculty Senate colleagues, the Staff Senate and its Executive Board do not have the power to make decisions that are binding to the University. Our Constitution and By-Laws make it very clear that our primary role is to advise the Chancellor and his administration. We take that responsibility seriously.

Chancellor Pembroke: we have enjoyed working with you to advocate for SIUE. We have appreciated the respect and inclusion that such advocacy has created. We believe we have a shared interest, and desire to be your partner. In that spirit, we respectfully suggest the following.

- Vice Chancellor Walker hold at least one (and preferably more) open town halls in a format similar to the Academic Continuity Task Force, which could also include representatives from Human Resources or other appropriate personnel.
- Information should be communicated clearly and directly to staff without an expectation that it will filter down from department heads.
- A clear and consistent statement that employee work-from-home is encouraged until such time that all students, faculty, and staff are cleared to return to an unrestricted campus. If an employee or unit has proven their ability to continue their work and provide services remotely to students and the University community, the assumption should rest in their favor and be allowed to continue.
- Where remote work is not feasible, workloads and alternative shifts should be distributed fairly among available staff members using consistent guidelines. Overload or shift differential pay should be applied in situations where employees are asked to take on additional duties or work alternative shifts outside their normal work hours.
- Clear and consistent guidelines on quarantine procedures for all employees need to be established and communicated. Employees who need to quarantine should be allowed to do so without penalty or retaliation.
- Where shared governance is utilized on behalf of students and faculty, it should also be utilized on behalf of staff. Constituency bodies should be consulted and included in the conversation when operational plans are being considered, including any revisions to the published work-from-home guidelines.

We have waited patiently for additional guidance in these uncertain times. But we would be derelict in our responsibilities if we did not raise these concerns with you. It is our hope that this communication will allow us to resume the positive relationship our Senate has had with you, your administration, and the other members of the University community. We hope you feel the same.
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

UNIVERSITY STAFF SENATE

CONSTITUTION

ARTICLE I

Name

Section 1. The name of this organization will be the University Staff Senate, hereafter referred to as Staff Senate.

ARTICLE II

Purpose

Section 1. To advise and assist the University Chancellor in the solution of issues and the formulation of policies.

Section 2. To advise and assist the Director of Human Resources in developing and initiating more effective personnel policies, procedures, and programs.

Section 3. To participate in the University governance system.

Section 4. To encourage all Civil Service and Administrative Staff employees to consult with members of the Staff Senate concerning issues, policies, and possible recommendations for appropriate Staff Senate action.

ARTICLE III

Membership

Section 1. The Staff Senate will be composed of twenty-two (22) voting members representing the following employee classifications:

- Civil Service: Open Range/Confidential, Managerial and Supervisory Exclusions
- Civil Service: Negotiated and Prevailing
- Administrative Staff: Represented
- Administrative Staff: Non-Represented

Section 2. Specific allocation of seats will be addressed in the Staff Senate By-Laws, but must ensure that all employee classifications are included.
ARTICLE IV

Officers & Executive Board

Section 1. The officers of the Staff Senate will be: President, President-Elect, Past President, Treasurer, and Secretary.

Section 2. Officers of the Staff Senate (except the Past President) will be elected by the members of the Staff Senate from among its membership, as outlined in the University Staff Senate By-Laws.

Section 3. The Staff Senate will establish an Executive Board that ensures that each employee classification is represented.

ARTICLE V

Meetings

Section 1. The Staff Senate will meet monthly.

Section 2. Special meetings may be called into session by the President, or in the President's absence, by the President-Elect, or in the absence of both, by a representative from the Executive Board as delegated by the President.

ARTICLE VI

Amendments

Section 1. Any member of the Staff Senate may propose an amendment to the Constitution of the Staff Senate.

Section 2. The proposed amendment will be submitted to the President-Elect in writing by the fifteenth (15th) day of the month before the next regular Staff Senate meeting.

Section 3. The President will put the item on the agenda for the next regular meeting under New Business for the first reading and discussion. After discussion, the item will be automatically tabled until the next regular meeting.

Section 4. The President, with the consent of the Executive Board, may call a special meeting to consider final approval of amendments. No meeting can take place fewer than ten (10) work days after the regular meeting.

Section 5. Proposed amendments must be voted on by secret ballot, which can be conducted in person or at either a regular or special meeting, or when authorized by the Staff Senate.

Commented (MA1): insert "Following the rules outlined in Article VI of the University Staff Senate By-Laws, following the rules outlined in Article VI of the University Staff Senate By-Laws."
Section 6. At in-person votes, absentee* proxies are allowed and must be submitted to the President’s Clerk prior to the start of the meeting. An absentee* proxy may be used by any voting member, provided the absent Senator has notified the President that they will be unavailable to attend and that their decision was not to proxy, following the rules outlined in Article VI of the University Staff Senate By-Laws.

Section 7. To pass, proposed amendments must be approved by fourteen (14) voting members of the Staff Senate. Failure to achieve this number means the amendment(s) were not adopted.

Section 8. Amendments will be submitted to the University Chancellor for approval.

