Article I. Name of the Organization
The name of the organization shall be the Appalachian State University Staff Senate.

Article II. Objective
The primary objective of the Appalachian State University Staff Senate shall be to improve and enhance the quality of life of all staff employees at Appalachian State University (the “University”).

Article III. The Staff Senate

Section I. Right to Vote and Hold Office
1. Any staff employee of the University, as defined in Article I of the Constitution (hereinafter referred to as a “Staff Employee”), shall have the right to attend all regular and special business meetings of the Senate, to make nominations for area senators, to vote on amendments to the Constitution and By-laws, and to vote for an Area Senator in Senate elections.
2. Area Senators shall have the right to hold office and be an officer on the Executive Board upon election according to procedures described in these By-laws.
3. Area Senators shall have the right to vote on all matters brought before the Staff Senate.

Section II. Composition
1. The Staff Senate shall consist of the Executive Board (Chair, Vice Chair, Secretary, Treasurer, Chair-elect, ex-officio Past Chair, and two (2) ex-officio UNC Staff Assembly Alternate Delegates), one (1) ex-officio representative of Human Resource Services, and the Area Senators elected by the Staff Employees of each area on campus.
2. All Staff Employees of the University are eligible to serve as an Area Senator or Area Alternate after being duly elected by the area he or she is eligible to represent.
3. Each area on campus shall be eligible to elect Area Senators and Area Alternates in proportion to the total number of Staff Employees within the area, in accordance with Table 1:

<table>
<thead>
<tr>
<th>Total Staff Employees</th>
<th>Permitted Senators</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 20</td>
<td>1 senator</td>
</tr>
<tr>
<td>21 – 40</td>
<td>2 senators</td>
</tr>
<tr>
<td>41 – 60</td>
<td>3 senators</td>
</tr>
<tr>
<td>61 – 80</td>
<td>4 senators</td>
</tr>
<tr>
<td>81 or more</td>
<td>5 senators</td>
</tr>
</tbody>
</table>

4. The Marketing Committee shall maintain and annually update a list of University areas and the total number of Staff Employees in each area.

Section III. Powers and Duties
The Staff Senate shall have the exclusive right to represent the staff organization of the University.

Section IV. Expectations
1. Area Senators shall be elected to and are expected to serve a two-year term.
2. Area Senators are expected to attend regular, monthly meetings of the Staff Senate. A Senator who is unable to
attend a meeting is responsible for contacting the alternate to attend in his/her stead, or to contact the Secretary to be excused.

3. Area Senators shall act as liaison between the Staff Employees in their area and the Staff Senate.
4. Area Senators are expected to serve on at least one Staff Senate or University committee.

**Section V. Elections of Area Senators**

1. The Marketing Committee has the responsibility of conducting elections annually, if required. Elections will typically only occur when a vacancy exists in an area.
2. If the number of Staff Employees nominated for Area Senator does not exceed the permitted number of Area Senators for that area, the area supervisor may appoint the Area Senator(s) and no election is required.
3. The person(s) receiving the majority votes from Staff Employees in the area will serve as Area Senator(s). The person(s) with the second highest number of votes will serve as alternate(s).
4. New Area Senators will assume duties immediately following the area election or appointment.

**Section VI. Removal of Area Senators**

1. The Executive Board has the discretion to remove an Area Senator by majority vote of the members of the Executive Board.
2. Any Area Senator with three (3) or more unexcused regular meeting absences in a single calendar year may be removed.
3. Area Senators may appeal their removal to the Executive Board within ten (10) working days of the removal action.

**Section VII. Committees**

On an annual basis, the Marketing Committee shall provide the Area Senators an opportunity to sign up for Staff Senate committees. Area Senators may choose on which committee they would like to serve. Officers will serve on the relevant committees as appointed by the Chair or as noted in Section VIIA.

1. Special committees may be established or disbanded as needed by the Chair. An example of a special committee is the Scholarship Committee, see Appendix A.
2. All committees shall meet at least quarterly unless approved by the Chair to meet less frequently.
3. Each committee’s membership shall elect a chairperson and assistant chairperson, or co-chairs, annually.
4. Each officer shall be assigned to a committee and shall serve as liaison between the committee and the Executive Board.
5. Staff Employees may request to serve on any committee.

