

UMBC PROFESSIONAL STAFF SENATE
BYLAWS

Article I - Name

The Name of this Senate shall be the UMBC Professional Staff Senate (hereafter referred to as the Senate).

Article II - Purpose

The Purpose of the Professional Staff Senate shall be to:

1. Advise and make recommendations to the UMBC Administration regarding issues on behalf of exempt employees
2. Certify placement of members on University committees as provided in the Plan of Organization
3. Provide a forum for discussion, recommendations, and advocacy on matters involving exempt staff and the welfare of UMBC
4. Review academic and administrative policy as it affects the exempt staff and make recommendations as needed
5. Develop committees and act within these committees as a vehicle to serve the interests of the membership

Article III - Membership

1. The Senate shall have three membership levels: general, voting, and non-voting.
 - A. General memberships shall consist of all staff members designated as exempt staff by Human Resources. General members have the right to vote during elections for Senators and Council of University System Staff (CUSS) representative(s).
 - B. Voting membership shall consist of 18 representatives elected from the exempt staff to serve two year staggered terms. These 18 representatives shall serve as the governing body and have full voting rights and responsibilities at convened meetings.
 1. In the event that there is no remaining candidate who is willing to fill the vacant seat, to attain the voting membership of 18 Senators, the Senate shall fill the seat as follows:
 - a. The Senate shall elect exempt staff members from the General Membership who are willing to complete the term.
 2. The above procedures shall also be followed in the event of a vacancy for CUSS representatives if there are no CUSS alternates who are able to assume the role of representative.

- C. Neither the president nor the past president can simultaneously serve as a senator.
 - D. A senator may also be the CUSS representative and, if so, have full Senate voting rights and responsibilities.
 - E. The Senate president has no voting rights except in the event of breaking a tie.
 - F. The UMBC President, the Provost, the Vice President for Administration and Finance, the Vice President for Student Affairs, Senate past president, and CUSS representatives (if not a Senator) shall be non-voting, ex-officio members of the Senate.
2. Membership on committees can be extended to all staff where not prohibited by the UMBC Plan of Organization.

Article IV - Organization

6. There shall be six officers of the Senate; president, past president, vice president, treasurer, secretary, and communications officer. The past president shall be the president whose term has most recently ended, this role may also be filled by previous presidents if the need arises.
7. The officers of the Senate are president, past president, vice president, treasurer, secretary/ies, and communications officer. The past president shall be the president whose term has most recently ended, this role may also be filled by previous presidents if the need arises.
8. The Senators shall be elected at large. For specific election detail see Senate Election Protocol.
9. The Senators shall be elected from the general membership at large. For specific election details see Senate Election Protocol.

Article V – Committees

1. Senators shall serve on University committees as defined by the UMBC Plan of Organization.
2. Senators may be asked to serve on additional University committees, task forces, work groups, or other bodies on an as-needed basis.
3. There shall be Standing Committees of the Senate. Standing Committees shall have an appointed chair who shall serve as the convener, facilitator and contact person for the committee. The appointed chair for each committee must be an active senator or CUSS representative.. Only Senators can be voting members; however, all general members are eligible to participate, unless otherwise noted. The Senate president and past president are ex-officio members of all standing committees of which they are not members.

A. Personnel Review Committee:

1. The Personnel Review Committee shall review those proposed policies and policy changes given to them by Human Resources. This committee shall request clarification and revision of UMBC and USM policies concerning conditions of employment for exempt staff when needed.
2. The Personnel Review Committee is not a grievance committee; however it shall serve as a resource for exempt staff members with grievances. The

committee members should be knowledgeable with regard to the policies and procedures relating to grievances.

B. Bylaws Committee:

1. The committee shall monitor all Senate bylaws, and see that the Senate is adhering to these documents and suggest revisions as necessary.
2. The committee shall manage the elections policy document and review it and update as necessary.
3. The committee shall annually review the bylaws with reference to the Plan of Organization and present recommended revisions to the Senate.

C. Staff Outreach & Development:

1. The Staff Outreach Committee shall be charged with providing staff development, recognition, and to increase morale through community-building activities for the exempt Staff.

D. Communications Committee:

1. The committee shall annually establish a communication plan for the Senate; manage ongoing communication issues, opportunities, and challenges; and propose for Senate review and approval of communication policies and protocols as they pertain to Senate business.

E. Election Committee:

1. The committee shall make decisions regarding procedure and results pursuant to the current Election Protocol.
2. The committee shall annually review the Election Protocol and present any recommended revisions to the Senate.

