

Bylaws of the Staff Senate of Quinebaug Valley Campus of CT State Community College

Approved April 10, 2023

Article I: Definition and Purpose

The Staff Senate is the governing body of the CT State/QV College Staff. The Senate is an independent governance structure for college staff members and serves as an advisory body to the Quinebaug Valley College Council.

The primary function of the Staff Senate is the development and oversight of the policies, procedures and proposals related to QV staff and its constituent members. The Staff Senate is the forum where discussion on non-binding recommendations and request for changes in non-academic policies and procedures. The development and oversight of policies, procedures, and proposals related to programs, curriculum, and other academic matters are outside of the scope of the Staff Senate. These responsibilities remain solely within the purview of the Academic Senate. The Staff Senate cannot compel the campus CEO to take any particular action but could only recommend that actions be taken.

Service on the Staff Senate should be encouraged at all levels, understood as service, and considered a positive demonstration of professional development. Supervisors may submit a written request to the Staff Senate Vice President for a report of member attendance and service.

Article II: Staff Senate Membership

1. The voting membership of the Staff Senate consists of CT State/QV employees that are:
 - a. Full-time staff and Educational Assistants (EAs) (minimum of 35 hours per week)
 - b. Part-time staff and EAs (minimum of 17.5 hours per week)
 - c. Full-time staff whose home campus is at QV but report elsewhere – minimum of 17.5 hours working from QV
2. Non-voting members of the Staff Senate consists of CT State/QV employees that are:
 - a. Part-time staff and EAs (less than 17.5 hours per week)
 - b. Full-time staff whose home campus is at QV but report elsewhere – less than 17.5 hours working from QV
3. There are no term limits for members.

Article III: Staff Senate Leadership

1. The Staff Senate is led by President and Vice President who are elected by voting members of the Staff Senate (See Article VI – Elections). Both officers are responsible for organizing and running Staff Senate meetings.
2. Staff Senate officers must be Voting members.
 - a. The Staff Senate President is elected to a two-year term and may be re-elected for one additional term]. The Staff Senate President is ineligible for further re-election for a minimum of two years.

- b. The Staff Senate Vice President is elected to a two-year term and may be re-elected for one additional term. The Staff Senate Vice-President is ineligible for further re-election of the Vice President for a minimum of two years; however, they may run for Staff Senate President. The Staff Senate Vice President is ineligible for further re-election for a minimum of two years.
- c. The Staff Senate Recording Officer is elected to a two-year term and may be re-elected. There are no term limits for the Recording Officer.

Article IV: Staff Senate Leadership Duties

1. Staff Senate President:

- a. Presides over Staff Senate business and calls for votes as needed.
- b. Is responsible for conducting Staff Senate meetings.
- c. May call or cancel Staff Senate meetings as appropriate.
- d. May delegate responsibilities or assign tasks to the Staff Senate Vice President, Recording Officer or to Senate members
- e. The Staff Senate President or designee serves as liaison or representative to the College Council with the Staff Senate Vice President
- f. Staff Senate President or Designee shall publish meeting information at least 3 business days in advance of the meeting

2. Staff Senate Vice President

- a. The Senate Vice President assists the Senate President in conducting Senate business, assuming additional responsibilities as assigned by the Senate President.
- b. Conducts Senate meetings in the absence of the Senate President.
- c. Will serve as Chair of any ad hoc committee designated at a Staff Senate meeting.
- d. The Staff Senate Vice President or designee serves as liaison or representative to the College Council with the Staff Senate President.

3. Staff Senate Recording Officer

- a. The Senate Recording Officer will be appointed to take minutes and submit them to the Vice President for subsequent approval.
- b. Upon approval, the Recording Officer will archive and post minutes internally, via email within 5 business days.

- i. Under the circumstances that the Recording Officer is absent, the Vice President will record the meeting minutes.

Article V: Staff Senate Procedures

1. The Staff Senate shall meet as needed, at least twice for each of the Fall and Spring Semesters.
2. The Staff Senate shall operate according to Robert's Rules of Order except when superseded by these bylaws.
3. Staff Senate Quorum and Voting:
 - a. A quorum is defined to be a minimum of 10 voting members in attendance. A quorum must be present for the purposes of voting or taking any other official action.
 - b. Attendance when or after the meeting has been called to order is required for voting. However, should a voting member leave the meeting for any reason during discussion of any issue, the departing member may leave a proxy vote with the Staff Senate President upon departure.
 - c. In the event of a tie vote the issue may either be further discussed and re-voted or tabled for later action at the next scheduled meeting.
4. Upon approval of any policy or procedure by the Staff Senate, the proposal shall be forwarded by the Staff Senate Representatives to the College Council who shall be asked to respond to the Staff Senate's recommendation in a timely manner.
5. The Staff Senate shall have the right to meet in executive session. Any member of the Staff Senate may request an executive session meeting by contacting the Senate President. An executive session is defined as consisting only of voting members.
6. Members of the College Council, Academic Senate or College Cabinet may be invited by an elected officer of the Staff Senate to attend meetings as necessary to provide updates, answer questions or discuss relevant issues needing review.
7. Staff Senate meetings are generally open to all members of the college community. Participation by non-members in these meetings is at the discretion of the presiding Senate leader.

Article VI: Elections

1. All voting members as defined in Article II, who have been employed for a minimum of one year, are eligible for election to Staff Senate offices with exceptions noted below.
2. Members cannot be elected to consecutive terms as Senate officers beyond what is described in Article III.

3. Staff Senate members are ineligible to hold office while simultaneously holding office in the Academic Senate
4. Campaigning for office is allowed and recommended.
5. Persons can self-nominate.
6. A voting member can request information pertaining to the functions of the available positions and information must be provided by an elected official of the Staff Senate.
7. Elections held the first Monday in May.
 - a. Ballots will display the names of all eligible candidates.
8. The current President will preside over elections.
9. There will be runoff elections for tie votes.
10. If the Staff Senate President is unable to serve, the Staff Senate Vice President will become President and an election for a new Vice President will take place at the next Staff Senate meeting. Likewise, if the Staff Senate Vice President is unable to serve, an election will take place at the next Staff Senate meeting.
 - a. Vacancies in the office of the three officers shall be conveyed in writing within 5 business days to the Staff Senate membership of the officer's resignation; such announcement will solicit nominations which will be placed on the agenda for the next Staff Senate meeting.
 - b. If a vacancy is filled, that officer will serve for the remainder of the term of the person whose seat has been vacated; it will not affect term limits nor have a bearing on election of officers in the following year.
11. When a new Staff Senate President or Staff Senate Vice President is elected, the newly elected officers will meet with and shadow the outgoing officers when and where possible to ensure a seamless transition.
12. Terms for newly elected Staff Senate officers begin the first workday in July.

Bylaw Revision History

Approved on April 2023

Revised July 2024