



Loyola University New Orleans | University Staff Senate Constitution and Bylaws

University Staff Senate Mission Statement

- Support the University’s mission, vision, and strategic goals.
- Serve as a recognized part of the University governance system and provide a voice for staff within that system.
- Enhance and further University-wide internal communications.
- Assist in developing and promoting staff development programs.
- Recognize staff for their commitment to excellence in service.
- Create and nurture a spirit of unity and collegiality among all employees at the University.

Representation

Each Division and Department will be represented in the University Staff Senate (USS) based on the number of staff members in each college or department.

| Number of Staff Members | Number of Senators |
|--------------------------------|---------------------------|
| Fewer than 16 | 1 |
| 16 - 30 | 2 |
| Greater than 30 | 3 |

Officers

- From the body of the Senate shall be elected the following officers:
 - Chairperson (must have exempt employee status to be elected)
 - Vice-Chairperson (must have exempt employee status to be elected)
 - Secretary
 - Senator At-large
 - Senator At-large
- These Officers shall comprise the Executive Committee of the University Staff Senate.
- The Executive Committee shall be empowered to make decisions for the Senate at such times when it is impossible to gather as a quorum.
- The Officers of the University Staff Senate shall be elected by a simple majority ballot of the full Senate membership.
- The Officers shall serve no less than two (2) years, with the privilege of re-election.

Meetings

- The Senate will meet on the second Tuesday of each month, except in June and July.
- A special meeting may be called by the Chairperson, or by any five members of the Senate through the request of a member of the Executive Committee.
- Any university staff member is welcome to attend the monthly Staff Senate meetings.

General Guidelines for Membership

- Senators shall be elected from benefit eligible staff employees.
- “Staff Employees” is defined as all staff members up to and including Associate Vice Presidents.
- Members of the University Cabinet and the Director of Human Resources are excluded from membership in the Staff Senate.
- All members of the Senate may request approval for floor privileges at any time.

Appointment to the University Staff Senate

- The Executive Committee shall be responsible for coordinating the appointment of staff employees to the University Staff Senate.
- Each year on February 28th, or the first business day following February 28th, (census date) the Executive Committee shall review a list of staff employees provided by the Department of Human Resources. After review, the EC will communicate with each department, college and/or division regarding appointment of University Staff Senators.
- Representatives from each department, college and/or division will be appointed by each department, college and/or division before the May Staff Senate meeting.

University Staff Senate Chairperson

- The Chair of the Staff Senate represents the Staff as a member of any governing body the President of the University deems necessary.
- The Chairperson is responsible to report back to the University Staff Senate on matters discussed during governing body meetings that directly affect University Staff.
- The Chairperson will serve a term of no less than two (2) years, with the privilege of re-election.
- Upon expiration of their term of office as elected Chairperson, the Former Chairperson will remain a member of the Senate for no less than one (1) year following the expiration of their term in office. They will remain a member of the Executive Committee in an advisory capacity.
- The Chairperson may convene ad hoc committees to address special issues or concerns. Ad hoc committee members may be appointed by the Chairperson from all University Staff. Ad hoc committees created by the Chairperson must be approved by the Executive Committee.
- The University Staff Senate can, at any time, request a vote of no confidence to remove the Chairperson. A vote of no confidence must be explained and supported by no fewer than five (5) Senators, in writing, and delivered to the Chairperson no less than 48 hours before a vote is brought to the Senate floor. All members of the Staff Senate, including the Chairperson, will be given the opportunity to speak in support or opposition of a vote of no confidence.

University Staff Senators

- University Staff Senators are expected to represent the Staff as a member of no less than one (1) Senate Committee.
- University Staff Senators are responsible for the promotion and continuance of the University Staff Senate Mission statement.
- Each Senator will serve a term of no less than two (2) years.
- Senators are expected to attend all Senate meetings. If a Senator is absent from more than 3 meetings and/or are inactive in their Committee, they can be removed and replaced by a staff member from their College or Department.
- Senators are expected to model professional behavior at all times.
- The Executive Committee (EC) reserves the right to remove a Senator from the Senate for conduct unbecoming a Loyola Staff member or for other actions that would reflect poorly on the University Staff Senate. Removal of a Senator must be approved by a majority of the EC and the University President.

