West Chester University Staff Senate Bylaws

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ARTICLE I: Name

A. The name of this organization shall be the West Chester University Staff Senate, hereafter called "the Senate." The Senate was created by and shall be advisory in nature to the President of West Chester University (the University), and, within the limits of these bylaws, representative of the employees within the University. However, it is not within the scope or duties of the Senate to represent or advocate for any staff employee(s) involved in a specific personnel matter. As used in these bylaws, the term "staff" shall be defined as all regular, full or part-time, temporary, exempt and non-exempt, non-faculty employees of the University with the exception of the president, provost, vice presidents, assistant/associate vice presidents, deans, and associate deans; non-represented employees at the 200 level and above.

ARTICLE II: Mission and Purpose

A. The mission of the West Chester University Staff Senate is to act as a forum and advocate for university staff employees by providing leadership and guidance on issues which affect quality of work life, fulfillment of overall university goals and objectives, and providing a safe and fulfilling professional and educational environment which promotes the growth and improvement of higher education at West Chester University. Through active participation in shared governance, the Senate promotes collaboration among staff, faculty, and administration to ensure staff voices are meaningfully represented in institutional decision-making.
B. To serve in an auxiliary advisory function to the administration in staff matters and to do so in a positive and constructive manner. The Staff Senate provides a forum for the exchange of ideas, a resource for evaluating proposals, and a mechanism for expressing suggestions and concerns that affect the University-community.
C. The Senate is responsible for ensuring the visibility and transparency of activities within the Senate to staff. This includes, but is not limited to, events where staff members can interact with senators, clearly communicating the purpose and vision of the Staff Senate to the staff members at

large, and finding innovative ways to gather and build rapport between senators and members at West Chester University.

D. To work with Shared Governance to promote better understanding, cooperation, and communication between university staff, faculty, students, and administration on all levels on non-academic policies, issues, and concerns.
E. To be an advocate for changes or improvements that affect the staff.
F. The Staff Senate is not intended as a vehicle to address individual issues, grievances, or complaints, nor to circumvent regular administrative channels. It is intended to be a group gathered in the meaningful purpose of providing a voice to the many individuals that compose the staff of the University.
G. Recognize the University's responsibility as a steward of place and advocate for staff participation in advancing the well-being of the campus and the surrounding community.

ARTICLE III: Membership

Section 1. Eligibility and Representation:

A. All staff, as defined in Article I, shall be eligible for election to the Staff Senate. Staff Senators hereinafter referred to as "Senators" shall not exceed 40 senators, all of whom are voting members.
B. The Senate shall review its composition biennially, or as needed to ensure proper representation, considering the size of the constituency.
C. The representation was last reviewed in 2026. Changes in the composition of the Senate shall become effective when adopted by a majority of voting members, voting with a quorum present, and upon the Senate President's acknowledgement.
D. The Staff Senate will be composed of employees from each organizational unit, with representation proportional to the total staff, as determined by data provided annually by the Office of Human Resources.

Unit	***Representatives***
AFSCME Rank & File	*6*
AFSCME Memo	*1*
Coaches	*1*
POA	*1*
SCUPA	*2*
OPEIU -- Nurses	*1*
Managers	*5*

Section 2. Membership:

A. The-Staff Senate shall consist of a maximum of 40 senators (to be revisited annually) to be elected by staff members from the divisions designated in Article III. In addition, the past president will serve as Ex Officio for one year.

Section 3. Terms:

A. A Senator's serving term shall consist of two years unless voluntarily relinquished by the appointed member before the term ends. In addition, the position of a Senator who transfers outside of the area they were elected to represent, who separate from employment, or who no longer meets the minimum qualifications to be a Senator under Article I of these Bylaws, will be considered vacant and an election will be held pursuant to Article III Section 4 of these Bylaws to fill the vacancy. A Senator may also be re-elected by their constituency.
B. Senators shall serve a two-year term beginning August 1. A maximum of three consecutive terms (six years) may be served. A one-term (two years) interval is necessary before being eligible to serve again.