**Section VIIA. Staff Senate Committees**

1. **Events Committee**
   This committee provides support, including sending all event information to the Marketing Committee in a timely fashion, for Staff Senate annual events, including AppKIDS and New Student Move-In Day.
2. **Fundraising Committee**
   This committee is responsible for fundraising efforts of the Staff Senate, including donations to AppKIDS and Staff Scholarships.
3. **Marketing Committee**
   This committee will responsibly post content, organize, and maintain the Staff Senate website. This committee also maintains the official membership roster and list of University areas, supervises the elections, and notifies the Staff Senate Secretary of any changes. This committee also posts the Staff Senate Scholarship Application on-line by February 1 (see Appendix A).
4. **Quality of Life Committee**
   This committee is responsible for the biennial staff survey, reporting the results, and making recommendations based on the results. This committee implements plans to provide opportunities for the enhancement of staff quality of life on campus.
5. **Policy & Constitution Committee**
This committee will work closely with Human Resources and Chancellor’s Office in the examination, review, advancement, and creation of University, State and Federal policies that impact staff. This committee is responsible for reviewing and updating the Staff Senate By-laws and Constitution.

6. Staff Recognition Committee

This committee presents staff awards to three SHRA employees and one EHRA-Non-faculty employee to express appreciation for outstanding accomplishments that do not fall entirely within the scope of normal duties. All Staff Employees with at least twenty-four consecutive months of State service are eligible.

6a. Staff Recognition Committee Members

The Staff Senate Chair and one member from the following areas will serve on the Appalachian Staff Recognition Committee:

- HR ex-officio Business Affairs Academic Affairs Student Development University Advancement Chancellor’s Office

6b. Staff Award Criteria

i. Dedication and Service: The employee has exhibited unselfish devotion to duty far and above the normal requirements, and has contributed significantly to the students, faculty, and Staff Employees.

ii. Innovation: The employee has successfully established new and outstanding work methods, practices, and/or plans for his/her department that are consistent with the University Strategic Plan.

iii. Human Relations: The employee has made outstanding contributions in the field of human relations to foster healthy interaction among students, faculty and staff, and that provide a positive role model for the campus community. Examples include, but are not limited to the development of initiatives that share a common purpose and significantly unite the University community, reflect and appreciate the diversity of the University, and foster an encouraging educational work environment.

iv. Safety and Heroism: The employee has demonstrated outstanding judgment or courage in an emergency situation, and/or has demonstrated exemplary action to prevent injury, loss of life, damage to property, or loss of property.

v. Other Achievements or Service: Employee has made an outstanding contribution(s) not described in the above criteria, and/or has provided exceptional service to the University or the surrounding community that is worthy of recognition.

Section VIIB. University Committees and Councils

1. On or before September 1, the Chair shall appoint one (1) or more persons for each staff vacancy occurring on University committees identified in the Faculty Handbook and shall submit a list of such appointees to the Chancellor, or his or her designee, and the Faculty Senate Office.

2. The terms of office for staff representatives serving on University committees should be three (3) years.

3. The operating procedures and rules of University Committees shall be established and maintained in the Faculty Handbook, section 7.3 for committees and section 7.5 for councils.

4. Procedures, rules, and membership of committees or councils not identified in the Faculty Handbook are established by the committee or council rules.

5. The Marketing Committee is responsible for insuring that Staff Employees are represented on University committees and councils, and that representation aligns with the Faculty Handbook or other University policy.

Section VIII. Quorum

A quorum shall exist when one-third (1/3) plus one (1) of the Area Senators or approved alternates are present. There shall be no proxy voting privileges.

