



Sta Senate Bylaws

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Adopted October 11, 2023

1 Name & Authority

Originally established by the Vice Chancellor for Business & Financial Affairs on September 13, 1978, the Staff Senate's precursor (the Staff Advisory Council) was created to represent staff (defined as non-faculty, non-student employees).

The Staff

2 Mission, Values, & Purposes

2.1 Mission

As a participant in DU's shared governance, the DU Staff Senate will create connections, support an equitable and vibrant work environment, and amplify staff voices through policy involvement and advocacy action.

2.2 Values

The DU Staff Senate is guided by the following values:

Diversity & Inclusion: representing all staff voices within DU shared governance.

Equity: striving to ensure staff have opportunities for resources and participation while centering the needs of those historically excluded from resources and participation.

Transparency: maintaining open communication between the staff community and DU leadership.

2.3 Purposes

The DU Staff Senate serves staff in the following ways:

Advocacy: amplify staff voices to University leadership and act for staff advancement and equity.

Well-Being: help staff find integration between career goals, life goals (including meaning), and commitments outside of work.

Appreciation & Recognition: identify and support ways to recognize staff value and accomplishments.

Connection: build interdisciplinary networks and structures for collaboration between staff, create personal development opportunities, and build and maintain connections with faculty, students, alumni, and other groups.

3 Senate Structure & Organization

3.1 Senator & Participant Roles

The State Senate has three roles for voting senators (area, at-large, and a community group senators) and three roles for nonvoting participants (liaisons, special appointments, and senators emeriti). For purposes of Senate-wide voting, each senator shall have one vote and a quorum is defined as a majority of voting members.

3.1.1 Voting Senator Eligibility

3.1.1.1 All University of Denver employees with a primary affiliation of state that have been employed for 6 months or more are eligible for membership in the State Senate. Employees whose current primary affiliation with DU is faculty are not eligible. Similarly, employees whose current primary affiliation with DU is student are also not eligible.

3.1.1.2 State who are full-time, part-time, benefited, or non-benefited, and considered permanent (not temporary), are eligible to participate.

3.1.1.3 State who are under a performance plan or some other form of probationary measure are not eligible to be nominated and will be removed from service as a senator if already a6 -282 Tm e fu

3.1.3.4 If the number of at-large senators should fall below six, the next regular election will replace both term-cycling at-

3.1.6 Special Appointments (non-voting)

The State Senate may appoint special participants from time to time to serve on individual committees (by a vote of the Executive Committee or the relevant committee) or the Senate as a whole (by vote of Executive Committee). Participants may include, but are not limited to, subject matter experts, consultants, liaisons from temporary task forces centered

3.3 Budget, Reporting, & Planning

3.3.1 Budgeting

- 3.3.1.1 In coordination with Human Resources and Inclusive Community (which is where the State Senate budget resides), the Executive Committee creates a proposed budget total for each fiscal year, which is approved by the Vice Chancellor of Human Resources.
- 3.3.1.2 After a Senate majority vote to approve how the budget is spent, the budget is submitted to HRIC and then implemented by State Senate.
- 3.3.1.3 Primary responsibility for the budget's creation, implementation, and tracking falls to the State Senate treasurer.
- 3.3.1.4 At the conclusion of each fiscal year (alongside the University's fiscal year-end closing process), the treasurer shall provide a report of the Senate's financial activities.

3.3.2 Reporting & Planning

At the beginning of each Senate cycle and in coordination with the budgeting process above, the Executive Committee shall review or create a strategic document that outlines proposed plans and goals for the year. The document shall be approved by a majority vote of the Senate no later than September 1.

4 Senator Responsibilities

4.1 Conduct

- 4.1.1 Staff senator conduct is expected to follow the guidelines and rules in the Staff Senator Code of Conduct, and each senator shall sign the code when their term starts.
- 4.1.2 Recognition and support of DU's diverse staff body in all its forms is a key value of the Staff Senate (see also section 2). The Staff Senate operates in consistency with University policies on non-discrimination and harassment.

4.2 Attendance & Participation

- 4.2.1.1 Voting senators of all types are expected to regularly attend and participate in monthly Staff Senate meetings. In addition, senators shall attend and participate on at least one committee. Executive Committee members will generally participate in at least one additional committee beyond the Executive group.
- 4.2.1.2 Senators should make every effort to attend all meetings but *must* meet the required attendance guidelines for scheduled monthly and committee meetings to retain their seat (see section 4.4.2, Dismissals).
- 4.2.1.3 Non-voting roles (liaisons, special appointments, emeritus) should consult with their appropriate committees or contacts on best practices for attendance and participation.
- 4.2.1.4 All senators are encouraged to consider additional and optional service on hiring or policy committees as these opportunities arise in the larger University context, particularly when a senator's area of expertise or interest would be solicited (see section 7).