HISTORY OF AMENDMENTS & CHANGES TO STAFF SENATE CONSTITUTION

Approved by University Staff Advisory Council May 17, 1979 (its first Constitution and Bylaws)
Approved by President June 21, 1979 (with concerns to Bylaws Art. III, Sec. 5 and Art. III, Sec. 17)
Approved by University Staff Advisory Council October 18, 1979 (renaming the “Council” as “University Staff Senate” and handling President’s concerns from June 21, 1979)
Approved by Acting President May 1, 1980 (renaming to Staff Senate)
Approved by President May 15, 1980 (revisions to remove contradictions in USS Constitution and Bylaws with Professional Staff Panel - Personnel Policy)
Change in University Governance System consisting of: University Staff Advisory Council, Student Senate, Faculty Senate and University Senate (consists of members from all constituencies to handle matters involving all other bodies). Dr. Shaw’s revision to the governance system with the new constituency groups: Civil Service: Open Range; Confidential, Managerial and Supervisory Exclusions (Civil Service: Negotiated and Prevailing Professional Staff) (approved and added to USS Constitution 1985/86)
Amended by Staff Senate April 10, 1984 (changes to USS Constitution: Art. II, Sect. 1-2; Art. III, Sect. 2; Art. IV, Sect. 1; Art. V, Sect. 2; Art. VI, Sect. 2-4 (Title changes and typos)
Approved by Staff Senate – May 17, 1984 (Addition of Art. VI, Sect. 5 as “Amendments will be submitted to the President of the University for approval.”)
Approved by President May 23, 1984 (from Staff Senate approvals of changes on April 19, 1984 and addition of May 17, 1984)
Amended by Staff Senate December 19, 1985 (membership established as three groups: Art. II, Sect. 5 as: “Civil Service: Open Range, Confidential, Managerial and Supervisory Exclusions. Civil Service: Negotiated and Prevailing Professional Staff.”)
Approved by President March 7, 1986
Amended by Staff Senate March 17, 1988 (created “Past President” as an “ex-officio member of the Senate Executive Committee for one year, after his/her current term as President has expired,” changing Art. IV, Sect. 1-3 by adding said created title.)
Approved by President April 8, 1988
Amended by Staff Senate June 13, 1989 (added “Represented” and “Non-represented” under Professional Staff of Art. III, Sect. 1; changed “providing” to provided” and removed” and are employed on the date of election “from Art. III, Sect. 2)
Approved by President July 13, 1989 (amended)
Staff Senate acceptance of Presidential amendments July 20, 1989
Approved by President August 3, 1989 (previously proposed amendments to a clean copy of the Constitution)
Amended by Staff Senate November 5, 1990 (Art. III, Sect. 1 “The Staff Senate will be composed of (18) voting members from the following groups. 1) from the Edwardsville Campus: A. three members from Professional Staff, B. nine members from Negotiated & Prevailing. C. two members from Open Range. 2) from Alton campus: one from Professional Staff, Negotiated & Prevailing or Open Range, 3) from the East St. Louis campus: one from Professional Staff, Negotiated & Prevailing or Open Range.”)
Approved by President December 11, 1990 (with editorial changes: Art. II, Sect. 2 “Director of Personnel Services” substituting “University Personnel Services”) and suggestions for the Bylaws.
Amended by Staff Senate December 20, 1990 (recommended change to Art. II, Sect. 2)
Approved by President January 9, 1991 (revised Constitution submitted on January 4, 1991)
Amended by Staff Senate October 17, 1991 (unknown changes)
Approved by President November 25, 1991, clean copy sent December 3, 1991 (not found)
Amended by Staff Senate May 18, 1995 (Art. V, Sect. 1 Meetings: The Staff Senate will meet on the first Thursday of each month. There will be no regularly scheduled meeting during the month of July.)
Approved by the President (?)
Amended by Staff Senate March 7, 1996 (All wording “President” changed to “Chancellor”) Approved by Chancellor (?) before December 1997
Amended by Staff Senate October 3, 2002 (Art. II, Sect. 2 name change to “Director of Human Resources”, Art. II, Sect. 4 and Art. III all “Professional” changed to “Administrative”) Approved by Chancellor May 15, 2003
Amended by Staff Senate August 6, 2015 (Art. III, Sect. 2 “term” was added in reference to Administrative employees.)
Approved by Interim Chancellor August 17, 2015
Amended by Staff Senate August 3, 2017 (Corrections to titles in membership (Art. III, Sect. 1 and Art. IV, Sect. 2), typos corrected from 1984 approved version, and the Amended Approval list (Art. VI) updated to include only items pertinent to the USS Constitution from the 2015 version approved by the Interim Chancellor.)
Approved by the Chancellor August 7, 2017
Amended by Staff Senate June 25, 2018 (Senate Membership was expanded to twenty-two (22) voting members and allocation of seats moved to be addressed in the By-Laws; clarified procedure for amendments.)
Approved by the Chancellor July 11, 2018
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
UNIVERSITY STAFF SENATE
BYLAWS

Article I

Membership

Section 1. The Staff Senate will be composed of twenty-two (22) voting members allocated in the following manner:

