

BY-LAWS
Staff Senate
Black Hills State University

The Staff Senate is an organization of staff at Black Hills State University (BHSU) who have been elected to represent their peers on the BHSU campuses. For the purposes of this document, BHSU Staff is defined as any BHSU employee who is not a faculty or student employee, the President of the University, a Vice-President (or Associate or Assistant Vice-President), a Dean of a College, or other member of the University Administration.

The Administrative Officers (President of the University and his/her Administrative Team) have a standing invitation to attend meetings of the Staff Senate and to provide information and seek opinions of the Staff Senate at all meetings.

ARTICLE I: Purpose and Organizational Structure

Purpose:

The purposes of the BHSU Staff Senate are:

1. To give Staff campus representation, and a means by which they have a collective voice to provide input and make recommendations to the administration on matters concerning staff.
2. To provide encouragement and support for staff through personal and professional development opportunities, such as seminars, speakers, printed and audiovisual material, in collaboration with the Human Resources Department (HR). (“Professional Development” is defined as the ongoing process of improving and increasing capabilities and advancing skills and expertise of staff to enable enhancement or advancement in a chosen career. Professional Development may also include improving wellness, personal growth, and opportunity to build a network of mentors within the University in an effort to implement co-development and cross-training among staff. Professional Development may extend beyond job classification and currently assigned duties.)
3. To recognize outstanding staff employees, including an Outstanding Staff Employee of the Year.
4. To help orient new employees in collaboration with HR and to provide mentors to new employees through the Staff Mentoring Program.
5. To provide support to the University by means of the CSA Council and other scholarships, and in other ways as designated by the Staff Senate or requested by University Administration.

6. To serve as the formal and recognized governmental structure for staff at BHSU and as an integral component in the operation and functioning of the university.

Organizational Structure:

The BHSU Staff Senate consists of members elected from currently employed staff personnel, representing all areas of campus.

Areas of campus are defined by administrative area. Numbers of representatives for each area are determined by number of employees represented within that category (an approximate ratio of 1 Senator : 10-20 employees). Areas of campus and their representation are defined as:

Academic Affairs Category 2 representative (1 NFE & 1 CSA)

BHSU-RC
Counseling Center
Dean of Students
Institutional Research
International Studies
Library
Office of the Provost / Vice President for Academic Affairs
Office of Sponsored Programs
Sanford Underground Research Facility
Student Success Center
Student Union
Approximate Numbers – 17 NFE, 10 CSA

Athletics Category 2 representatives (1 NFE & 1 CSA or 2 NFE)

To include all divisions/departments in Athletics
Approximate numbers – 26 NFE / 1 CSA

Colleges Category 1 representative (NFE or CSA)

College of Business and Natural Sciences
College of Education and Behavioral Sciences
College of Liberal Arts
Center for the Advancement of Math and Science Education
Center for American Indian Studies
Center for Conservation of Biological Resources
South Dakota Center for Enterprise Opportunity
Approximate numbers – 11 NFE / 8 CSA

Enrollment Management Category 2 representatives (1 NFE, 1 CSA)

Admissions
Career Development
Financial Aid
Military and Veterans Services
Records and Registration
Residence Life
Student Support Services
Approximate numbers – 22 NFE / 4 CSA

Facility Services Category 3 representatives (NFE or CSA)

Buildings and Grounds
Central Receiving
Custodial Services
Facility Services
Mail Services
Approximate number – 2 NFE / 43 CSA

Finance & Administration Category 1 representative (NFE or CSA)

Administrative Services
Bookstore (and Bookstore at BHSU-RC)
Budget Office
Finance and Administration
Human Resources
Public Safety
Approximate numbers – 6 NFE / 7 CSA

Information Technology / CIO Category 1 representative (NFE or CSA)

Administrative Information Management Services
Instructional Technology Services
Network and Computer Support Services (and BHSU-RC Computer Services)
Approximate numbers – 3 NFE / 10 CSA

President / Univ. Advancement / Univ. Marketing & Communication Category

1 representative (NFE or CSA)
BHSU-RC (West River Health Sciences Center)
Office of the President
Print Shop
University Advancement

University Marketing & Communications
Approximate numbers – 11 NFE / 2 CSA

BHSU Representative to SDBOR CSA Council (1 representative, preferably CSA)

The representative shall be elected as an at-large member of the Senate and voted into office by all staff.

