

APPROVED BY ACADEMIC STAFF CONSTITUENCY –Draft April 2015
Appendix F: BY-LAWS OF THE ACADEMIC STAFF SENATE
University of Wisconsin–Superior

UNIVERSITY OF WISCONSIN-SUPERIOR MISSION STATEMENT

The University of Wisconsin-Superior fosters intellectual growth and career preparation within a liberal arts tradition that emphasizes individual attention and embodies respect for diverse cultures and multiple voices.

UNIVERSITY OF WISCONSIN-SUPERIOR VISION STATEMENT

The University of Wisconsin-Superior shall be firmly established as a nationally recognized public liberal arts institution where the learning community emphasizes individual attention and promotes intellectual growth, personal development, career preparation, professional studies, and life-long learning in an atmosphere of individual dignity with respect for the diversity of human cultures. To this end, UW-Superior continually engages its students and the larger community in global research and discourse, and exposes all to challenging ideas that forge new models of responsible citizenship. UW-Superior will also celebrate its regional climate and multi-ethnic heritage on a vibrant and beautiful campus.

Preamble: Academic Staff at the University of Wisconsin-Superior share a commitment to the mission of the University, contribute to the learning environment of the University through their diverse responsibilities, and work to provide maximum efficiency in the institution. In recognition of the roles played by academic staff in the functioning and effectiveness of the University, we hereby establish the following bylaws:

Article I. Name

The name of the Senate shall be the Academic Staff Senate of the University of Wisconsin-Superior, hereinafter referred to as the Senate.

Article II: Constituency

The constituency of the Senate shall be all employees of the University with an academic staff appointment, excluding administrative officers designated with the title “Chancellor” “Vice Chancellor” or “Dean”. Those whose title is “Dean” with a prefix (Associate, Assistant, etc) shall be included in the constituency. Employees who have a 50% or more limited appointment with or without academic staff backup are also considered part of the constituency. Employees with a split appointment, such as 50% academic staff/ 50% faculty, must indicate either faculty or academic staff governance preference within 90 days after appointment.

Article III: The Senate

Section 1. Membership: There shall be nine members of the Senate, in accordance with the *UW-Superior Unclassified Staff Handbook, Chapter 4, section 4.7*

Section 2. Elections: The election of the Academic Staff Senate members shall be on a rotation basis. The term will be three (3) years. •Any employee who meets the criteria of “constituency” in Article II, is eligible to vote. Those eligible for election shall be all employees of the University who have a 50% or more fixed, probationary or indefinite academic staff appointment, excluding administrative officers designated with the title “Chancellor” “Vice Chancellor” or “Dean”. Those whose title is “Dean”

with a prefix (Associate, Assistant, etc) shall be included. Special effort will be made to encourage Instructional Academic Staff to run for a senate seat and to ideally hold at least 2 positions on the Academic Staff Senate. • Elections for Academic Staff Senators shall be held during the first two weeks in April. Voting shall be by secret ballot. Nominating and voting for Academic Staff senators shall be by the eligible Academic Staff. The list of Senate constituency as described in Article II will be obtained from Human Resources. Final approval of candidate eligibility will be determined by Academic Staff Senate subject to the provisions of these bylaws, and the Senate shall furnish the lists of the same to the Secretary of the Senate. In the event of a tie, one special election will be held. In the event of an additional tie, the senator will be determined by a coin toss.

Section 3. Duties:

The Senate will

- monitor adherence to the policies and procedures of academic staff as provided for in the *UW-Superior Unclassified Staff Handbook, Chapter 4, Section 4.2.*
- develop policies, practices and recommendations which are in the best interest of the academic staff and consistent with the goals and mission of the University.
- encourage professionalism among academic staff members and promote involvement of the academic staff in the activities of the University.
- identify needs, goals, and concerns of academic staff and take appropriate action consistent with the goals and mission of the University.
- receive and review concerns from academic staff, following grievance procedures as defined in the *UW-Superior Unclassified Staff Handbook, Chapter 7, Section 7.02.*
- call general and special meetings of all academic staff.
- serve as a channel for official communication from the Chancellor or Vice Chancellor regarding issues affecting academic staff, consider any matters which may be referred to the Senate by the Chancellor or Vice Chancellor and meet regularly with them on academic staff issues.
- initiate communication with the Chancellor or Vice Chancellor, other officers of the institution and other employee groups when appropriate.
- establish and assign responsibilities to receive resignations from and recommend replacements for committees and task forces of the Senate.
- propose names of academic staff to serve on University system-wide committees.
- rank the requests for professional development grants to be submitted to the Vice Chancellor and work in consultation with the Vice Chancellor for Academic Affairs regarding their submission to UW System.