- In the event a Senator is promoted to a position on the University Cabinet or Director of Human Resources, they immediately relinquish their Senate membership.

Quorum

A minimum of 60% of voting members must be present to constitute a quorum.

Senate Committee Structure

A. Committee Structure

- Each staff senate member, including the executive committee, will serve on at least one (1) Senate committee
- Each committee should consist of at least six (6) current USS members
- Each committee will have a chair appointed by the respective committee members
- It is expected that each committee meets regularly as projects dictate
- Committees are responsible to report to the full Senate at each monthly meeting regarding the committee's progress.

B. Training with the new committee chair

- All materials should be uploaded to the correct repository
- It is recommended that the outgoing chair create an operations calendar and a transition document to provide a general understanding of a timeline of events and expectations of duties

C. Leaving in the middle of your post

- If a committee chair leaves their post in the middle of a term, he/she must schedule an exit meeting with the executive committee and relinquish all notes, important documents, and training materials

D. Staff Volunteers

- All Committees, excluding the Executive Committee, may, at the Committee's discretion, appoint Staff Volunteers to assist in fulfilling their responsibilities.
- Before Staff Volunteers begin working with a Staff Senate Committee, the Executive Committee must be informed of their participation.
- Staff Volunteers will be recognized and acknowledged at the meeting immediately following their appointment as a Staff Volunteer.

Senate Committees and Major Responsibilities

A. Executive Committee

- The Executive Committee will consist of a Chair, Vice-Chair, Secretary, and two (2) at large Senators.
- Ensure representation for all Staff by creating and maintaining election processes across campus.
- Serve on University Committees to represent Staff interests.
- Assist Committees in fulfilling their responsibilities and promoting their agendas. e. Each Executive Committee member (excluding the Chair) must choose to join one of the other committees. There can be only one executive committee member per committee.

B. Communications

- Promoting communication to staff, such as a USS website, monthly newsletter, etc.
- Monitoring USS email inbox and bringing staff feedback to full USS meetings
- Acting as liaison with the Office of Marketing and Communications on behalf of USS to market/communicate different initiatives
- Maintaining USS website and making sure information is updated
- Coordinating with Executive Committee to disseminate USS elections communications

C. Cultural Engagement & Events

- Promoting spirit and unity throughout Loyola by coordinating and assisting in staff social events
- Organizing President receptions
- Assisting Human Resources with University-wide events
- Holding various cultural and social events throughout the year for staff to participate in and engage with one another and the community

D. Staff Recognition & Excellence Awards

- Promoting and recognizing the contributions of staff and their integral role in supporting and fulfilling Loyola's mission and values
- Coordinating with Human Resources on Annual Staff Recognition & Excellence Awards
- Partnering with Human Resources on promoting Monthly Excellence Awards

E. Work/Life Balance and Staff Support

- Bringing awareness of USS to new staff members
- Hosting various Staff Learning programs and Staff Appreciation Events
- Promoting the Loyola Employee Assistance Fund (LEAF)

University Committees

Various standing University Committees invite participation of the Staff Senate. The Staff Senate will fill such positions on a voluntary or appointment basis as needed. The Executive Committee will coordinate University Committee appointments.

Alternates

Any member of the Senate may, in writing, appoint a proxy from the body of the Senate, with voting privileges, to attend meetings in his/her absence. No one person may represent by proxy more than one other person. The proxy shall present to the Secretary his/her written appointment as proxy. A proxy should, but need not be from the same representative office as the absent Senator.

Bylaws

The Senate is empowered to adopt and amend bylaws for its operation by vote of a simple majority of the entire Senate membership.

Amendment of the Constitution

The Constitution may be amended by a two-thirds ($\frac{2}{3}$) majority vote of the entire Senate membership.

**This document was originally approved on 5.21.1992 and revised on 3.12.1993, 7.11.1993, 6.3.1994, 7.5.1994, 4.10.1996, 6.16.1997, 5.14.2002, 8.9.2005, 2.12.2009, 2.19.2013, 4.8.2014, 8.14.2018, 8.10.2021*