The BHSU Staff Senate shall consist of 14 members apportioned as outlined above to ensure fair representation of all staff.

ARTICLE II: Membership

Selection:

The selection process shall begin in March of each year, with a three-year term beginning in June of the same year (all Senators, incoming and outgoing, attend the May meeting for purposes of continuity). In order to avoid a complete turnover in membership in any given year, the selection process will be held each year with one-third of the members reaching the end of their term each year. Those eligible for election are Staff who are not on probation or subject to disciplinary action at the time of the election.

A two-part selection process shall be utilized. First, beginning in March, an inquiry memo will be sent to all personnel, requesting nominations from any source within the University (self, other staff, or supervisor within the representative area, or faculty or administration team member within any area). Second, a list would be compiled from names submitted, and willingness to serve shall be ascertained from each candidate by the Secretary of the Senate. Election of candidates will be held in April. Voting will be done by electronic or paper ballot by staff within each nominee's category. In the case of a tie vote, the Senate shall vote on the two candidates to select the Senator. The current Senate President will utilize the tally of the balloting to notify the new members. The ballot results will be kept for one year in case a replacement is needed for any member of the Senate.

Should no nominations be received for a category, a two-step process shall be utilized to fill the vacancy. First, the current Senator in the position will be asked to continue in the position for the next three-year term, regardless of whether they have already served two terms. Second, in the event of a Senator's unwillingness to continue, the Senate will select three members of the affected category to be placed on the ballot and elected by that position's constituents.

With the reorganization of the University and Staff Senate representation, Addendum 1 is no longer in effect. Addendum 2 addresses the re-organization and election schedule for the next three years and Senators shall be elected to three-year terms after that.

Resignation:

In the event a Senate member resigns, the replacement for the newly open position shall be appointed by the Senate's Executive Officers from the selection list maintained from the most recent election. The selection shall be approved by the entire Senate. The appointed member shall serve the remainder of the past member's term.

Changes in Status:

If a Senator's status changes, through promotion, transfer, or other personnel action, that Senator shall continue in his/her original role and representation on the Staff Senate until the end of his/her current term. The only exception to this would hold if the change in status occurs within a few days (two weeks) of the Senator's election; then the second-highest vote-getter in the Senator's representative category could be appointed in the Senator's stead.

Responsibility to Attend Meetings:

Senate members are expected to attend all meetings. Attendance by conference call, Skype for Business, or Zoom is an acceptable alternative to physical presence. A member may be excused for the following reasons: sick, personal, or annual leave, or professional obligations. If a member misses three consecutive meetings or six meetings total (excused or unexcused), the member is subject to dismissal, which will be determined by the Senate Executive Officers and approved by vote of the entire Senate.

Senators will be released from normal work duties without loss of pay or other benefits to attend official Staff Senate meetings or functions.

Term Limits:

Senate members will be limited to two consecutive terms (six years). Persons interested in further Senate service must leave the Senate for at least one year before being eligible again.

Responsibility to Represent Constituents:

Senate members are responsible for assisting the Secretary of the Senate to maintain lists of University staff members by category. Senators are further responsible for communicating regularly with their constituents, responding to any questions from constituents regarding Senate actions or meetings, and bringing any questions from

constituents to the floor of the Senate for discussion. Senators must then bring any responses, actions, votes, or resolutions back to their constituents after said discussion.

Senators understand that they represent all staff members on campus (and are not bound by payroll classification or by representative category). Any senator can bring a question from any staff member for consideration by the full Senate. Any staff member can contact any senator to request representation on any question.

Staff Senate will function as a productive component of the operation and functioning of the university. Other mechanisms for complaints or appeals exist and are more appropriate venues for employee-specific problems. Staff Senate represents all employees and deals with issues on a global level for the entire university.

Staff Senate Committees:

The Staff Senate shall maintain the following standing committees:

- Staff Senate Strategic Planning Committee

- Elections Committee

- Mentoring Committee

- Classified Staff Subcommittee (incorporating current CSA Council duties)

- Non-Faculty Exempt Subcommittee

- Executive Officers of the Staff Senate

Volunteers to serve on the first three committees shall be solicited at the May meeting which all current and newly elected Senators shall attend jointly.

