

Kennesaw State University
Staff Senate Bylaws
APPROVED OCTOBER 2025

I. Name

- a. The name of this organization is Kennesaw State University Staff Senate, herein referred to as "Staff Senate."

II. Purpose

- a. The purpose of the Staff Senate is to serve as a dedicated and proactive advisory body, representing the collective interests and well-being of the staff community within the university. The Staff Senate acts as a conduit for open communication and collaboration between staff members and the university administration, fostering a culture of transparency, inclusivity, and shared governance.
- b. Maintain active membership and participation with University System of Georgia Staff Council.

III. Mission

- a. Through its initiatives, the Staff Senate strives to enhance the overall welfare and professional development of staff, while advocating for equitable policies and practices that promote a positive and thriving work environment. By fostering a sense of unity and empowerment among staff members, Staff Senate plays a pivotal role in shaping institutional framework and contributing to the broader mission and vision of the university.

IV. Organization and Structure

- a. Officers shall include President, President-Elect, Secretary, Treasurer, Parliamentarian, and Immediate Past President.
- b. The fiscal year (*July 1 – June 30*) will be the business year of the Staff Senate.
- c. The Staff Senate shall meet once per month.
- d. Additional meetings may be scheduled by the Executive Committee or by vote of a simple majority of members.
- e. Meetings will be conducted according to Robert's Rules of Order.
- f. To be considered for discussion, all topics must be submitted to the Executive Committee for review and addition to the agenda no later than 6 business days prior to the scheduled monthly meeting.

V. Membership

- a. The Staff Senate Representatives, herein referred to as "Representatives," are elected from the full-time, permanent employees, excluding deans, vice-presidents/members of the President, expanded Cabinet, employees holding the ranks of Executive Administrator, and faculty.
- b. Upon recommendation of the Staff Senate, the University President may appoint two non-voting advisory members.
- c. Representatives are elected for three-year terms (see section VIII.a.ii).
- d. Representatives must allow for a one-year absence from the Staff Senate before running for another term.

- e. The membership shall have representation from both the Kennesaw and Marietta campuses.
- f. Members must be in good standing (see section XII.a); a member who is not in good standing may be removed by a 3/4 vote of the Staff Senate.

VI. Representation

- a. A Representative is a staff member who is elected to serve as a representative from a division, a college, or a Vice Presidential unit level to the Staff Senate.
- b. Each division, college, and Vice Presidential area will elect by ballot at least one member to the Staff Senate. In areas with more than 150 eligible staff members, additional Representatives will be elected at the ratio of one Representative for each increment of 150 eligible staff members. See Table 1 appended to these Bylaws for calculation ratios; Table 2 shows the current apportionment for membership.
- c. The number of Representatives will be computed every three years or as deemed necessary by the Staff Senate, using the employment statistics effective January 1 of that calendar year. The reapportionment will take place with the next election of the Representatives, such that the revised number of Representatives will be seated in the July meeting of the Staff Senate.

VII. Procedures

a. Meetings

- i. Staff Senate shall meet once per month.
- ii. Staff Senate meetings are to be scheduled to avoid conflict with the President's Cabinet meetings.
- iii. The calendar of meetings is established each July, by the newly elected Executive Committee, and posted on the Staff Senate website.
- iv. Special Staff Senate meetings may be called using the following methods:
 - 1. KSU President.
 - 2. Staff Senate President.
 - 3. Staff Senate President-Elect in the absence of the Staff Senate President.
 - 4. Staff Senate Secretary in the absence of the Staff Senate President and President-Elect.
 - 5. Majority vote of the Executive Committee.
 - 6. Petition signed by at least one-third of the Representatives, addressed to the Staff Senate President.
- v. The agenda contains pertinent information on items to be discussed by the Staff Senate and should be distributed prior to a meeting at the discretion of the President.
 - 1. Agenda items may be added at the meeting by a majority vote of Representatives present.

b. Attendance

- i. If a Representative cannot attend a meeting, the Representative may appoint a Proxy from within the appropriate college, division, or Vice-Presidential area.

- ii. The representative must notify the Executive Committee, in writing, of the name of the Proxy.
- iii. Virtual attendance may be approved at the discretion of the secretary; notification of the request must be delivered prior to the official meeting.
- iv. A Representative may have no more than three unexcused absences or proxies in a fiscal year (July – June).
- v. A Representative may be removed from the Staff Senate after three absences in a twelve-month period.
- vi. A Representative in violation of the attendance policy may appear before the Executive Committee to present justification for the violation.
- vii. A Representative may be removed by a 2/3 vote of the Executive Committee in regard to attendance.

c. Voting

- i. Passage of all main motions of the Staff Senate, unless otherwise indicated in Robert’s Rules of Order (e.g., “Suspend the rules” required by 2/3 vote), is by a simple majority of the Representatives present at the meeting, quorum being established.
- ii. Only Representatives or their designated alternate may vote.
- iii. The most recently published bylaws automatically supersede any prior governance procedures.
- iv. Unless otherwise indicated above, the Staff Senate operates using Robert’s Rules of Order.