Section 4. Election Procedures:

A. Representatives on the Senate shall be those persons appointed by or receiving the highest number of votes from their respective constituency. The President of the University participated in the appointment of the founding Senate members for academic year 2025-2026. One-half of the founding Senate membership, as determined by the President or their designee, and as recommended by the Senate will end their appointment at the end of a standard two-year term. The other one-half of the founding Senate members will serve an additional one-year term (total of 3 years). This rotation was such that a Senate member was replaced with an exempt or a non-exempt member in accordance with Article III Section 2. As positions on the Senate become available, a notice will be sent to that employee group for nominations to fill the position. Specific qualifications and a general description of the duties and obligations will be included in the notice as well as a deadline for nominations.
B. In consultation with the Chief Human Resources Officer, "Officers" may recommend the removal of a Senator. Any removal requires a quorum (50% plus one) of the Senators present during a regularly scheduled meeting. Any such removal may be appealed to the University President or their designee.
C. Elections are held every year with approximately half of members being either up for reelection or completing their term.

Section 5. Duties:

A. The duties of Senators are to attend all meetings, to communicate to their constituents information on Senate activities, to communicate to the Senate the concerns and ideas of group members, to work on Senate activities and/or committees, to represent the Senate where appropriate in the University if appointed, and to vote on motions made in Senate meetings.
B. If a member is absent for three scheduled meetings of the Senate within one year, without notifying the president of the Senate and giving good cause for the absence (including but not necessarily limited to approved leave, sickness or injury, leave, or university responsibilities), the Senate shall declare the position vacant and shall follow the election instructions as stated in Article III Section 4 to elect a replacement to complete the unexpired term. The person who has been removed will not be eligible for such election.
C. Upon election, a Senator may appoint a proxy. Name of proxy should be shared with the President or Secretary prior to the term start date (August 1). The proxy shall have, during that meeting, all the privileges of membership (making motions, debating, voting, etc.), restricted only by the Senate's rules of procedure and by any specific instructions given to them by the Senator for whom they are a proxy. Proxies must be from the employee group for which they are providing

representation (e.g. AFSCME proxies are there to represent the AFSCME members who is absent, non-represented proxies are to represent the non-represented employee who is absent, etc.).

ARTICLE IV: Organization

Section 1. Frequency, length, and methodology of meetings:

A. The Executive Committee shall determine the frequency of meetings but the Senate shall not hold fewer than two regular meetings per semester. The Executive Committee shall determine the specific time, date and location of each of these meetings with a minimum of 30 days notice given to the membership. The general method of meeting should be in-person with meetings being held remotely only as a means by which to address conditions that necessitate. All members are expected to be in attendance as per Article III Section 5.
B. Special Meetings - The Senate President, at their discretion, may call for a Special Meeting. A minimum of seven calendar days notice must be given to the membership before convening at a location to be determined by The President. The President shall announce the purpose and nature of convening any Special Meetings. Attendance to Special Meetings should be in person, but leeway shall be given to senators who may need to attend Special Meetings virtually due to the short notice nature of a Special Meeting.

Section 2. Quorum:

A. A majority of voting members present shall constitute a quorum. Quorum is defined, in accordance with Robert's Rules of Order (ROR), as a simple majority of membership (50% plus one).
B. Voting by the membership shall be by voice or by a show of hands, except when deemed necessary by the president of the Senate to vote by ballot. Ballots shall be collected and counted by the Senate President's designee and retained until the results are announced and formally accepted by the Senate and no challenge or recount is pending, after which they shall be securely destroyed (e.g., by shredding) to ensure confidentiality.

Section 3. Rules for procedure and agenda:

A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Staff Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Senate may adopt as per RONR § 56, pp. 561-562.
B. The agenda for Senate meetings will include the call to order, recording of attendance, reading and approval of minutes of the prior meeting, Staff Senate President’s Report, committee reports, unfinished business, new business, discussion, announcements, and recommendations, and adjournments.

Section 4. Archives:

A. All Senate members shall have access to Staff Senate files.

Section 5. Electronic Requests:

A. Items that are brought to the Senate between regularly scheduled meetings which require immediate attention, or which do not require an assembly may be conducted electronically. Any action requires a response from the majority of the Senate and will allow five (5) business days for acknowledgement.