The Strategic Planning Committee shall be responsible for developing and updating the Strategic Plan for the Staff Senate. The Committee shall also be responsible for ensuring the Staff Senate Strategic Plan coordinates with and supports the University's Strategic Plan. Staff Senate will represent staff in any university Strategic Planning Committees or efforts. The Senate President shall chair and lead the Strategic Planning Committee.

The Elections Committee shall be responsible for working with the Vice President, the Secretary, and the Technical Officer to coordinate and manage elections annually. The Senate Vice President shall chair and lead the Elections Committee.

The Mentoring Committee shall work to establish a system of mentors within the Staff community at BHSU, seeking volunteers and overseeing the processes. The Mentoring Committee shall also coordinate with Human Resources to assist with orientation procedures at BHSU in any way that staff can assist. A staff member of Human

Resources shall serve as an ex officio member of the Mentoring Committee. The Senate President shall chair and lead the Mentoring Committee.

All Senators shall serve in one of the two Subcommittees and assignment shall be based on payroll classification. If a matter concerning only one category of employee is brought to the Senate, such matter shall be considered and decided by the appropriate subcommittee and then brought to the full Senate as an information item.

The Executive Officers of the Staff Senate shall consist of the President, Vice-President, Secretary, Finance Officer, Technical Officer, and Regents' CSA Advisory Council representative. Meetings shall be called by the President. The Executive Officers shall oversee and manage an annual membership meeting for all staff in May. The annual membership meeting shall include votes on any By-Laws changes, introduction of new Staff Senators, and any recognition of staff employees desired.

Other University Committees:

The University President or his/her Executive Assistant shall present the Senate with a list of University committees on which staff representation is sought whenever vacancies occur or need arises. Senators shall select one or two committees on which they would be willing to serve at the May meeting. Senators can also nominate other staff to serve on University committees or solicit nominations at the annual membership meeting. By vote of the Senate, names of representatives shall be forwarded to the President's Executive Assistant to be designated as staff representatives on each University committee. The Vice President of Staff Senate shall maintain a record of such committee representation.

Senators (or other staff) assigned to University committees must attend each University committee meeting and provide a report of each meeting at the regularly scheduled Staff Senate meeting following a committee meeting.

ARTICLE III: Officers

Election of Officers:

At the May meeting, both current and newly elected Senate members shall meet jointly for the purpose of continuity. Senate members shall elect the officers for the upcoming term to begin in June of the same year. The President shall be a Senate member who has served at least one year in his/her current term. All other officers shall have no restrictions on their length of service on the Senate. All officers will be elected annually; each shall be limited to two consecutive years in a single office.

President:

The President will assume the following duties:

1. Serve as presiding officer of the Black Hills State University Staff Senate.
2. Convene regular (and any special) meetings of the State Senate and the Executive Officers of the Staff Senate, set the agenda, invite special guests, and conduct the Staff Senate and Executive Officer meetings.
3. Publish meeting times, locations, and agendas in the campus e-newsletter prior to meetings.
4. Act as a liaison between the Staff Senate, campus representative groups, and other agencies, with the option to delegate another council member if needed.
5. Authorize all expenditures along with the finance officer, with the approval of the Senate.
6. Act as Staff representative before the Board of Regents, Legislature, any legislative committees, and any other public entity.
7. Ensure that the Vice President is familiar with the duties of the Presidency.
8. Recommend staff appointments to University committees, when applicable.
9. Chair and lead Staff Senate Strategic Planning Committee
10. Chair and lead Staff Senate Mentoring Committee.
11. Meet with the University President on a monthly basis.
12. Attend University events by instruction of the President or represent the University at other events (examples: receptions, celebrations, community events).

Vice-President:

The Vice-President will assume the following duties:

1. In the absence of the President, serve as the presiding officer of the Staff Senate.
2. In case of resignation by the President, automatically fill the President's position.
3. Chair and lead Elections committee.
4. Maintain a list of staff representation on BHSU committees.
5. Correspond with Senators to enforce absentee policy.
6. Manage the election process by calling for nominations and compiling ballots with the assistance of the President, the Secretary, and the Technical Officer.
7. Welcome guests to Staff Senate meetings.