A. Employee Classification Constituencies

1. General Membership

   a. Eight (8) elected members from the Civil Service: Negotiated and Prevailing classification

   b. Four (4) elected members from the Civil Service: Open Range/Confidential, Managerial, and Supervisory Exclusions classification

   c. Three (3) elected members from the Administrative Staff: Represented classification

   d. Three (3) elected members from the non-represented Administrative Staff: Non-Represented classification

2. Alton Campus Representatives

   a. One (1) elected member from the Civil Service: Negotiated and Prevailing classification or Administrative Staff: Represented classification

   b. One (1) elected member from the Civil Service: Open Range/Confidential, Managerial, and Supervisory Exclusions classification or Administrative Staff: Non-Represented classification

3. East St. Louis Center Representatives

   a. One (1) elected member from the Civil Service: Negotiated and Prevailing classification or Administrative Staff: Represented classification
b. One (1) elected member from the Civil Service: Open Range, Confidential, Managerial, and Supervisory Exclusions classification or Administrative Staff: Non-Represented classification.

Section 2. Each constituency outlined in the University Staff Senate Constitution, Article III is guaranteed a minimum of two representatives. Any motion to re-allocate seats may be done through the amendment process of these By-Laws. Any such re-allocation amendment must be fully completed no later than the regular February meeting of the Staff Senate.

Section 3. The President, President-Elect, and Past President are non-voting members of the Staff Senate.

Section 4. The President may appoint staff representatives to University committees, other Staff Senate appointments, or any other person to attend regular Staff Senate meetings as an ex-officio and non-voting participant. Ex-officio members will have the privilege of full debate but will not vote.

Election of Members

Section 5. The Staff Senate will conduct elections on the second Wednesday in April.

Section 6. Any employee who holds an administrative appointment (on a full-time or term contract) or a full-time Civil Service appointment is eligible for voting membership on the Staff Senate, provided they have a completed at least one (1) year of employment.

Section 7. The term for Staff Senate members will be four years. Upon passage of this section, the Staff Senate will, through regular business, establish a procedure to stagger the terms of members outlined in Article I Section 1 of these By-Laws.

Section 8. Notice of election will be posted and electronically announced to every employee at least four weeks prior to the election.

Section 9. An individual who wishes to run for a position must secure a Statement of Candidacy Form from any member of the Election Committee or the University Governance Secretary and return it with the required signatures to any member of the Election Committee or University Governance Secretary at least two weeks prior to the scheduled election date.

Section 10. Any and all incumbents may succeed themselves through the process of re-election for their existing Staff Senate seat.

Section 11. Members who serve on the Staff Senate will be elected by plurality of constituents voting by secret ballot. If the number of eligible candidates is equal to or less than the number of contested election spots, the candidate(s) will be declared elected and no election will be run.
Section 12. Official ballots for each employee group will be prepared by the Election Committee in advance of the election. Absentee ballots will be accepted for no person voted. When authorized by the Staff Senate, electronic procedures available through the University may be used to facilitate elections.

Section 13. The Election Committee will count the ballots and certify the results of the election prior to the May meeting. The Election Committee chair will notify all candidates of the results seven (7) days after the election concludes. Candidates who have been elected will be invited to attend the May meeting of the Staff Senate, at which time the election results will be accepted into the minutes.

Section 14. Any Civil Service and Administrative Staff employed by the University on the date of election will be entitled to vote in accordance with the Election Guidelines.

Section 15. In the event of an unfilled seat after the election, the appropriate Constituency Representative shall submit a recommendation for the vacant seat to the President of the Staff Senate for ratification and appointment by the full Staff Senate. The individual recommended must submit a Statement of Candidacy Form to the University Governance Secretary prior to ratification.

Replacement of Members

Section 16a. If a member of the Staff Senate changes employee constituency status, the member’s seat shall be considered vacant and shall be filled in accordance with Section 16b.

Section 16b. If a vacancy occurs in the Staff Senate between the times of election, the appropriate Constituency Representative, after consultation with members of the constituency of the Staff Senate (and Alton Campus or East St. Louis Center Representatives, if appropriate), will recommend to the President of Staff Senate the appointment of a qualified person from the same constituent group in which the vacancy occurs. This appointment will be considered by the Staff Senate for ratification and the person so appointed will complete the unexpired term.

Removal of Members

Section 17. Members may be removed from the Staff Senate in accordance with the following:

a. Two unexcused absences from a regularly scheduled Staff Senate meeting during any twelve-month period will precipitate a written warning by the President of the Staff Senate. The third unexcused absence will result in dismissal from the Staff Senate membership with the vacancy to be filled as described in Section 16a and 16b. To facilitate a quorum, all Staff Senate members are asked to select an alternate in the event they are not able to attend a regularly scheduled meeting.
Alternates must be selected from their respective constituency group. To vote, an alternate must have a signature proxy by the voting member.

b. Excused absences from three regularly scheduled consecutive meetings, or absence for a total of five Staff Senate meetings within a twelve-month period, will result in the dismissal from the Staff Senate membership with the vacancy to be filled as described in Section 16a and 16b.

c. The University Governance Secretary will notify the Staff Senate President when a violation of Section 16a occurs. The President shall then notify the member of Section 16a of the Bylaws.

d. The University Governance Secretary will notify the Staff Senate President when a violation of Section 17a or 17b occurs. The President shall then notify the member, by e-mail, of Section 17 of the Bylaws.

e. Written requests for exception to 17a and 17b may be submitted to the Executive Board for presentation to the Staff Senate membership for ratification.

f. Staff Senate members on University committees whose meetings are in conflict with Staff Senate meetings shall retain their Staff Senate seats.

g. Recall by the member’s voting constituency as outlined in Section 19a.