Appalachian State University Staff Senate By-laws

November 8, 2016
Section IX. Meetings
1. The regular meeting of the Staff Senate shall be on the second (2nd) Tuesday of every calendar month at 1:30 p.m. at a campus location to be announced.
2. Robert’s Rules of Order shall govern the proceedings of all meetings of the Staff Senate and its constituent parts except as provided in the By-laws.
3. The Secretary shall prepare and publish an agenda and announce to all Staff Employees the meeting date, time, and location prior to the meeting date.
4. Approved minutes shall be posted to the Staff Senate website.
5. All meetings are open to the entire campus community and the public.
6. No meeting of Staff Senate that is not organized and designated by the Executive Board shall be recognized as an official meeting.

Article IV. Executive Board, Duties, and Responsibilities
1. The Executive Board shall consist of Chair, Chair-elect, Vice Chair, Secretary, Treasurer, Past Chair, and two (2) ex-officio UNC Staff Assembly Alternate Delegates and shall be elected from the current Area Senators.
2. The Chair is responsible for making sure Staff Senate is represented at various meetings and events on campus, including the Board of Trustees meetings.
3. The Chair facilitates the monthly Staff Senate meetings, voting only in the event of a tie.
4. The Past Chair serves as an ex-officio member to advise officers for a period of one to two years.
5. The Chair-elect shall assume the duties in the absence of the Chair.
6. The Vice Chair is responsible for assisting the Chair and ensuring that the Staff Senate operates according to the By-laws and Robert’s Rules of Order.
7. The Secretary is responsible for recording and distributing the agenda and minutes for each meeting. Other duties of the Secretary include attendance keeping, advising the Chair when a member has missed the specified number of absences, and assuming the duties of the Vice Chair in his/her absence.
8. The Treasurer is responsible for depositing, distributing, and recording of Staff Senate funds according to State regulations. The Treasurer is also responsible for assuming the duties of the Secretary in his/her absence.

Section I. Election of the Executive Board
1. The Marketing Committee will call for nominations from the Area Senators in March of each year for candidates for the offices of Chair-elect, Vice Chair, Secretary, Treasurer, and the UNC Staff Assembly Alternate Delegates (primary and secondary).
2. The Marketing Committee will collect the nomination forms and list the candidates. After confirming the accuracy of the list, the Marketing Committee will distribute the list to the Area Senators as ballots. The Marketing Chair supervises the election. The Marketing Chair shall appoint a member of the Marketing Committee to assist and both will serve as tellers. The tellers distribute, collect, and count the ballots. The Marketing Chair reports the vote.
3. Any Area Senator nominated for an office during elections may not assist with elections.
4. Each ballot will list all candidates for Chair-elect, Vice Chair, Secretary, Treasurer, and the UNC Staff Assembly Alternate Delegates (primary and secondary).
5. At the April Staff Senate meeting, Area Senators will vote by ballots for the positions of Chair-elect, Vice Chair, Secretary, Treasurer, and the UNC Staff Assembly Alternate Delegates (primary and secondary). Excluding the UNC Staff Assembly Secondary Alternate Delegate, candidates are elected by majority vote. The UNC Staff Assembly Secondary Alternate is elected by the second highest vote of UNC Staff Assembly candidates. Recounts require a majority vote. Tie votes require a run-off election to be held at the May meeting using the same guidelines.
6. Votes will be counted and reported aloud: the total number of votes cast and the names and votes received for each name. The report will be handed to the Staff Senate Chair and be entered into the meeting minutes. Elected candidates will be notified by the Staff Senate Chair.
7. All officers assume duties after the Officer Installation Ceremony conducted at the opening of the June Staff Senate meeting. The current Chair-elect assumes the duties of Staff Senate Chair after the induction ceremony.

Appalachian State University Staff Senate By-laws

November 8, 2016
8. All officers will serve one-year terms. The positions of Vice Chair, Secretary, Treasurer, and the UNC Staff Assembly Alternate Delegates (primary and secondary) may be re-elected to serve an additional one-year term. The Chair may be nominated by an Area Senator at the March meeting of the Chair’s first year to serve an additional one-year term. If the Senate approves by majority vote and the current Chair is willing, the Chair may serve an additional one-year term; the current Chair-elect will remain as Chair-elect for an additional one-year term, if willing (otherwise a new Chair-elect shall be elected). The Past Chair will also remain as Past Chair for an additional one-year term. A Chair may not serve more than two (2) consecutive years. A Chair-elect may not remain Chair-elect more than two consecutive terms. A Past Chair may not remain Past Chair for more than two consecutive years.