VIII. Elections

a. Election Procedure

- i. Nominations for Staff Senators shall be accepted university-wide by full-time/permanent staff members with supervisor approval. Candidates can self-nominate.
- ii. Each term of office for Representatives shall be three years.

b. Member Elections

- i. The permanent, classified staff members of the University elect the Representatives annually in May.
- ii. All eligible, full-time, permanent staff members, in good standing (see section XII.a), may be considered for Staff Senate nomination with supervisor approval.
- iii. Permanent, classified members may nominate a staff member from their respective college, division, or Vice Presidential area.
- iv. The Nominations and Elections Committee, as outlined in the section describing the duties of the Nominations and Elections Committee, conduct the election process.

c. Officer Elections

- i. The President-Elect, Secretary, and Treasurer are elected annually by the standing elected body of the Staff Senate in May and begin their term on July 1.
- ii. The election process is conducted by the Nominations and Elections Committee.
1. Representatives nominate eligible Representatives for an officer position during the meeting or via email prior to the regular May meeting.
 2. Nominations will be made to the Nominations and Elections Committee.
 3. Nominated Representatives must accept the nomination to be added to the ballot and may only accept a nomination for one officer position.
 4. The Nominations and Elections Committee distributes ballots during the regular May meeting.
 5. The Nominations and Elections Committee tallies the votes and reports the results during the May meeting.
- iii. President-Elect
1. Elected by and from the Staff Senate.
 2. Serves a one-year term of office, immediately followed by a one-year term as Staff Senate President.
 3. Candidates for the office of the President-Elect must have served on the Staff Senate for at least one year.
 4. Candidates for the office of President-Elect must have at least one year remaining on their elected terms as a Representative.
- iv. Secretary
1. Elected by and from the Staff Senate.
 2. Serves a one-year term of office.
 3. Candidates for the office of Secretary must have served on the Staff Senate for at least one year.
- v. Treasurer
1. Elected by and from the Staff Senate.
 2. Serves a one-year term of office.
 3. Candidates for the office of Treasurer must have served on the Staff Senate for at least one year.
- vi. Parliamentarian
1. Elected and/or appointed by and from the Staff Senate to serve a one-year renewable term.
 2. Is a non-voting member of the Executive Committee.
- d. Vacancies
- i. Member Vacancies
1. When a vacancy occurs, an eligible replacement from the appropriate college, division, or Vice-Presidential unit is nominated by a sitting Representative.

- 177 2. The nominated individual is confirmed by a 2/3 vote of the
178 Staff Senate, who are present at the meeting, a quorum
179 established, to serve until the next general election.
180 3. Serving on Staff Senate to fill a vacancy does not prohibit
181 the individual serving as the replacement from running for a
182 subsequent three-year term.
- 183 ii. Officer Vacancies
- 184 1. When a vacancy occurs in the office of the President, the
185 President-Elect shall assume the position of the President.
186 2. If the President-Elect is unable to assume the duties of the
187 President, an election from the membership shall fill the
188 position for the remainder of the current term.
189 3. The Executive Committee appoints other officer vacancies.
190
- 191 IX. Duties
- 192 a. Duties of Elected Members
- 193 i. All elected Representatives are required to attend all regularly
194 scheduled meetings, called general meetings, and appropriate
195 committee meetings.
- 196 ii. Representatives shall make every effort to participate in all Staff
197 Senate projects.
- 198 iii. Each Representative must serve as a member on at least one Staff
199 Senate committee, but may also be appointed to a committee by
200 the Staff Senate President.
- 201 b. Duties of Officers
- 202 i. President
- 203 1. Schedules and conducts all Staff Senate meetings.
204 2. Notifies all Representatives of Staff Senate meetings.
205 3. Serves as head of the Staff Senate's Executive Committee.
206 4. Maintains the latest version of Robert's Rules of Order,
207 which are used to conduct the meetings.
208 5. Distributes objections/recommendations concerning
209 amendments to the Bylaws to all Representatives prior to
210 the Staff Senate vote.
211 6. Approves any proposal, recommendation, or other official
212 Staff Senate correspondence (e.g., campus-wide emails,
213 fliers, letters, etc.) that are representative of the Staff
214 Senate.
215 7. Serves as an adjunct (non-voting) member on all Staff
216 Senate sub-committees.
217 8. Serves as the primary representative to the shared
218 University-wide governance bodies.
219 9. Ensures the concerns and issues of all staff members are
220 considered.
221 10. Appoints a Staff Senate liaison for each of the
222 representative bodies of the KSU Governance.