Section 4. Quorum: Five members shall constitute a quorum of the Senate for the transaction of business.

Section 5. Vacancies: A special election of eligible academic staff will be held within one month of a vacancy or within a reasonable time frame. If the vacancy happens during summer, the election will be held within one month of the start of the academic year.

Section 6. Reporting: The Senate will report on its activities for the year, including professional development grants, at a general meeting of academic staff and as officially posted.

Section 7. Meetings: The Senate shall meet at least once a month during the academic year at a time designated by the Senate.

Article IV: Officers

Section 1. Officers: The officers of the Senate shall be a chairperson, a secretary, and an official representative to the UW System.

Section 2. Term of Office: The term for each office shall be for one year beginning in May and ending at the May meeting of the following year, with the exception of the UW System representative whose term will be two years. Reorganization shall follow elections of at large members and shall be completed at the May meeting of each year. There is no limit to the number of terms an officer might hold.

Section 3. Selection: The selection of officers shall be made to provide leadership and continuity for the conduct of business. The officers shall be elected by a simple majority of the Senate present. The vote shall be by oral vote or written ballot at the May meeting of the senate following the spring election.

Section 4. Vacancies: Whenever a vacancy shall occur in the offices, the Senate shall elect another member of the Senate to serve the un-expired term, after which time the office will be reopened and filled in accordance with selection procedures.

Section 5. Removal: An officer may be removed from office by a majority vote of the entire Senate.

Section 6. Duties of Chairperson:

The chairperson shall:

- prepare agendas, call meetings and preside at the meetings of the Senate and of the general academic staff and in anticipation of her/his absence from a meeting appoint either the UW System representative or the secretary to conduct the meeting.
- serve as official representative of the academic staff and the Senate internally and in this capacity receive communications from officers of the University and members of the campus community relating to academic staff matters.
- develop, in consultation with the Senate, correspondence, statements, policies, and recommendations of staff matters.
- function as internal liaison on staff matters.
- notify the committee or task force nominees of their appointment as determined by the Senate.

Section 7. Duties of the secretary:

The secretary shall:

- prepare and maintain an official list of academic staff persons eligible to vote.
- record in the minutes the business of all meetings of the Senate and the academic staff.
- distribute minutes of Senate meetings.
- serve as custodian of records, and is responsible for maintaining the historical files on academic staff governance.
- prepare all correspondence, internally and externally, for the Senate, as directed by the Senate.
- notify academic staff of all general and special meetings.

(Note: For special meetings, notice should be given as soon as possible after receipt of requests from the Senate but not less than 7 days prior to such a meeting. Exceptions to 7 days advance notice may be made in special circumstances.)

Section 8. Duties of the Representative to the UW System:

The representative shall:

- serve as official representative of the academic staff and the Senate externally and in this capacity receive all external communications regarding academic staff.
- share with the Senate issues and concerns of academic staff.
- be elected from one of the nine elected Academic Staff Senate members.
- hold other offices on the Senate if elected.
- report to the Senate regarding meetings external to the University.

Article V: Academic Staff Meetings

Section 1. General Meetings: There shall be at least three general meetings for all eligible members of the academic staff each year. (See Article II: Constituency for eligibility.)

Section 2. Special Meetings: Special meetings of academic staff may be called at the discretion of the Senate. Academic staff at large may initiate a special meeting by presenting to the Senate a written petition signed by twenty percent of the academic staff. The meeting shall be held within four weeks of the receipt of the petition.

Section 3. Notification of Meetings: The secretary shall notify all academic staff of the time, location and agenda for all general and special meetings at least 7 days in advance.

Section 4. Agenda: The agenda shall be set by the Senate. Matters recommended for inclusion in the agenda should be submitted in writing to the Secretary of the Senate two weeks in advance of the meeting. There shall be time allotted for new business at each meeting. Items suggested at this time shall be discussion items, unless two-thirds of the senate vote to consider it as an action item at that meeting.

