



WINSTON-SALEM STATE UNIVERSITY

STAFF SENATE

Officers and Responsibilities

President

The President shall preside over all meetings and shall serve as the chair of the Executive Committee. The *President* shall serve as a liaison between the Staff Senate and the Chancellor, the Board of Trustees, the Faculty Senate, the Student Government Association and the UNC Staff Assembly. Informal duties of the President include meeting periodically with the Chancellor, the Director of Human Resources and other appropriate university officials. The *President* will serve as an ex-officio member of each committee.

The *President* of the WSSU Staff Senate shall be installed at the first meeting of each two-year term.

Vice President

The *Vice President* shall preside over the meetings of the WSSU Staff Senate in the absence or at the request of the President. The *Vice President* will assist the President in performing leadership responsibilities, to serve by appointment on committees. The *Vice President* shall be responsible for planning, developing and implementing social, academic and professional development activities for the Staff Senate as a whole.

The *Vice President* will present an event calendar for approval at the first meeting of the Executive Committee. The Vice President shall also maintain a calendar of events to reflect the scheduled activities for the year. The Vice President shall serve as liaison of the Senate events. All committee chairs shall provide their committees' schedule of activities and report to the Vice President. The Vice President's position will also serve as President-elect.

The *Vice President* will serve as the reconciler for the Staff Senate P-card and T-card (if applicable).

Secretary

The *Secretary* shall serve as the official recorder of all business of the Staff Senate and shall be responsible for assembling and disseminating minutes, agendas, and rosters.. The *Secretary* shall issue written correspondence for all warnings and terminations resulting from non-compliance of attendance and any of the policies.



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Technology & Communications Officer (“TCO”)

The TCO will communicate meeting notifications, announcements, serve as the Staff Senate Website Superuser in order to maintain the organization’s web pages and other media resources. In addition, the TCO will disseminate other information in collaboration with the university Web Support Services Group and Integrated Marketing Communications

The TCO will serve as the Staff Senate Communications Committee Chair. The TCO shall serve in absence of and work conjunctively with the Secretary.

Treasurer

The *Treasurer* shall keep records of all monies received and disburse all funds at the request of the Executive Committee. All accounts should be deposited in a financial institution in the name of Winston-Salem State University Staff Senate. Will serve as the holder for the Staff Senate P-card and T-card (if applicable). A year-to-date financial report shall be made by the Treasurer at each meeting and an annual report shall be provided at the end of the year. The signatures of two officers shall be required on all checks. The officers authorized to sign checks for the Staff Senate will be Treasurer, President and/or Secretary.

Parliamentarian

The Parliamentarian shall advise the President and officers on all matters of parliamentary procedure according to *Robert’s Rules of Order: Newly Revised* and ensure that all meetings are conducted according to the Staff Senate bylaws and procedures.

Succession

In the event the President cannot continue with the duties of his/her office, the Vice President shall succeed to serve in that office. The succeeding President then shall have the authority to designate a new Vice President to serve in his/her former position subject to ratification by the entire Staff Senate.

In the event the Vice-President cannot continue with the duties of his/her office, the Secretary shall succeed to serve in that office. The President then shall have the authority to designate a new Secretary to serve in his/her place, subject to ratification of the entire Staff Senate.

In the event that the Secretary cannot continue with the duties of his/her office, the Assistant Secretary shall perform the duties of the Secretary’s position. In the event the Assistant Secretary is not able to perform in this capacity, then the President shall have the authority to designate a new Secretary, subject to ratification of the entire Staff Senate.



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If no successor in the designated role is able to serve then the Staff Senate shall hold a special election for the position at the next monthly meeting following resignation, in accordance with the established procedures for electing Staff Senate officers. Until a successor is found, the Executive Committee shall work in coordination with the Parliamentarian to fulfill the duties of this position.

Delegates of the UNC Staff Assembly

The Delegates of the UNC Staff Assembly who will represent Winston-Salem State University shall include the President, Vice-President, and a third delegate. The third delegate shall be the Governance Chair or an appointee of the President. The duties of delegates are to facilitate communication between their campus organization and the UNC Staff Assembly. In addition, they must participate in Staff Assembly activities, serve on a standing committee and attend the scheduled meetings of the UNC Staff Assembly.

If any delegate is absent from more than two meetings without being formally excused or represented by a duly elected alternate, the delegate shall be removed by the Chair of the UNC Staff Assembly after appropriate notification has been sent to the individual campus.

The Parliamentarian shall serve as an alternate for Staff Assembly. The alternate must attend meetings in place of elected delegates who cannot attend. Alternates have no voting rights except when representing an elected delegate. When not representing an elected delegate, alternates may attend meetings on their own time and not at the expense of the UNC Staff Assembly.

Chairs

Each chair will guide the committee to accomplish the business of the Staff Senate. The chair will ensure that all assignments are complete. The chair will be responsible for arranging and conducting committee meetings, preparing agendas, delegating assignments to committee members, involve members in decision-making, reporting the efforts of the committee, and maintaining accurate records that reflect the progress of the committee. Each chair will serve as a member of the Executive Committee.

Committees

WSSU Staff Senate committees are charged with delivering ideals that contribute to the overall mission and vision of the Staff Senate while supporting various components of the strategic plan of the university.

They are:

Fundraising Committee

The Fundraising Committee will be responsible for budgetary and financial matters, as well as reporting budget status and preparing a budget for the Executive Committee.

The Fundraising Committee shall provide information regarding common campus resources that may help alleviate certain budgetary constraints, and other general budgeting and/or information.