4.3 Senator Responsibilities & Expectations

4.3.1 Area Senators (to be coordinated between each area's three senators)

- 4.3.1.1 Regularly communicate needs, feedback, and concerns of staff constituency to the Senate.
- 4.3.1.2 Establish regular communication with staff constituents to share information and solicit feedback based on the preferences of their area (e.g. town halls, staff meetings, email, Teams, videos).
- 4.3.1.3 Inform existing and new staff constituents of role as a senator and the resources and assistance that are available through Staff Senate.
- 4.3.1.4 Support and participate in Staff Senate events.
- 4.3.1.5 Hold regular office hours for constituents, at least twice per month.

4.3.2 At-large Senators

Absences will be communicated by the senator to the Executive Committee in advance (when practicable) of the meeting. Exceptions may be made in situations where health, protected leave, or other emergency causes are considered (see Remediation below, section 4.4.2.4).

4.4.2.2 **Dismissal for cause:** Senators may be unseated through a two-thirds vote of a meeting of the State Senate if there is sufficient cause (see Remediation below, section 4.4.2.4). In addition, an Area's state constituency may recall a senator through a local vote. The recall effort must gather signatures equal to one-fourth of the state headcount in the area, after which a vote will be organized by the State Senate. A majority vote shall recall the senator. Senators dismissed for cause are ineligible to serve as a senator in subsequent terms.

4.4.2.3 **Dismissal for job performance:** Current senators placed on a performance plan or probationary measure for their position at the University will be dismissed from State Senate after consultation with Human Resources and Inclusive Community. Upon successful resolution of the probation or performance plan, they may seek to be elected again.

4.4.2.4 **Remediation:** If a concern is raised that may initiate the process of dismissal for cause or dismissal through absence above, an attempt may be made by the President and Executive Committee to remediate the senator to ensure that the code of conduct and responsibilities in this document are understood and a reasonable chance is given for the senator to meet the expectations. A probationary period may be assigned to meet attendance requirements, or follow-up with constituents may be sought to ensure that other responsibilities are fulfilled. The exact form of remediation depends on the individual

5.3.1.8 Serve as a supporting advisor to the incoming president to ensure a smooth transition between administrations for up to two months during the election transition.

5.3.2 Vice President Responsibilities

5.3.2.1 In the absence of the President, preside at Senate meetings with the powers and prerogatives of the President.

5.3.2.2 Have primary

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3.4.5 Schedule and coordinate setup for each Senate meeting, including meal arrangements, space reservations, and virtual and/or hybrid arrangements.

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6.2.1 Communications Committee

The Communications committee maintains the Staff Senate website, prepares and sends out the quarterly Staff Senate newsletter, works with committees to create marketing and communication materials, and maintains social media. Materials being sent to all University staff must be reviewed and approved by the Senate president.

6.2.2 Events and Engagement Committee

The Events and Engagement Committee plans, organizes, and promotes community events, building a sense of community amongst all employees at the University. The committee may organize subcommittees for specific events like Staff Awards, Employee Picnic, etc.

6.2.3 Elections Committee

The Elections Committee is responsible for conducting "Senate Elections" -10 (onsible f) 150 0d24 1

7 University-wide Committees & Ad Hoc Group Membership

7.1 Temporary Assignments

From time to time, senators are invited to serve on various University-wide groups, including administrative hiring committees, policy committees, or other bodies. As these opportunities arise, the Executive Committee will present them to senators or may, in the alternative, suggest a specific senator.

7.2 Permanent Assignments

The State Senate holds permanent seats on the following groups, as approved by those bodies where appropriate:

- 7.2.1 University Council (State Senate President only)
- 7.2.2 University Budget Advisory Committee
- 7.2.3 Policy Advisory Committee
- 7.2.4 Benefits Committee (pending formation)

7.3 State

9 **Amendments, Supplements, Addenda, & Codes**

Amendments and revisions to the Senate Bylaws and any attached amendments, supplements, addenda, or codes must be approved by a majority vote of senators. Senators will have a minimum of two weeks to review the proposed revisions before voting.

After approval by a majority vote of the Senate, changes to these Bylaws are reviewed and approved by the Chancellor or their designee.