**Censure and Recall/Replacement of Members**

**Section 19.** The procedure for censure shall be as follows:

a. Any recommendation for censure, and rationale for that censure, shall be presented by a Staff Senate member to the Executive Board of the Staff Senate.

b. The Executive Board will be responsible for:

1. Notifying the member involved of the recommendation and the rationale, and giving that member an opportunity to respond within a designated time period as established by the Executive Board. All communications shall be in writing.

2. Obtaining any additional information that may be pertinent.

3. Presenting all information available to the Staff Senate in an unbiased manner. The Executive Board may, if it deems advisable, appoint a committee to investigate the charges and report all information back to the Executive Board.
c. After Staff Senate review, any member of the Staff Senate may introduce a motion either for censure or for no further action.

d. The Staff Senate shall vote by secret ballot.

e. Passage of a motion to censure requires an affirmative vote of three-quarters of the total voting Staff Senate membership outlined in Article I Section 1 of these By-Laws. For motions of censure, vacancies shall be deducted from the voting Staff Senate members before computing the required threshold.

f. The President of the Staff Senate shall notify Staff Senate members, in writing, of the results of the balloting.

Section 19. The procedure for recall of a Staff Senate member shall be as follows:

a. Any recommendation for recall of a Staff Senate member and rationale for such recall shall be presented in the form of a petition with valid signatures of at least 20% of the members of the appropriate constituency represented by the Staff Senate member. This petition shall be presented to the Executive Board of the Staff Senate. The Executive Board shall notify the member within 15 working days.

b. The Executive Board will be responsible for:

1. Notifying the member involved of the petition and rationale, and giving that member an opportunity to respond within a designated time period as established by the Executive Board. All communications shall be in writing.

2. Obtaining all information that may be pertinent.

3. Presenting all information available to the Staff Senate in an unbiased manner.

c. After the Staff Senate review, any member of the Staff Senate may introduce a motion either for recall or for no further action.

d. The Staff Senate vote shall be by secret ballot.

e. Passage of a motion to recall requires an affirmative vote of three-quarters of the total voting Staff Senate membership outlined in Article I Section 1 of these By-Laws. For motions of recall, vacancies shall be deducted from the voting Staff Senate members before computing the required threshold.

f. If the Staff Senate recommends no action, the President of the Staff Senate shall notify in writing all parties concerned, including the Senator in question and those who signed the petition.
g. If the Staff Senate recommends further action, it submits the petition and rationale for recall, and the Senator's response, to the Election Committee (see paragraph h. below).

h. The Election Committee will be responsible for the following:

1. A ballot which includes the petition and rationale for recall, and the Senator's response to the petition, if any, shall be submitted to the constituency represented by the Senator in the form of a ballot as follows:

   **Ballot:** Shall Senator __________ be recalled?

   Yes ______ No ______

2. If a simple majority of the appropriate constituency votes “no”, the Senator retains his/her seat and no new recall petition for that Senator may be presented for at least 90 days from the date of the ballot.

3. If a simple majority of the appropriate constituency votes “yes”, the Senator is recalled and the procedures for replacement cited in 15b and 15c, Replacement of Members, of the Bylaws apply.

4. In cases of challenge, the Election Committee will certify the results of the ballot.

**Article II**

**Officers & Constituency Representatives**

**President**

**Section 1.** It will be the duty of the President to preside at all monthly meetings and to enforce all regulations and policies relating to the administration of the Staff Senate.

**Section 2.** The President may call special meetings of the Staff Senate when necessary. Prior to scheduling meetings, the President shall notify the Executive Board of the date and purpose of the meeting.

**Section 3.** The President, after ratification by the Executive Board, will appoint persons to serve on ad hoc or standing committees, councils, study groups, etc., that are established by this Staff Senate. This action does not require formal approval by the Staff Senate. The President will make and receive nominations and applications for committee appointment from the Staff Senate.

**Section 4.** The President, after ratification by the Executive Board, may appoint persons to serve on ad hoc or standing committees, councils, study groups, etc., that are established by a
person, body, or membership that is shared by other constituencies. Each appointment must be announced to the Staff Senate members voting at a special or regular meeting. The President will receive nominations for committee appointments from the Staff Senate. The Staff Senate will ratify appointments and nominees to UPBC, (University Planning and Budgeting Council), Parking and Traffic, the Chancellor Search Committees, Committee for Higher Administrator Performance Appraisal (CHAPA) and search committees for positions within two reporting lines of the Chancellor. CHAPA appointments consist of one from each Vice Chancellor’s functional area.

Section 5. The President, after ratification by the Executive Board, will appoint a member of the Staff Senate to the position of parliamentarian if the need arises, and the President will have the prerogative, after consultation with the Executive Board, to dissolve that position if such action is deemed appropriate.