F. Mentoring Committee:

1. The committee shall be charged with providing oversight of the program including but not limited to:
 - a. Recruiting exempt staff participants
 - b. Organizing the annual matching event
 - c. Planning professional development opportunities
 - d. Offering assistance to participants as needed

G. Work-Life Balance Committee:

1. The purpose the committee shall be charged with is to explore fully the ways in which the Senate can collaborate with other UMBC stakeholders to understand the WLB needs of professional staff, and to identify and implement solutions at all levels of the institution that enhance and support opportunities for work-life balance for UMBC professional staff.

H. Ad- Hoc PSS Committees:

1. Ad-Hoc Committees may be approved by the Senate to consider special issues that are beyond the scope or the workload of the Standing Committees. Ad-Hoc Committees shall make recommendations to the Senate in these areas.

2. A written proposal (one page or less) to create an Ad-Hoc Committee may be submitted by any Senator as an agenda item for a Senate meeting. The proposal must include the following elements:
 - a. Rationale/need for the Ad-Hoc Committee
 - b. Purpose/goals of the committee
 - c. Anticipated work of the committee
 - d. Anticipated work product of the committee
 - e. Anticipated lifespan of the committee in months/years
 - f. Proposed timeline for the informal and formal reports to the Senate by the committee
 - g. Suggestions for leadership and membership of the committee
3. Creation of an Ad-Hoc Committee must be approved by a majority vote of the Senate.
4. At or before the anticipated end date of the committee and/or upon receipt by the Senate of the formal written report of the committee, the Senate shall consider, discuss, and vote upon any recommendations from the committee and/or other Senators with regard to:
 - a. Extending the life of the Ad-Hoc Committee
 - b. Transitioning the Ad-Hoc Committee into a Standing Committee
 - c. Assigning continued work on the special project to a Standing Committee
 - d. Dissolving the Ad-Hoc Committee

Article VI – Elections

1. Senator elections shall be governed by the Executive Board according to the Elections Protocol, which is reviewed annually and updated as needed by the Senate.
2. Executive Board members shall be elected annually by the Senate.
 - A. The president, vice president, treasurer, communications officer, and up to two secretaries shall be elected from among the Senate membership no later than the July meeting.
 - B. If the president cannot complete their term, the vice president shall complete the remainder of the term.
 - C. If the vice president is unable to fill the presidential vacancy, the Senate shall elect a new president from the current Senate membership.
 - D. Other executive board vacancies shall be filled by election from Senate members.
 - E. Resulting senator vacancies shall be filled by the process outlined in Article III, Section B, and Sub-section 1.
3. The president, vice president, past president, treasurer, and secretary/ies shall not serve more than two consecutive terms in each respective office. The communications officer shall be eligible for (3) consecutive terms in that office. All Senators are eligible for an unlimited number of non-consecutive terms in any office. Terms of office start immediately after election of officers.

4. The Executive Board shall distribute the roster of the Senate and Executive Board, with biographical information and photographs, no later than the October Senate meeting. The following shall receive an electronic copy of this roster:
 - Members of the University Steering Committee
 - Members of the President's Council
 - All Senators
 - All exempt staff members

Article VII – Duties

1. The duties of the president shall be to:
 - Preside over general meetings
 - Serve on the University Steering Committee
 - Convene meetings of the Executive Board
 - Prepare agendas for all Senate meetings in coordination with the Executive Board and based on recommendations of Senators
 - Perform other duties as necessary
 - Have signature authority on all PSS accounts
 - Determine committee representatives along with the past president
2. The duties of the vice president shall be to:
 - Substitute for the president when that officer is absent
 - Serve on the University Steering Committee
 - Have signature authority on all PSS accounts
 - Preside over all PSS committees to provide feedback and alignment with the mission of the senate.
3. The duties of the treasurer shall be to:
 - Ensure financial access and signature authority documents are submitted in accordance with the Treasurer Policy.
 - Preside over the PSS D card.
 - Work with the Executive committee and committee chairs to develop an anticipated budget.
 - Prepare a budget for approval at the September Senate meeting.
 - Coordinate with the Provosts office to receive annual funds.
 - Prepare and present quarterly financial reports for discussion at September, December, March, June Senate meetings.
 - Process expenditure requests in accordance with Treasurer Policy procedures. All requests that are not included in the budget approved at the September Senate meeting must be approved by the Executive Board prior to processing.
 - Review Treasurer Policy in April to ensure it is compliant with university procedures. Update as necessary.
4. The duties of the past president as ex-officio member of the Senate shall be to:
 - Advise the incoming president of carryover issues for the new Senate
 - Assist with procedural questions