Section II. Vacancies in the Executive Board
1. Chair: A vacancy in the office of the Chair shall be filled by the Chair-elect for the unexpired term.
2. Chair-elect: A vacancy in the office of Chair-elect shall be filled by a majority vote of the membership.
3. Vice Chair: A vacancy in the office of Vice Chair shall be filled by appointment of the Chair upon approval by a majority vote of the membership.
4. Secretary: A vacancy in the office of Secretary shall be filled by appointment of the Chair upon approval by a majority vote of the membership.
5. Treasurer: A vacancy in the office of Treasurer shall be filled by appointment of the Chair upon approval by a majority vote of the membership.
6. UNC Staff Assembly Alternate Delegates: See Article V Section I.

Article V. The University of North Carolina Staff Assembly
The Staff Senate shall provide three (3) voting delegates (Chair-elect, Chair, and Past Chair) who will serve a three-year term to the University of North Carolina Staff Assembly. Two (2) non-voting alternate delegates (primary and secondary) will serve a one-year term to the University of North Carolina Staff Assembly.

Section I. UNC Staff Assembly Vacancies
1. A voting delegate vacancy shall be filled by the primary alternate.
2. The secondary alternate shall serve as primary alternate until the June Officer Installation Ceremony.
3. In the event of a subsequent voting delegate vacancy, a delegate election may be held to fill all delegate vacancies with temporary delegates to serve until the June Officer Installation Ceremony at which time the temporary terms end. Temporary delegates may participate in the April election for standard terms of service.

Article VI. Budget and Appropriations
1. Operating Fund (109130): The general operating fund. These are State funds provided by the Vice Chancellor of Business Affairs for the sole purpose to operate Staff Senate. The fund does not roll over into the next fiscal year.
2. Receipt Supported (990158): Fundraising efforts by Staff Senate or any committee associated with Staff Senate provide this fund. The fund supports general activities by the Staff Senate. The fund is non-interest bearing and rolls over each fiscal year.
3. AppKIDS (990152): Fundraising activities that the AppKIDS Committee raised for the annual service event for Watauga County children in need provide this fund. The fund supports the AppKIDS program. The fund is non-interest bearing and rolls over each fiscal year.
4. Associated Scholarship Fund (990155): Fundraising activities that the Scholarship Committee raises for scholarships provide this fund. The fund supports the associated scholarship. The fund is non-interest bearing and rolls over each fiscal year.

Staff Senate Foundation Accounts
5. Staff Centennial Park Project (992561): The sale of bricks to honor staff throughout our campus provides this fund. The fund supports expenses associated with the Centennial Park Project. The fund is non-interest bearing and rolls over each fiscal year.
6. Staff Senate AppKIDS Fund (992568): Payroll deduction from faculty and staff and donations provides this fund. The fund is non-interest bearing and rolls over each fiscal year. The sole purpose of this fund is to raise money for the annual AppKIDS service event.
7. Larry T. Nance Endowment for Staff Development (994070, account moved to Human Resources): A generous donation from Larry Nance provides this fund. The fund is interest bearing, based on investments within the account, and rolls over each fiscal year. The disbursement will vary each year in accordance with the investment performance, current conditions, and Foundation policy. The account must maintain a $10,000.00 balance at all times. The purpose of this fund is to enhance professional development opportunities for Staff Employees at the University.

8. Appalachian State University Endowed Scholarship (994931/995931): General donations provide this fund. The fund is interest bearing, based on investments within the account. The return each year is four percent (4%) of the total account balance. This money can only be used for one (1) scholarship to a son or daughter of a Staff Employee attending the University. The budgeted money must be expended every year by July 1st.

9. The Chuck and Robin DeKrafft Staff Scholarship (992484, account closed): This fund is provided by Chuck and Robin DeKrafft.

10. Appalachian Staff Current Scholarship (993465): Payroll deduction from faculty and staff and donations provides this fund.