Section 6. The President will notify, in writing, the University Chancellor whenever the Staff Senate has concluded action on significant matters affecting the constituencies it represents. Copies of such correspondence will be sent to the Staff Senate members upon the discretion of the Staff Senate President.

Section 7. The President will act as fiscal officer. This responsibility can be delegated to the Staff Senate Treasurer.

Section 8. The President, President Elect, or a designated representative by the President will be in attendance at all Board of Trustees meetings and will be the official spokesperson for the Staff Senate at those meetings.

Section 9. The President will meet monthly with the University Chancellor and other SIUE recognized constituency heads, concerning Board of Trustees meetings and university matters.

Section 10. The President will act as official spokesperson for the Staff Senate in all matters that involve its official acts and business.

Section 11. The President will turn over all files to the succeeding President after the last regularly scheduled meeting of the Staff Senate year.

Section 12. The President will automatically serve as past-President the year immediately following the term as President.

Section 13. The President will coordinate appointments to Staff Senate Committees, as outlined in Article IV.

Section 14. Records regarding official correspondence will be kept on file in the University Governance Office.
President-Elect

Section 15. In the temporary absence of the President, the President-Elect will have the powers and prerogatives of the President.

Section 16. Except for special meetings, items to be placed on the agenda will be submitted to the President-Elect, in writing, no later than ten days preceding the regular meeting of the Staff Senate.

Section 17. The President-Elect shall coordinate the communications of all University, non-Senate established committees. This includes receiving timely reports from and providing items of Staff Senate interest to committee representatives of the Staff Senate.

Section 18. The President-Elect will maintain a current and active list of potential committee appointees. This list will serve as a resource for the President in accordance with Article II, Section 3.

Section 19. The President-Elect will serve as a resource for new committee appointees and assist with the development and training of strong Staff Senate representation.

Past-President

Section 20. The Past President will serve as advisor to the President and the Staff Senate, and attend Executive Board meetings, Staff Senate meetings, and any other meetings or functions the President deems necessary and will serve on the University Planning and Budget Council.

Secretary

Section 21. In the absence of the University Governance Secretary, the Staff Senate Secretary will record all proceedings of the meetings.

Section 22. In the absence of the University Governance Secretary, the Staff Senate Secretary will schedule all meeting space.

Section 23. The Staff Senate Secretary will provide all members of the Staff Senate with:

a. blank, uniform ballots to be used for any issue requiring secret ballot at a Staff Senate meeting.

b. absentee ballots for amendments to the Constitution and/or Bylaws.
Section 24. In the absence of the University Governance Secretary, the Staff Senate Secretary will provide meeting notices, meeting agendas, and minutes of the previous meeting. This information will be provided to all members at least one week prior to the meeting.

Section 25. In the absence of the University Governance Secretary, the Staff Senate Secretary will maintain attendance records of all Staff Senate meetings and Executive Board meetings and notify the President of the Staff Senate when a member is in violation of Article I, Section 16, or Article I, Section 17.

Section 26. The Staff Senate Secretary will send letters of welcome to all new Staff Senate members and letters of appreciation to all outgoing Staff Senate members. The Staff Senate Secretary will also send a letter of appreciation to each new Staff Senate member's supervisor.

Section 27. The Staff Senate Secretary will turn over all files to the succeeding Secretary after the last regularly scheduled meeting of the Staff Senate year.

Treasurer

Section 28. The Treasurer shall be responsible for reporting the financial status for the Staff Senate.

Section 29. All financial records will be stored in the University Governance office and shall be stored according to University Records Management regulations. All monies will be handled in accordance with applicable state statutes and Southern Illinois University's rules and regulations.

Section 30. The Treasurer will report quarterly at the November, February, May and August meetings, or as requested by the Staff Senate on the financial condition of the organization.

Section 31. All requests for funds from committees must be submitted by the committee chair to the Treasurer. The Treasurer is responsible for presenting all relevant information about the request to the Staff Senate and for making the initial motion to allocate funds to the committee.

Constituency Representatives

Section 32. In order to ensure that issues of importance to different constituencies are expressed at all levels, each employee classification constituency, as outlined in Article III in the Constitution is allowed one (1) Constituency Representative on the Executive Board.

Section 33. Each Constituency Representative will be elected at a special meeting convened at the end of the regular June meeting. Each Constituency Representative will be elected by the members of the Staff Senate within that constituency.
Section 34. Where consistent with Human Resources policy, the appropriate Constituency Representative may accompany an employee in a meeting regarding a grievance or other concern, when such a request is made by Human Resources or an affected employee. Unless otherwise allowed, this option is not available to employees who are represented by union or subject to a collective bargaining agreement.

Election of Officers

Section 35. Nominations for officers can be made at any regular meeting prior to the special meeting for elections. Officers will be selected at a special meeting to be convened at the conclusion of the regular June meeting. Voting members will consist of newly elected and continuing Staff Senate members. Newly elected officers will assume responsibility July 1 of each year.

Section 36. The President, President-Elect, and Past President shall serve all constituencies represented by the Staff Senate, and shall not serve as a representative of any specific constituency or unit. The constituency from which the President-Elect was elected as a Senator shall elect a replacement to fill the unexpired term vacated by that officer. President, President-Elect, and Past President shall serve as non-voting members of the Staff Senate and its subordinate units. The presiding officer of the Staff Senate may vote to break a tie.