ARTICLE V. Executive Committee

Section 1. Titles, election, terms of officers:

The Executive Committee shall consist of four voting members elected by the Staff Senate to include a President, a Vice-President, and a Secretary. The immediate Past-President will serve as an ex-officio non-voting member of the Executive Committee.

A. New officers shall be elected in the spring of their elected term as a Senate member. Voting will be by secret ballot/survey and will be tallied by the Vice-President of the Senate. If a candidate is unopposed they will be elected by acclamation. All senate officers shall be elected to a term of two years. The office term shall begin August 1st. The secretary may serve two consecutive one-year terms.
B. At the April meeting, nominations will be accepted from the members for each office.
C. Elections will take place at the May meeting by vote of the currently serving Senators.
D. An officer who transfers outside the area he/she was elected to represent, but who remains a staff employee, may exercise the option to serve out the remainder of his/her term of office, with full voting privileges, subject to Executive Committee approval. If an office is vacated, an election by majority vote to select a replacement to serve for the remainder of the term of office will be held at the next regularly scheduled meeting.

Section 2. Duties:

A. President of the Senate shall preside over all regular meetings of the Senate, organize the agenda for each regular Senate meeting, serve as official spokesperson for the Senate, and appoint committee Chairs as deemed necessary.
B. Vice-President of the Senate shall execute the duties of the president in the president's absence, conduct elections and supervise counting of ballots and notification of elected representatives.
C. Secretary of the Senate shall prepare the minutes of each meeting, organize, and supervise their distribution to Senate members after submitting them to the Executive Committee for review, maintain a record of attendance at Senate meetings, maintain records of unexcused absences and report them to the Vice-President, assist in preparing and distributing correspondence and other Senate business to representatives, staff members, etc., maintain amendments to the by-laws as approved by the Senate, notify representatives by email of their three consecutive unexcused absences and that resignation from the Senate is required. Maintain and update the Staff Senate website.
D. Ex Officio of the Staff Senate serves in an advisory capacity. They may assist with strategic planning, governance guidance, and special initiatives while serving as a non-voting member. Additionally, the role often helps maintain continuity across leadership terms and supports the senate’s mission of shared governance, staff advocacy, and campus collaboration.

ARTICLE VI. Committees

Section 1. Adoption of Committees:

A. Committee vacancies shall be filled at the first business meeting of the academic year. Senators will serve on their elected committee for an academic year and may be eligible for re-election to that committee at the conclusion of their term.

Section 2. Committees:

A. Committee meetings shall be held regularly on a monthly basis. Standing committee chairs are required to submit written reports to the Executive Committee detailing the activities of their committee, including the date and time of the meeting, attendance, and a summary of the presentation and actions taken.
B. Committee Leadership will be approved by the Executive Committee. A Senator may only chair one (1) standing committee.
C. Terms of committee chairs will be for one (1) year, and chairs may be reappointed for successive years.
D. Senators will be assigned to one standing committee by the Executive Committee. A standing committee must have a minimum of four (4) assigned Senators. If a standing committee falls below the four (4) Senator minimum, Senators may be reassigned by the Executive Committee. Senators may serve on additional committees on a voluntary basis if it does not impact their duties associated with their assigned committee.

ARTICLE VII. Adoption

Section 1. Effective Date and Governance:

A. These bylaws shall become effective when adopted by the Senate as determined by Article III and following approval by the President of the University.

ARTICLE VIII. Amendments of Bylaws

A. Any proposed amendment to these bylaws must be submitted to the Executive Committee for review in writing. The Executive Committee will review and may approve by a majority vote of the Committee. The Executive Committee must submit any proposed bylaw changes to Senators at least ten (10) business days prior to a regularly scheduled meeting. These bylaws may be amended with a favorable vote representing a quorum (50% plus one) of the Senators. Approved changes to these bylaws become effective immediately unless designated otherwise by the Staff Senate.
B. Under no circumstances may these Bylaws be amended during a term of office to affect or modify the powers and duties of the incumbent officer or elected business agent. Such amendments may be made effective only as of the beginning of the next term of office.