Secretary:

The Secretary shall assume the following duties:

1. Record proceedings of the Senate meetings, maintain record of minutes, circulate minutes to Senate members, make minutes available electronically to all interested parties by posting them as "pending approval" within one week of the

Senate meeting and as “approved” after approval at the next monthly meeting on the website, assist the President to publish meeting times, locations, and agendas as well as other possible topics of discussion in the campus e-newsletter prior to meetings.

2. Handle all Senate correspondence.
3. Serve as acting chairperson in the absence of both President and Vice-President.
4. Assist the Technical Officer to maintain the email mailing list for the Senate, and coordinate the website with the Webmaster and Marketing and Communications department.
5. Assist with maintenance of staff lists by category to assist with the elections process and communications.
6. Assist the Technical Officer and the President with any postings to the Staff Senate website.

Finance Officer:

The Finance Officer shall assume the following duties:

1. Submit a budget annually reflecting the Senate’s plans as requested by the Administration.
2. Maintain the Senate accounts and verify transactions.
3. Authorize all expenditures with the Senate President.
4. Prepare a monthly report to be presented at the Senate monthly meeting.

Technical Officer:

The Technical Officer shall assume the following duties:

1. Coordinate and maintain the Staff Senate website with the Webmaster and the Marketing and Communications department.
2. Assist the Senate Secretary with maintenance of the email mailing list for the Senate.
3. Assist with maintenance of staff lists by category to assist with the elections process and communications between Senators and constituents.
4. Coordinate Skype or Zoom connections for meetings and troubleshoot those connections if problems occur.
5. Assist the Secretary and the President with postings to the Staff Senate website.

Regents’ Civil Service Council Representative:

The Regents’ Civil Service Council Representative shall assume the following duties:

1. Represent BHSU on the Regents’ Civil Service Advisory Council.
2. Attend the Regents’ CSA Council meetings twice a year (once in Pierre, once at one of the State’s six public universities).

3. Coordinate hosting the Regents' CSA Council at BHSU when necessary with the assistance of the Staff Senate.

The Regents' Civil Service Council Representative shall be a member of the Staff Senate who is a Civil Service employee. The Regents' CSA Council Representative shall be defined according to Regental Civil Service policy. The Regents' Civil Service Council Representative shall be elected by the **staff at large and will serve a three-year term**. If the office becomes vacant due to extenuating circumstances, a new representative will be nominated and elected by the Staff Senate's CSA Subcommittee during the first meeting after the position becomes vacant. The link to Regental Civil Service policy is: <http://www.sdbor.edu/policy/1-Governance/documents/1-7-5.pdf>

ARTICLE IV: Procedures

Meetings:

The Staff Senate shall meet once a month during the calendar year, notifying all interested parties of the date, time, place, and agenda items. The Senate President or the President of the University may call special meetings. The Staff Senate shall follow "Roberts Rules of Order" for all meetings.

Any member of the BHSU community shall be welcome to attend meetings in any way possible. Guests shall be recognized by the Vice President at the start of each meeting.

An annual meeting shall be held every year in May for the entire staff community at Black Hills State University. This annual meeting will serve as a place for introduction of Senators, recognition of staff for any reason, and votes on By-Laws amendments. Any staff members can bring any questions or items to the floor of the annual meeting for consideration.

The University President shall be invited to attend a minimum of three meetings a year, one in Fall, one in Spring, and one in Summer. The Human Resources Director will serve as the Administration's liaison to the Staff Senate and will be invited to every meeting of the Staff Senate. Any member of the administration can be invited to any meeting and may request to attend any meeting as they deem fit. Any staff are welcome at any or all meetings as guests and observers.

ARTICLE V: Amendments

Procedure:

The Staff Senate By-Laws may be amended by a majority of staff attending the annual meeting. In order to be considered for a vote, the proposed amendment must have been published in the campus e-newsletter, have been presented for a first reading during the Staff Senate meeting of the month immediately prior to the proposed vote, and have a second reading at the annual meeting. Comments from University staff must be presented and considered at the time of the first and second reading.

These updated Bylaws were approved by a majority of the attendees at the All-Staff meeting of March 22, 2021.