Section 37. In the event the President is unable to discharge their duties for a long-term or permanent basis, or if there is a vacancy in the Presidency, the most immediate Past President shall assume the role of Acting President until the Staff Senate, through a regular motion, appoints an eligible person to the remaining term of the Presidency. The Staff Senate may choose to take no action, at which point, the Acting President will hold both roles, with the ability to delegate responsibilities of both positions to members of the Staff Senate or other Past Presidents. Such delegation must be reported to the Executive Board, which can object to specific delegations by a majority vote.

If any other officer position is vacated for any reason, the members of the Staff Senate will elect a replacement from among its members.

Section 38. The Staff Senate year will be from July 1 through June 30.

Section 39. Officers may be removed from office for just cause, which will include, but not be limited to, one or more of the following:

a. Three unexcused absences or a total of four absences in any twelve-month period from meetings at which officers are scheduled to attend. Written request for an exception to the above may be submitted by an officer to the Executive Board for presentation to the body for ratification.

b. Neglect of responsibilities or duties of office.
c. Flagrant abuse of the purpose of the Staff Senate as set forth in Article II of the Constitution.

d. Willfully disseminating false information concerning Staff Senate activities.

e. Any conduct deemed by the Staff Senate as not being in the best interests of the constituencies represented by the Staff Senate and/or the University.

f. Procedure for removal from office:

1. Charge for removal from office must be submitted, in writing, to the Executive Board.

2. The President, as a member and Chair of the Executive Board, shall submit the charges, in writing, to the officer in question with copies to the other members of the Executive Board. In the event charges for removal of office are brought against the President, the President-Elect shall act as the Chair of the Executive Board in the procedures for removal from office.

3. The officer in question will have ten (10) working days to respond to the charges, in writing, to the Executive Board.

4. The President will send copies of all correspondence to the members of the Staff Senate, and shall place this item on the agenda of the next scheduled Staff Senate meeting. The officer in question will have the right to address the Staff Senate at this meeting.

5. After Staff Senate review, any member of the Staff Senate may introduce a motion either for removal or for no further action.

6. The Staff Senate will vote by secret ballot.

7. Passage of a motion to remove an officer requires an affirmative vote of three-quarters of the total voting Staff Senate membership outlined in Article I Section 1 of these By-Laws. For motions of recall, vacancies shall be deducted from the voting Staff Senate members before computing the required threshold.

8. The President of the Staff Senate shall notify Staff Senate members, in writing, of the results of the balloting.

Section 40. The President shall notify the officer, in writing, of Section 16, Article I, of the Bylaws.
ARTICLE III

Meetings

Regular Staff Senate Meetings

Section 1. Regular monthly Staff Senate meetings will be held on the first Thursday of each month beginning at 9:00 am, unless notified otherwise, at the location designated by the University Governance Secretary.

Section 2. Quorum is defined as ten (10) voting members of the Staff Senate. Quorum can be established by voting members present at the meeting, or with a signature proxy of a voting member as outlined in Article VII, delivered to the President or the University Governance Secretary. A proxy may be an e-mail. No person may be able to carry more than one proxy vote.

Section 3. A minimum of one meeting will be held each year at the Alton Campus and at the East St. Louis Center.

Special Meetings

Section 4. Special meetings may be called at any time by the President, President-Elect in the President's absence, or a designated representative, who must be a member of the Executive Board. In an emergency, any member of the Staff Senate may call a special meeting provided there is a quorum as defined in Section 2 of this Article.

Committee Meetings

Section 5. All committee meetings will be scheduled by their respective Chairpersons, or in the Chairperson’s absence, by the Staff Senate President or a designated representative.

Section 6. A simple majority of the members of each committee will constitute a quorum.

Section 7. The committee chairperson will be responsible for submitting committee reports, minutes, or other requested information to the appropriate officer through the University Governance Office.

ARTICLE IV

Committees

Section 1. The Staff Senate establishes the following standing committees:

A. Public Relations
B. Scholarship
C. Fund-Raising
D. Diversity Initiatives
E. Policy Review
F. Staff Development and Well-Being
G. Elections and Operations

Section 2: The President will appoint the chair of each standing committee. Committee chairs must come from the different employee classification constituencies.

Section 3: The Staff Senate Secretary will serve as an advisor to the Public Relations Committee. The Treasurer will serve as an advisor to the Fund-Raising Committee. The President-Elect will serve as an advisor to the Elections and Operations committee and will be the Chief Elections Officer. Other officers may be assigned advisory roles to committees.

Section 4: The Executive Board will establish the minimum and maximum committee size. Each voting member of the Staff Senate will be appointed to at least one committee. Non-members of the Staff Senate may be appointed to committees as voting members, subject to approval by the Executive Board.

Section 5: Each committee must include members from at least two (2) different employee classification constituencies (which can include committee chairs).

Section 6: Each committee will operate under the auspices of the Staff Senate. The Executive Board may authorize distinct operating papers for any committee, as it deems necessary.