- Assist in maintaining continuity for the following year
 - Serve on the Election Committee and Chair the Bylaws Committee
 - Ensure that representatives are assigned to committees along with the president
5. The duties of the secretary shall be to:
 - Take minutes at the general meetings
 - Share minutes from general meetings with the president for distribution to the Senate within one week of the meeting date.
 - Maintain and archive all official Senate documents
 - Develop the roster of the Senate and Executive Board, with biographical information and photographs, following the annual election of officers
 - Serve on the Communications Committee
 6. The duties of the communications officer shall be to:
 - Support the Executive Board in fulfilling the public relations and communications efforts of the Senate
 - Serve as the editor of the PSS web page, listserv, myUMBC groups page, and to maintain all other technology services for the Senate
 - Chair the Communications Committee
 7. The duties of the Senators shall be to:
 - Bring matters concerning their constituents to the attention of the Senate
 - Attend Senate meetings or alert the president and vice president of any expected absence
 - Three unexcused absences shall be cause for removal from the Senate by the president. A petition may be made to the Senate for reinstatement within one week of notification of removal from the Senate.
 - Serve on committees
 - Communicate Senate actions to their constituents
 8. The duties of the Council of University System Staff (CUSS) Representatives shall be to:
 - Attend monthly CUSS meetings representing staff of UMBC
 - Attend Senate meetings
 - Consider and make recommendations to the chair of CUSS who then can forward these recommendations to the Chancellor, the Board of Regents, and the Chancellor's Council on issues affecting staff employees
 - Keep the Senate and UMBC exempt staff informed on CUSS activities and System-related actions
 9. The duties of the Senate Committee Chairpersons shall include performing the duties designated by their respective committee charters and sharing reports to the Senate.

Article VIII – Meetings

1. General meetings shall be held at least once a month throughout the calendar year.
2. With assistance from the Executive Board, the president shall develop a draft agenda for each meeting, including a time schedule for all agenda items.

3. Prior to each monthly meeting, the president shall share the draft agenda with the membership for the upcoming meeting.
4. Minutes from the prior meeting will be reviewed and amended, as needed, and then approved by the membership.
5. The Senate shall approve or amend the proposed agenda during the meeting.
6. A quorum shall consist of 50% of the total number of voting Senators plus one (1) senator. If a quorum has not been reached or has been lost during a meeting, and the need for a decision on a matter is urgent (with the exception of the bylaws), the president may, at their discretion, send a summary of the issue/question and any discussion of it by email to all Senators, requesting that each senator vote by email or other electronic means (yea or nay) by a specified deadline. Such a vote shall be a valid vote of the Senate.
7. Meetings are open to the UMBC community, unless the Senate votes for a closed session. This requires a two-thirds vote of present Senators.

Article IX - Annual Action Plan

1. The Senate shall review the Action Plan annually and make recommendations for appropriate changes or additions.
2. The Senate shall approve the Action Plan by majority vote.
3. The Action Plan shall be used as a framework by the officers, committees and Senators to guide major PSS activities and efforts during the fiscal year.

Article X - Information

All Senate documentation including but not limited to, bylaws, member data, minutes, agendas and resolutions shall be posted in a publicly available manner, unless otherwise noted, ensuring they are easily accessible to all professional staff.

Article XI - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable. These bylaws or special rules of order the Senate may adopt or the University Plan of Organization shall supersede Robert's Rules of Order in the event of a conflict.

Article XII - Amendment of Bylaws

The Bylaws Committee may update the accuracy of technical aspects of the Bylaws (e.g., title changes, grammar, and spelling). These bylaws can be amended at any regular meeting of the Senate by a two-thirds (2/3) vote of the elected Senators. The amendments must be submitted in writing to the president 15 working days prior to the Senate meeting at which the vote will be cast. The president must distribute proposed amendments to the Senate at least 10 working days prior to the Senate meeting at which the vote will take place.

Revised Amendment Dates:

December 2001

March 2002

September 2005

September 2008

September 2009

September 2010

January 2011

January 2012

February 2012

November 2012

February 2013

February 2014

May 2014

January 2015

February 2016

February 2017

March 2018

June 2019

January 2023

