

Bylaws End of Year Report 2016-2017

Members: Laura Dallmann and Gennifer Sprecher

When getting the chair orientation ready, it was noticed that the IT committee was not in the exceptions list. Here is the original bylaw:

3. *Standing Committee Chairs and Vice Chair*
All standing committees of the Staff Senate (with the exception of the Election Committee where the Chair is the Past President of the Staff Senate and the Public Relations Committee where the chair is the Public Relations Officer) shall elect a vice chair by majority vote from a quorum of their respective members. This vote is to take place at committee meetings held immediately after the June senate meeting. The elected senator will serve a one (1) year term as the committee vice chair and the following year will assume the role of the committee chair.

Here is the newly approved bylaw as of September 2016:

3. Standing Committee Chairs and Vice Chairs

All standing committees of the Staff Senate (with the exception of the Election, Public Relations, and IT Committees where the chairs are determined by election) shall elect a vice chair by majority vote from a quorum of their respective members. This vote is to take place at committee meetings held immediately after the June senate meeting. The elected senator will serve a one (1) year term as the committee vice chair and the following year will assume the role of the committee chair.

We also discussed updating any committee bylaws that might not be updated to reflect current practices. During discussions with the PR committee we decided it should be added to the definition of committees that they should all be responsible for advertising their own events so that line was taken out of a few separate bylaws that listed it. Here are the changes under the committees sections.

Under VIII. Committees and Task Forces, section B #1: Standing Committees of the Staff Senate, we added the following:

Each committee chair shall give an oral report of committee activities at the monthly Staff Senate meeting as well as a written report submitted to the Staff Senate Secretary. A written year-end report should also be submitted to the Secretary in April.

PUBLIC RELATIONS COMMITTEE BYLAWS CHANGES

CURRENT

- a. Public Relations Committee
 - 1) Is chaired by the Public Relations Officer.
 - 2) Publicizes the activities of the Staff Senate internally and externally by;
 - (a) Providing updates for the Staff Senate Web site;
 - (b) Updating the Staff Senate brochure;
 - (c) Publishing the *Messenger*;
 - (d) Providing updates to the *It's Happening at State* publication;
 - (e) Maintaining the Staff Senate poster frames in the Memorial Union; and
 - (f) Advertising in other Staff Senate approved venues.
 - 3) Coordinates and hosts the annual Staff Appreciation Day;

PROPOSED

- b. Public Relations Committee
 - 1) Is chaired by the Public Relations Officer;
 - 2) Promotes Staff Senate by raising public awareness about the vital role performed by broadbanded staff in the success of the university by:
 - (a) Updating the Staff Senate brochure;
 - (b) Publishing the *Messenger*;
 - (c) Maintaining the Staff Senate poster frames in the Memorial Union; and
 - (d) Updating the Staff Senate promotional video.
 - 3) Assists the Staff Senate in opening channels of communication among broadbanded staff; and
 - 4) Coordinates and hosts the annual Staff Appreciation Day;

CAMPUS RELATIONS BYLAWS CHANGES

CURRENT

- a. Campus Relations Committee
 - 1) Coordinate events that reach the campus community;
 - 2) Foster collaboration between Staff Senate and campus organizations; and
 - 3) Market and advertise for all events.Examples of possible events include but are not limited to Red Kettle Campaign, blood drive, and campus food drive.

PROPOSED

****New committee name****

- b. Campus Engagement Committee

Fosters collaboration between Staff Senate and other campus entities, including Faculty Senate and Student Government, through joint coordination of events that benefit the campus community.

GUNKELMAN COMMITTEE BYLAWS CHANGES

CURRENT

- a. Gunkelman Awards Committee
 - 1) Administer the Gunkelman award on an annual basis as outlined in the standards established by the Gunkelman family.
 - 2) Design, update, and disseminate application information.
 - 3) Market and advertise for the event.
 - 4) Review nominations and select recipients.
 - 5) Coordinate the award ceremony in conjunction with the Gunkelman family.
 - 6) Notify nominees.