Section 7: Each committee must meet once per quarter. Business may be conducted electronically.

Function of the Committees

In addition to supporting the work of the Staff Senate, each committee is tasked with specific responsibilities.

A. Public Relations. The Public Relations Committee is responsible for promoting the identity, achievements, and programs of the Staff Senate, including the welcoming of new employees. It may create its own programs or work jointly with other committees to promote Staff Senate programs and initiatives.

B. Scholarship. The Scholarship committee is responsible for administering any scholarship that is the responsibility of the Staff Senate. Along with promoting the scholarship and supporting its operations, the Scholarship committee will make recommendations to the Staff Senate for scholarship awardees.

C. Fund-Raising. The Fund-Raising committee is responsible for overseeing the organization’s overall fund-raising activities, in support of the various scholarships overseen by the Staff Senate, as well as for programs and operations of the Staff Senate.

D. Diversity Initiatives. The Diversity Initiatives Committee is responsible for creating and promoting programs, training, and employee development in regard to diversity,
inclusion, and cultural competency. The Diversity Initiatives committee is expected to work with initiatives from the University Diversity Council.

E. Policy Review. The Policy Review committee is responsible for researching and reviewing University policies that affect staff employed by the University. Its primary function is to provide staff input on policies created or modified by Human Resources.

F. Staff Development and Well-Being. The Staff Development and Well-Being committee is responsible for promoting staff interests in regards to University-wide issues of concern and interest outside of Human Resources policies. The committee will address concerns about working conditions, professional and personal development, and guidance in navigating the University policies and structure.

G. Elections and Operations. The Elections and Operations committee is tasked with conducting elections of members to the Staff Senate, or any other voting procedure as directed by the President. It is also charged with monitoring and proposing, when appropriate, changes to the Staff Senate Constitution, By-Laws, the operating papers of Staff Senate-created bodies, or other governance structures.

Article V

Executive Board

Section 1. As directed by Article IV of the University Staff Senate Constitution, the Executive Board will consist of

A. The officers of the Staff Senate; and
B. Four (4) Constituency Representatives, representing each of the employee classifications outlined in Article III; and
C. The President or Executive Board may appoint staff representatives to University committees, other Staff Senate appointments, or any other person to attend Executive Board meetings as an ex-officio and non-voting participant.

Section 2. Except for special meetings, items to be placed on the agenda will be submitted to the President-Elect, in writing by the first (1st) day of month before the next regular Executive Board meeting. Issues that arise in the regular Staff Senate meeting may be added to the agenda beyond this deadline.

Section 3. The order of business for all regular meetings will be arranged by the President with assistance of the Executive Board.

Section 4. The Executive Board will meet once a month unless a special meeting is called by the President, President-Elect, or a designated representative, who must be a member of the Executive Board.
Article VI

Parliamentary Procedures

Section 1. This organization shall be governed by the Constitution and By-Laws of the University Staff Senate. In cases where these documents do not address an issue, the most current edition of Robert’s Rules of Order published at the start of the Staff Senate year will be the guideline used for all other parliamentary procedures.

Section 2. Voting will be done by voice, division of the house, or secret ballot. *The Staff Senate may authorize electronic procedures available through the University to facilitate regular meetings, committee meetings, Executive Board meetings, special meetings, or at any other time when voting is required, including elections. The Staff Senate may choose to authorize electronic voting for a specific piece of business or for an entire period of time. All authorizations will cease at the end of the Staff Senate year and must be re-authorized by the Staff Senate.* When authorized by the Staff Senate, electronic procedures available through the University may be used to facilitate and record votes.

Section 3. *When voting in person, absentees or proxy votes will be allowed when voting in person.* *The authorization for a proxy must be submitted to the University Governance Secretary in writing. Proxy votes will not be allowed if electronic voting is authorized by the Staff Senate.*

Section 4. Any member of the Staff Senate may request a secret ballot or roll call vote be taken on any issue.

Section 5. Once a quorum has been established, actions need only receive a simple majority of those voting, unless otherwise noted. When absolute thresholds are required, vacancies in a voting membership are to be disregarded in establishing the required minimum vote.

Section 6. The presiding officer of the Staff Senate may only vote to break a tie.

Section 7. Any requirements for notifications or submissions in writing may be met through hand delivery, physical mail to a person’s University address, or through delivery of electronic mail to a person’s University e-mail.

Article VII

Amendments

Section 1. Any member of the Staff Senate may propose an amendment to the Bylaws of the Staff Senate.

Section 2. The proposed amendment will be submitted to the President-Elect in writing by the fifteenth (15th) day of the month before the next regular Staff Senate meeting.
Section 3. The President will put the item on the agenda for the next regular meeting under New Business for the first reading and discussion. After discussion, the item will be automatically tabled until the next regular meeting.

Section 4. The President, with the consent of the Executive Board, may call a special meeting to consider final approval of amendments. No meeting can take place fewer than ten (10) work days after the regular meeting.

Section 5. Proposed amendments must be voted on by secret ballot, which can be conducted in person at either a regular or special meeting, or when authorized by the Staff Senate, electronic procedures available through the University, following the rules outlined in Article VII.