Black Hills State University
Staff Senate By-Laws
Addendum 1

Addendum 1 is null and void with the reorganization of the University and the representation on Staff Senate. Addendum 2 will govern the second election of State Senate representation.

The first election of Staff Senators shall take place under the direction of members of the the ad hoc committee promoting the Staff Senate. Nominations shall be sought from across campus by campus e-newsletter. Lists of category members shall be compiled with the assistance of HR staff and ballots specific to each category shall be provided electronically or via paper.

The terms of office shall vary slightly with this first election to ensure one-third of the members serving a one-year term, one-third of the members serving a two-year term, and the final one-third of members serving a three-year term. Members elected thereafter shall serve the three-year terms as specified in the By-Laws.

Current members of the CSA Council can serve, if willing to do so, in lieu of a formal election for CSA representatives on the Staff Senate. Their categories and current terms of service must be taken into consideration (which may lead to a larger Staff Senate for one or two years).

The following members shall serve a one-year term:

- Colleges category – CSA representative (Terri B.)
- Computer Services / Library category representative (Derrick E.)
- Facility/Custodial Services category – 1st representative (Scott H.)
- Student Services category – NFE representative (Taylor W.)

The following members shall serve a two-year term:

- Administration category representative (Andrea B.)
- Athletics category – 1st representative (Kristin C.)
- Business category – NFE representative (B. Kelly)
- Facility/Custodial Services category – 2nd representative (Marc J.)
- Student Services category – CSA representative (Nancy S.)

The following members shall serve a three-year term:

- Athletics category – 2nd representative (Brock A.)
- Business category – CSA representative (Diana J.)

Colleges category – NFE representative (Janette H. / Clarissa T.)

BHSU-RC category representative (Tai D.)

Facility/Custodial Services category – 3rd representative (Roxanne L.)

The first year of service may be truncated or elongated, depending on when the Staff Senate is established.

Black Hills State University
Staff Senate By-Laws
Addendum 2

The second election of Staff Senators shall take place under the direction of members of the Elections Committee of the Staff Senate. Nominations shall be sought and the election conducted as specified in *Article II: Membership* of these By-Laws. Lists of category members shall be compiled with the assistance of HR staff and ballots specific to each category shall be provided electronically or via paper.

The terms of office shall vary slightly with this election to ensure one-third of the members serving a one-year term, one-third of the members serving a two-year term, and the final one-third of members serving a three-year term. Members elected thereafter shall serve the three-year terms as specified in the By-Laws.

Current members of the Staff Senate can continue to serve, if willing to do so, in their new categories until their current terms expire. The change in categories and current terms of service may lead to a larger Staff Senate for one or two years.

The following members have terms that expire in 2021 and their positions will be included in the 2021 election:

Academic Affairs category – Vacant (TaiLynn Duncan, CSA, resigned), position is NFE or CSA (three-year term)

Colleges category – Terri Bjorum (CSA), position is NFE or CSA (three-year term)

Information Technology category - Derrick Erhart (CSA), position is NFE or CSA (three-year term)

Facility Services category – Scott Hanson (CSA), position is NFE or CSA (three-year term)

Finance & Administration category – Vacant (Diana Jones, CSA, resigned), position is NFE or CSA (two-year term to finish out the original term)

The following member's term expires in 2021, but her position will not be re-elected: Enrollment Management category – Taylor Phillips (NFE), position is NFE

William Kelly (currently Business category, reorganized category Academic Affairs) has resigned and his position will not be re-elected.

The following members have terms that expire in 2022 and will continue to serve in their current capacity until 2022:

President / University Advancement / University Marketing & Communication category - Andrea Bakeberg (NFE), position is NFE or CSA

Athletics category – Kristin Carmichael (NFE), position is NFE or CSA

Facilities Services category - Marc Jolley (CSA), position is NFE or CSA

Enrollment Management category – Nancy Shuck (CSA), position is CSA

The following members have terms that expire in 2023 and will continue to serve in their current capacity until 2023:

Athletics category – Brock Anundson (NFE), position is NFE or CSA

Enrollment Management category – Janette Hettick / Clarissa Thompson (NFE)

Facility - Facilities Services category – Roxanne Lewis (CSA), position is NFE or CSA