- 223 11. Serves a term not to exceed one year.
- 224 12. Prepares the President-Elect to take on the duties of Staff
- 225 Senate President the following year.
- 226 13. Attends the University System of Georgia Staff Council
- 227 meetings.
- 228 14. Appoints an alternate to attend the University System of
- 229 Georgia Staff Council meetings.
- 230 15. Becomes the Immediate Past President for one year
- 231 following the term as Staff Senate President.
- 232 ii. President-Elect
- 233 1. Assist the President and perform the duties of the Staff
- 234 Senate President in the Staff Senate President's absence.
- 235 2. Serves as a member of the Staff Senate's Executive
- 236 Committee.
- 237 3. Serves as an adjunct (non-voting) member of all Staff
- 238 Senate sub-committees.
- 239 4. Serves as the Chair of the Nominations and Elections
- 240 Committee.
- 241 5. Ensures the concerns and issues of all staff members are
- 242 considered.
- 243 6. Serves as the secondary representative to the shared
- 244 University governance body.
- 245 7. Attends the University System of Georgia Staff Council
- 246 meetings in the Staff Senate President's absence.
- 247 iii. Secretary
- 248 1. Takes meeting minutes, attendance, maintains records, and
- 249 distributes information within the Staff Senate.
- 250 2. Assists the Staff Senate President and performs the duties
- 251 of the Staff Senate President in the absence of the Staff
- 252 Senate President and President-Elect.
- 253 3. Notifies Representatives in writing if the Representative has
- 254 missed an excessive number of meetings.
- 255 4. Communicates any proposed amendments to the Staff
- 256 Senate Bylaws at least fifteen (15) days prior to the Staff
- 257 Senate vote.
- 258 5. Maintains the Resolution Book for the Executive
- 259 Committee.
- 260 6. Serves as a member of the Staff Senate's Executive
- 261 Committee.
- 262 iv. Treasurer
- 263 1. Maintains records and distributes information monthly
- 264 within the Staff Senate as it pertains to Staff Senate
- 265 finances.
- 266 2. Implements the audit of the financial records of the Staff
- 267 Senate and provides audit records to the new Treasurer.

3. Calls a budget meeting each year to review the previous year's budget and to establish a new budget to present to the Staff Senate for discussion and approval.
 4. In the absence of the Secretary, takes meeting minutes, attendance, maintains records, and distributes information within the Staff Senate.
 5. Serves as a member of the Staff Senate's Executive Committee.
 6. Disburses monies and pays invoices from Staff Senate funds. The Staff Senate President must approve all disbursements of money; however, only the Treasurer's signature is needed to disburse the money.
- v. Parliamentary
 1. The parliamentary rules in Robert's Rules of Order, as may be revised, shall govern all deliberations when not in conflict with these bylaws.
 - vi. Immediate Past President
 1. Acts in an advisory capacity to the Staff Senate and the Executive Committee with no voting privileges.
- X. Committees and Committee Structure
- a. Executive Committee
 - i. Membership
 1. The Executive Committee consists of the Staff Senate President, President Elect, Secretary, Treasurer, Parliamentary, and all Standing Committee Chairs.
 2. The Staff Senate President serves as Chair of the Executive Committee.
 - ii. Duties
 1. Meet monthly throughout the year.
 2. The Chair may call additional meetings as necessary.
 3. Prepares and distributes the agenda for each full Staff Senate meeting and decides, by majority vote, whether agenda items merit consideration by the full Staff Senate. The committee may also add agenda items, not on the announced agenda, prior to the meeting.
 4. Considers and refers any issue that affects the general welfare of the University or that concerns all staff members to the appropriate Staff Senate standing committee.
 5. May make decisions on behalf of the entire Staff Senate in cases requiring urgent action.
 6. Informs the full Staff Senate of all actions taken.
 7. Appoints representatives to University committees.
 8. Meets with the President of the University, or the President's representative, at least once per year.
 9. Recommends appointment of special committees as they deem necessary.