Section 6. Ballots are allowed and must follow the rules outlined in Article VII. Ballots must be submitted to the President-Elect prior to the start of the meeting. At in-person votes, a proxy vote may be cast by any voting member, provided the absent Senator has notified the President-Elect that they will be unavailable to attend and that their designee can act as proxy.

Section 7. To pass, proposed amendments must be approved by twelve (12) voting members of the Staff Senate. Failure to achieve this number means the amendment(s) were not adopted.

Section 8. Amendments will be submitted to the University Chancellor for approval.

HISTORY OF AMENDMENTS & CHANGES TO STAFF SENATE BY-LAWS

Approved by University Staff Advisory Council May 17, 1979 (initial Constitution and Bylaws)
Approved by President June 21, 1979 (with concerns to Bylaws Art. III, Sect. 5 and Art. III, Sect. 17)
Approved by University Staff Advisory Council October 18, 1979 (renaming the “Council” as “University Staff Senate” and handling President’s concerns from June 21, 1979)
Approved by Acting President May 1, 1980 (renaming to Staff Senate)
Approved by President May 15, 1980 (revisions to remove contradictions in USS Constitution and Bylaws with Professional Staff Panel Personnel Policy)
Change in University Governance System consisting of: University Staff Advisory Council, Student Senate, Faculty Senate and University Senate (consisted of members from all constituencies to handle matters involving all other bodies). Dr. Shaw’s revision to the governance system with the new constituency groups: Civil Service: Open Range, Confidential, Managerial and Supervisory Exclusions. Civil Service: Negotiated and Prevaling Professional Staff (approved and added to USS Constitution and Bylaws 1985/86)
Amended by Staff Senate – May 17, 1984 Section 5 “Amendments will be submitted to the President of the University for approval.”
Approved by President – May 23, 1984 (from Staff Senate approvals of changes ... and addition of May 17, 1984)
Amended by Staff Senate – February 20, 1986 (membership established as three groups Art. I, Sect. 1a)
Approved by President - March 7, 1986
Amended by Staff Senate – March 17, 1988 (Art. III, Sect. 2; Art. IV, Sect. 14 and new Sect. 18, Section 27 all about Past-President; Art. VIII, Sect. 1 adding Past-President to Executive Comm.
Approved by President – April 8, 1988
Amended by Staff Senate – April 20, 1989 (Art. III, Sect. 14c (clarifying procedures to replace Allen and/or F.S.L. Centers Senators whose terms have not expired)
Approved by President - April 28, 1989
Amended by Staff Senate - June 15, 1989 (Art. III, Sect. 1 and Art. VII (for purposes of clarifying said same Constitution Articles and Sections)
Amended and approved by President - July 13, 1989 (Art. III, Sect. 1 Professional Staff numerical apportionment and in Art. VII a new Sect. 3 with the same numerical apportionment of Professional Staff renumbering the Sect. 4-8)
Senate acceptance of Presidential Amendments of July 13, 1989, amended by Staff Senate - July 20, 1989
Approved by President – August 3, 1989
Amended by the Staff Senate - November 5, 1990 (Art. III, Sect. 1, 2, 14, 15a, 16, 17, 18, Art. IV, Sect. 8, 19-23, and 28; Art. IX Sect. 2 changes and corrections)
Approved by President with editorial amendments – December 11, 1990
Amended by Staff Senate at their December 1990 meeting (accepted editorial revised amendments of President from December 11, 1990)
Approved by President – January 9, 1991
Amended by Staff Senate - October 17, 1991 (unknown corrections/changes)
Approved by President - November 25, 1991
Amended by Staff Senate – September, 1993 (unknown corrections/changes)
Approved by President - September 24, 1993
Amended by Staff Senate - June 8, 1993 (Art. V, Sect. 1 change to first Thursday of the month and no meeting in July)
Amended by Staff Senate - March 7, 1996 (all wording “President” changed to “Chancellor”)
Approved by Chancellor – December 1997
Amended by Staff Senate – December 8, 1997 (unknown corrections/changes)
Approved by Chancellor – March 10, 1998
Amended by Staff Senate – October 3, 2002 (editorial, addition of proxy vote, change of quorum requirement and the addition of Article IV, Section 6)
Approved by Chancellor – May 13, 2003 (with exception of Article IV, Section 6)
Amended by Staff Senate - May 13, 2006 (all changes related to election calendar year and editorial)
Approved by Chancellor – August, 2006
Amended by Staff Senate – February 7, 2007 (unknown corrections/changes)
Approved by Chancellor – April 19, 2007
Committee removed; Art. V, Sect. 6 Panel meeting changes; Art. VI, Sect. 1 added Treasurer to Executive Committee

Approved by Chancellor - October 10, 2014

Amended by Staff Senate – June 25, 2018 (Staff Senate Membership was expanded to twenty-two (22) voting members and allocation of seats updated; eligibility changed to one year of employment; removal of panels and replacement with Constituency Representatives, establishment of new standing committees.)

Approved by Chancellor – July 11, 2018

Amended by Staff Senate – February 7, 2019 (Allocation of membership was changed to three (3) members from Administrative Staff: Represented and three (3) members from Administrative Staff: Non-Represented.)

Approved by Chancellor - ?