**Article VII. By-laws Amendments**

1. Any Staff Employee may propose an amendment to the By-laws. The proposal shall be in writing and directed to the Executive Board.

2. The Constitution Committee shall distribute any proposed By-laws amendments or revisions to the Staff Senate at least ten (10) working days prior to the meeting at which the membership shall vote on the proposed amendments or revisions.

3. Amendments to these By-laws shall become effective only upon approval by two-thirds (2/3) of the Staff Employees present and voting at any regular meeting.

4. No By-laws inconsistent with the Constitution may be implemented.
Appendix A: Scholarship Committee Procedures

I. Scholarship Committee Purpose and Membership
   a. This special committee is formed annually to determine scholarship recipients. The Staff Senate Scholarships assist Staff Employees and their dependent children by allocating financial support for higher education. The Scholarship Committee receives and evaluates applications based on financial need and academic performance, and makes awards based upon availability of funds. The Marketing Committee publicizes the Staff Senate Annual and Endowed Scholarships. The Fundraising Committee leads fund-raising efforts throughout the year. All Senators are encouraged to help in these efforts.
   b. Any Staff Employee who has a relative in the scholarship applicant pool may not see applications or participate in the selection process.
   c. Members of this committee will be called upon to serve from when the application is posted on-line to the completion of scholarship disbursement. It is recommended there be at least one carryover member each year.
   d. All discussions, and all information and documents reviewed by the Scholarship Committee are confidential.

II. Required Qualifications for Scholarship Recipients
   a. An applicant for any Staff Senate Scholarship must be a permanent SHRA or EHRA-Non-faculty employee or dependent.
   b. An applicant for the Staff Senate Annual Scholarship must have been accepted as a degree-seeking student at an institution of higher education for the next academic year.
   c. An applicant for the Staff Senate Endowed Scholarship must have been accepted as a degree-seeking student at Appalachian State University.
   d. An applicant for any Staff Senate Scholarship who is a dependent of an Appalachian State University staff employee must be a full-time student during the scholarship award period.
   e. A full time permanent SHRA or EHRA-Non-faculty employee need not be a full-time student during the scholarship award period.
   f. An applicant for the Staff Senate Annual Scholarship who will be attending an institution of higher learning other than Appalachian State University must forward to their financial aid office a “Release of Information Form” to be eligible. A response must be received by the Committee chair before the Committee convenes to review applications.
   g. An applicant for any Staff Senate Scholarship must have a minimum 2.5 cumulative GPA in their current or most recent academic experience.
   h. An applicant for any Staff Senate Scholarship must provide an official transcript from the most recent academic term as part of the application. If the transcript is from Appalachian State University, an unofficial transcript is acceptable.

III. Review of Scholarship Applications
   a. Incomplete or inaccurate information will result in the scholarship application being withdrawn from consideration.
   b. Primary consideration will be given to academic performance and financial need.
   c. When examining applications, GPA should be examined relative to the level or type of classes the student is taking.
   d. The committee should take into consideration the renewal of scholarships for previous recipients.
   e. Each scholarship shall not exceed $1,000.

IV. Scholarship Committee Procedures
   a. The scholarship application will be posted on the Staff Senate website and the Appalachian State University Scholarships website no later than the first of February.

Appalachian State University Staff Senate By-laws

November 8, 2016
b. Applications should be available for at least thirty (30) days, with a deadline of submitting completed applications of no later than April 15.

c. No applications will be accepted after the deadline.

d. Each committee member must receive a digital or paper copy of every application for review at least one week prior to a committee meeting.

e. Award decisions should be made prior to high school award ceremonies in May.

f. Staff Senate must approve the scholarship awards before recipients are notified.

g. Names must remain confidential until recipient is notified.

V. Requirements for Recipient to Maintain Scholarship

a. Should the recipient of any Staff Senate Scholarship drop below full-time status or withdraw, a refund will be required according to the refund policy of the institution.

b. Scholarship awards are made on an annual basis. To be considered for a scholarship for the next academic year, a recipient must apply again.