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This includes the spearheading of fundraising activities on behalf of Staff Senate. In addition, this committee will report the budget status and related matters to the appropriate university entities.

The *Treasurer* will serve as the Chair of the Fundraising Committee.

Campus Culture Committee

The Campus Culture Committee shall provide recommendations to improve the culture on campus. Winston-Salem State University is committed to providing a workplace in which all individuals are treated respectfully and equally. We celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Communications Committee

The Communications Committee shall be responsible for regularly disseminating information of interest to the staff of WSSU. The committee shall receive, edit, or produce and distribute general communications and marketing materials for Staff Senate related events via email, website, and the university calendaring system. To this end, the committee is responsible for the maintenance of the Staff Senate's website to ensure accurate, timely and relevant information is available at all times. The Communications Chair shall be required to have approved university technology training with demonstrated proficiency to maintain Staff Senate's website.

The TCO shall serve as Chair of the Communications Committee and *Secretary* shall serve as an ex-officio member of the Communications Committee.

Community Service Committee

The Community Service Committee shall identify community service activities or initiatives on campus and in the surrounding community that are relevant to WSSU staff and shall coordinate staff participation in these activities. A strong emphasis is placed on Staff Senate presence in and devotion to WSSU and the community. The staff is encouraged to submit their service interests, needs, and ideas to the committee chairs throughout the year.

Employee Recognition Committee

The Employee Recognition Committee is responsible for programs designed to boost morale and/or recognize employees for outstanding accomplishments in the workplace. Representatives from this committee shall work with, or become a part of, any existing committees performing the same or similar functions on behalf of the university.



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Executive Committee

The Executive Committee shall be composed of elected officers and the chair of each committee. The Executive Committee shall conduct business between monthly Staff Senate meetings and shall report such action(s) to the full Staff Senate during its monthly meetings.

Governance Committee

The Governance Committee shall confer with the Staff Senate Executive Committee about issues important to the mission of the Staff Senate and the University as a whole. The purpose of this committee is to encourage participation of the members of the Staff Senate, non-faculty university employees, in the UNC system political process, to serve in an advocacy role for the betterment of the staff of WSSU, and to communicate to the Staff Senate and the staff of the University regarding issues affecting higher education employees.

The committee shall serve as a resource for the Senate on questions and concerns relating to the by-laws and/or parliamentary procedures. The committee shall review all Senate constitutions, bylaws and procedures, when adopted and/or amended for conflict or inconsistency with WSSU Staff Senate and UNC Staff Assembly governance.

This committee shall advise the Senate on resolving conflicts with any documents relating to the Staff Senate/UNC Staff Assembly. The committee shall request the Executive Committee action when necessary to bring Staff Senate documents and procedures into conformity with stated parliamentary procedures.

The committee shall advise the Staff Senate of changes to the by-laws that may require action of the WSSU Staff Senate to avoid conflict or inconsistency in governance of the State.

The Vice President shall serve as an ex-officio member of the Staff Senate Governance Committee. The Third Delegate to Staff Assembly will serve as Chair of the Staff Senate Governance committee.

Health and Wellness Committee

The Health and Wellness Committee provides educational information that encourages better health practices. Workshops, seminars, and special events focus on five areas: self-responsibility, nutritional awareness, physical fitness, stress management, and environmental sensitivity. This committee is directed to collaborate with campus wide initiatives associated with health and wellness.

Nominating Committee

The Nominating Committee shall be appointed by the President. The nominating process shall be determined by the President at least 30 days prior to the election of new officers at the end of every two (2) years.



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Orientation Committee

The Orientation Committee educates newly elected members and alternates to enable them to become fully contributing members of the Staff Senate and provides continuing development for members. The chair of this committee represents Staff Senate during Human Resource's new employee orientation sessions to educate new employees of the university about the Staff Senate.

Professional Development Committee

The Professional Development Committee (PDC) is designed to provide support to SHRA and EHRA non-faculty for professional development needs.

This committee monitors the activity of the professional development funds as well as the application and awards process. This includes promoting the application period and establishing guidelines for the 1) application 2) rating system and 3) selection process. Upon approval of a recipient, the chair of the committee will distribute a congratulatory correspondence to the staff member and execute the paperwork for processing.

The Professional Development Committee shall be responsible for the development and implementation of educational opportunities in conjunction with the staff development officer of the university that fosters the following nine (9) **professional core competencies**:

- ✓ Diversity and Inclusion
- ✓ Ethics and Morals
- ✓ Leadership Development
- ✓ Mentoring, Advising and Service
- ✓ Personal Development
- ✓ Professional Best Practices
- ✓ Professional Competencies and Development
- ✓ Student Engagement and Service
- ✓ Values, Integrity and Character

The professional core competencies are a set of operating values and guiding career philosophies that govern and define the development of the whole employee. Each competency will be used to govern our internal motivations and conduct as we continue to work to better develop our operating processes and build stronger relationships with our internal and external constituents. The Professional Development Committee Chair shall be required to have university approved travel, T-Card, and P-Card training.



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Workplace Engagement Committee

The Workplace Engagement Committee shall be responsible for gathering information regarding workplace improvement recommendations and/or questions that are not addressed by employee grievance policies and procedures. The committee will present recommendations and/or questions to the Executive Committee for consideration and approval prior to submitting to the Chancellor for discussion and/or action.

The *Parliamentarian* will serve as an ex-officio member of the Staff Senate Workplace Engagement Committee.

Revised and approved, this the **29th** day of **March 2022**.

Quentin D. Gunter
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Staff Senate President