- 314 10. Develops and conducts an annual, open-forum meeting for
315 all University staff members.
- 316 b. Standing Committees
- 317 i. House Committee
- 318 1. The House Committee makes sure the Staff Senate operates
319 with accountability and efficiency. This committee oversees
320 three critical areas: Bylaws, Budget, and Policies. They are
321 responsible for reviewing, drafting, and recommending
322 amendments to the organizational Bylaws, ensuring financial
323 stewardship through careful budget planning and oversight, and
324 establishing policies that guide the conduct and operations of
325 the Senate.
- 326 ii. Communications Committee
- 327 1. The Communications Committee ensures transparent,
328 effective communication. This committee is responsible for
329 coordinating and disseminating information to staff through
330 various channels, including the organization's website and
331 university communications. The Communications Committee
332 promotes a culture of inclusivity and transparency and supports
333 the Staff Senate's mission to serve and represent staff interests
334 effectively.
- 335 iii. Staff Impact Committee
- 336 1. The Staff Impact Committee fosters a culture of
337 appreciation and motivation within the organization. This
338 committee is dedicated to acknowledging the exceptional
339 contributions of staff members through awards, appreciation
340 events, and more. By identifying and celebrating the
341 achievements and dedication of staff, the committee aims to
342 boost morale, encourage high performance, and enhance staff
343 engagement across the organization. Their efforts underscore
344 the value of each staff member's role in contributing to the
345 overall success and positive work environment of the Senate.
- 346 iv. Community Engagement Committee
- 347 1. The Community Engagement Committee is tasked with
348 connecting with on and off-campus partners, finding
349 opportunities for Staff Senate to engage with and support our
350 community. This committee focuses on volunteer work,
351 scholarship fundraising, and collaborating with other
352 organizations to serve and support the KSU community.
- 353 c. Special Committees
- 354 i. The Staff Senate President may appoint temporary or time-bound
355 Special Committees to achieve a specific purpose as needed.
- 356 ii. Special Committees may become Standing Committees by amending
357 the Bylaws.
- 358 XI. Amending the Bylaws

- a. Any Representative may propose an amendment to the Staff Senate Bylaws by submitting the proposed changes to the Executive Committee in writing.
- b. The Executive Committee refers the proposal to the House Committee for evaluation.
- c. The House Committee returns the proposal to the Executive Committee with its recommendation at least two days prior to the next regular Staff Senate meeting.
- d. The proposed amendment is presented at the next regular Staff Senate meeting for a first reading.
- e. The proposed amendment is presented for a second reading at the next regular Staff Senate meeting after the first reading.
- f. The Staff Senate votes on the proposed amendment if no changes are requested at the second reading.
- g. If there are changes to the proposed amendment, additional readings are required.
- h. An amendment is passed with a 2/3 vote of the Representatives present at the meeting, a quorum being established.

XII. Definitions

- a. Good Standing – Defined as an employee who follows Kennesaw State University's Employee Performance and Conduct (defined in the Employee Handbook), adheres to Robert's Rules of Order, demonstrates appropriate behavior aligned with KSU's values, and is in compliance with all required training. When a Senator's status is in question, Human Resources leadership will be consulted to help objectively evaluate the employee's eligibility to participate.

APPENDIX

Table 1: Calculation of the number of elected representatives:

Staff in Unit	Number of Staff Senate Representatives
1 – 150	1
151 – 300	2
301 – 450	3
451 – 600	4
601 – 750	5
751 – 900	6

Table 2: Breakdown of Staff Members per unit (using November 2022 data)

Area	Number of Staff	Number of Representatives
Provost/SVP for Academic Affairs (includes CPE, Enrollment Services, MARB, Global Education, Faculty Affairs)	445	4
College of Architecture and Construction Management	13	1
College of the Arts	135	1
Director of Athletics	101	1
Coles College of Business	70	1
VP of Administration (includes Campus Services, Event and Venue Management, Facilities, Human Resources, Strategic Initiatives and Sustainability)	627	5
VP of Marketing and Communication	43	1
College of Computing and Software Engineering	28	1
VP of Diverse and Inclusive Excellence	12	1
VP of Advancement	44	1
Bagwell College of Education	67	1

Southern Polytechnic College of Engineering and Engineering Technology	25	1
VP of Fiscal Affairs (includes Office of Fiscal Affairs, Payroll and Financial Aid)	129	1
Graduate College	19	1
Wellstar College of Health and Human Services	59	1
KSU Journey Honors College	10	1
Norman J. Radow College of Humanities and Social Sciences	64	1
Office of the President, Internal Audit	5	1
VP of Information Technology	177	2
VP of Legal Affairs (includes Legal Affairs, Public Safety and Office of Institutional Equity)	101	1
Library Services	35	1
VP of Research	43	1
College of Science and Math	56	1
VP of Student Affairs	157	2
Totals	2465	33