Article VI Academic Staff Personnel/Compensation Committee

Section 1. Composition: The Academic Staff Personnel/Compensation Committee, hereinafter referred to as the Personnel/Compensation Committee, shall consist of the chair of Academic Staff Senate, four academic staff (AS) members and the Director of Human Resources.

Section 2: Chairperson: The chairperson of the Personnel/Compensation Committee shall be selected by members of the Personnel/Compensation Committee.

Section 3: Election of Members: The Personnel/Compensation Committee shall have six (6) members: the Chair of the Academic Staff Senate, two AS members shall be duly elected from the AS Senate, two AS members shall be nominated and elected from the AS constituency, and the Director of Human Resources. Election of members will be completed no later than the May meeting.

Section 4: Election Procedures: Election of committee members will be as follows. Call for nominations of senators and the chair to the committee will be immediately following the results of the Academic Staff Senate election.

In the event there are insufficient interested candidates from either the Academic Staff Senate or the academic staff constituency to meet the composition requirements, individuals may be elected from the academic staff constituency at large, including the Academic Staff Senate.

In the event of a vacancy on the committee a special election will be held for all vacancies to the Personnel/Compensation Committee.

Section 5: Term of Office: The term of office for the Personnel/Compensation Committee shall be for 2 years elected on a staggered rotation.

Section 6: Duties: The Personnel/Compensation Committee shall review all requests and policies for promotion, title changes, and/or career progression in accordance with the University of Wisconsin System Unclassified Personnel Guidelines (UPGs).

- Review AS compensation issues and policies.
- Make recommendations to the Vice Chancellor based on the review completed by the Personnel/Compensation Committee.
- Inform AS in regard to current AS Personnel/Compensation issues.

Article VII: Academic Staff Committees and Task Forces

Section 1. Appointment: Motions accepted by the Senate for the creation of a task force or committee shall designate the manner in which appointments shall be made, the responsibilities of the group and that body's tenure.

Section 2. Membership: Committees and task forces may include in their membership other non-Academic Staff employees of the University, provided that at least two-thirds of the appointees shall have academic staff appointments.

Section 3. Duties: Committees and task forces shall perform such duties and have such powers as shall be designated in the resolution calling for their creation.

- hold other offices on the Senate if elected.
- report to the Senate regarding meetings external to the University.

Section 4. Quorum: A simple majority of the membership of a committee or task force shall constitute a quorum for the transaction of business.

Article VIII: Amendments to Bylaws

The Senate or an appointed committee shall prepare and report to Academic Staff such changes and additions to the bylaws as may be deemed advisable. The Senate maintains the formal supervision of all changes in bylaws recommended by committees or individuals. A petition signed by at least twenty-five percent of those holding University of Wisconsin-Superior academic staff appointments shall be sufficient to place a proposed change in the bylaws before the Senate. Such a petition must be reported by the Senate to the academic staff at the next regular meeting or a special meeting, provided that the Senate shall have had at least two weeks in which to consider the proposed change.

An individual academic staff person may, at any general or special meeting, move that the Senate consider a proposed change in the bylaws. Such a motion must receive an affirmative vote of two-thirds of the members present in order to pass.

The Senate shall not take final action on recommending the addition to, amendment of, or repeal of the bylaws during the meeting at which such proposals are first made, unless written notice thereof shall have been posted at least two weeks prior to the meeting. The bylaws may be added to, amended, or repealed only by a two-thirds vote of the membership.

All proposed changes in the bylaws shall be accompanied by a statement concerning their purpose and the important changes which they would make in the existing bylaws.

All modifications of existing bylaws and all newly enacted bylaws shall become effective immediately upon adoption, unless another effective date is accepted by majority vote of the academic staff present.

Article IX: Parliamentary Authority

The rules contained in Roberts Rules of Order Revised shall govern meetings of the Senate in all cases in which they are applicable and in which they are not inconsistent with these bylaws. The parliamentary rules may be suspended by an affirmative vote of two-thirds of the members present.

Article XI: Ratification of By-Laws

These by-laws shall become effective immediately upon ratification by a two-thirds majority of eligible academic staff who cast a vote and upon approval by the Chancellor or Vice Chancellor and Board of Regents as per Wisconsin Administrative Code, Chapter 9, Section 9:02. Section 4.