PROPOSED

- b. Gunkelman Awards Committee
 - 1) Administer the Gunkelman award on an annual basis as outlined in the standards established by the Gunkelman family.
 - 2) Design, update, and disseminate application information.
 - 3) Review nominations and select recipients.
 - 4) Coordinate the award ceremony in conjunction with the Gunkelman family.
 - 5) Notify nominees.

STAFF DEVELOPMENT BYLAWS CHANGES

CURRENT

- a. Staff Development Committee
 - 1) Investigates topics and speakers for monthly meetings and then forwards three (3) to four (4) recommendations to the Executive Committee for consideration.
 - (a) Programs are not scheduled during the Staff Senate meetings for September, April, May, and June.
 - 2) Identifies programs and activities that will provide personal and professional growth opportunities for university staff.
 - (a) Assess the needs and wants of staff through questionnaires and surveys on an annual basis.
 - 3) Selects committee members to be present at events to provide introductions for speakers and presenters.

PROPOSED

- b. Staff Development Committee
 - 1) Investigates topics and speakers for monthly meetings with the exception of the May meeting.
 - 2) Identifies programs and activities that will provide personal and professional growth opportunities for university staff by assessing the needs and wants of staff through questionnaires and surveys on a regular basis.

STAFF RECOGNITION BYLAWS CHANGES

We rearranged #1 and #2 so it would flow better and we added #8.

- a. Staff Recognition Committee
 - 1) Is represented by seven (7) to nine (9) members:
 - (a) Four (4) members are elected to a two-year term, one (1) from each broadband classification;
 - (b) The remaining three (3) to five (5) members are appointed by the Staff Senate president.
 - 2) Selects award recipients for both individual and team awards:
 - (a) Ten (10) awards are presented to individuals based on broadbanded percentages at NDSU.
 - (b) One (1) team award is presented each year for one team of two (2) to ten (10) staff members.
 - 3) The committee reviews the guidelines for recognition awards to determine the percentage of awards to be selected from each NDSU broadband category.
 - 4) Notifies each award recipient of program date and time.
 - 5) Creates the award certificates and delivers them to the recognition program.
 - 6) Administers Campus Kudos award.
 - 7) Provides recognition to staff who are recipients of outside awards.
 - 8) Forwards individual recipients to the Governor's Award for consideration.

Our committee also reviewed the whole bylaws to make sure everything listed was relevant etc. We found a few things we could update or take out. Here are the results for changes for the rest of the bylaws.

Under the Duties of the Officers section (VII)

- A. President
 - Added the new #8 which reads "Maintains the Staff Senate and Staff Senate Executive listserv's and is a moderator of the staff announcement listserv".
 - Deleted Agency fund from the new #9 section.
- B. Past President
 - Added the new #3 which reads "Helps maintain the Staff Senate and Staff Senate Executive listserv's and is a moderator of the staff announcement listserv".
 - Made a change to the new #7 so it reads "Shall be responsible to review and update the committee shared drive folders". It used to read "Shall be responsible to review and update the committee binders, including collection of binders from the past chairs"
- C. The Vice President/President Elect
 - Added the new #4 which reads "Helps maintain the Staff Senate and Staff Senate Executive listserv's and is a moderator of the staff announcement listserv"
- D. The Treasurer
 - Agency fund was deleted from #4 under this section.

E. The Membership/Attendance Officer

-Section #5 was deleted and used to read, "Maintains the Staff Senate listserv".

Under the Committees and Task Forces section (VIII)

-The whole Executive Committee section was moved from the Officer section to this section because we felt since it is a committee, it should be under the committees section, not the officer section (even though all the officers make up the committee).

Under the Committees and Task Forces section (VIII)- Executive Committee (letter A)

-#7 was changed to "Accepting requests for and distributing funds to standing committees" from "Approving disbursement of funds when required" since we do a more formal budget now.

**BYLAWS CHANGES WE SUBMITTED TO CURRENT STAFF SENATE
PRESIDENT JIM OSLAND, WHO THEN GOT THE REQUIRED
SIGNATURES FOR THEM TO BE OFFICIAL.**