

Bylaws of the University of Wisconsin Oshkosh  
Senate of Academic Staff

**ARTICLE I. NAME**

The name of the organization is the Senate of Academic Staff, herein referred to as the Senate.

**ARTICLE II. PURPOSES**

The Senate shall (1) supervise and conduct the election of its members; (2) elect its own officers; (3) schedule and conduct its own meetings; (4) form and revise its own bylaws and rules of proceedings; (5) advise the Chancellor on matters pertaining to the *UW System Unclassified Personnel Guidelines No. 7* which deals with designating positions as "academic staff"; (6) advise the Chancellor on policies and procedures for the academic staff adopted pursuant to *UW System 9-14*, and prepare and propose for the Chancellor's approval needed changes in the policies and procedures; (7) serve as a hearing body (*see GOV 4.3.B*); and (8) perform such other tasks as it deems appropriate to its status as an active participant in the immediate governance of, and policy development for, the University of Wisconsin Oshkosh, subject to the responsibilities and powers of the Chancellor, the faculty and the students.

**ARTICLE III. MEMBERSHIP**

- A. The Senate shall consist of thirteen (13) members, herein referred to as a Senator, selected from those eligible to serve. Those eligible to serve and to vote include all academic staff members (and faculty serving in academic staff positions which became academic staff positions under the definitions of faculty and academic staff in Chapter 36, Wisconsin Statutes).
- B. To determine service eligibility for the Senate, all academic staff members will be placed in one of three categories: Instructional, Professional/Administrative or Student Services. The Election Committee shall determine the composition of the Senate based on the most recent year FTE apportionments in the three constituent categories of Instructional, Professional/Administrative and Student Services.
- C. All academic staff members who have a current contract at the time of the election, regardless of tenure in position, are eligible to participate in the election of members to the Senate.

**ARTICLE IV. TERM OF OFFICE**

- A. Senators are elected for a three-year term. The term of office begins at the first meeting in May immediately following election or re-election, and expires three years hence on April 30. No Senator can serve more than three consecutive terms.
- B. The term of office for members of the Executive Committee is as follows:

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one year for the President, President-Elect, Secretary and Member-At-Large, and two years for the Vice President.

- C. The President-Elect shall assume the presidency at the first meeting in May at the conclusion of a President’s term of office. In the event the President-Elect cannot succeed to the presidency, a former officer who still has a term of service shall be the moderator for the May meeting in the following priority:
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Member-At-Large
  - 5. Seniority of Senators
  
- D. If a Senator is serving as President-Elect or Vice President and his or her Senator term of office expires, it shall be extended through the end of the President or Vice President term of office. Therefore, the conclusion of the Senator’s term of office will coincide with the conclusion of his or her President or Vice President term of office.

**ARTICLE V. ELECTION PROCEDURES**

- A. Elections are to be held in the spring of each academic year and completed no later than April 25.
  
- B. The Elections Committee will determine apportionment of each academic staff constituent category via the following formula:

Academic Staff Constituent Category FTE	Divided by total FTE	Equals percentage of FTE	Times 13 (number of senate seats)	Equals number of constituent seats to be apportioned
<i>Example:</i> 141.14 (Instr’l FTE)	<i>Example:</i> 439	<i>Example:</i> 32%	<i>Example:</i> 13	<i>Example:</i> 4

- C. Calculation of apportionment will occur at the beginning of the spring semester in each odd-numbered year.
  
- D. Election ballots will be collected and tabulated in the Senate office, with oversight by the Election Committee. The candidate or candidates, depending on the number of constituent seats on the ballot, who receive the highest number of votes, a plurality, within each constituent category, are elected to a term of office.

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- E. Senate vacancies: In the case of a Senate vacancy prior to the next election, the President will appoint the next highest vote getter in the appropriate category to fill the remainder of term. If no one is able to serve who had been on the ballot, the President may appoint any eligible academic staff member in the appropriate category.
- F. Referendums: In order to place a referendum question on a Senate election ballot, the Senate must approve the referendum question by a simple majority vote.

**ARTICLE VI. OFFICERS AND EXECUTIVE COMMITTEE**

The President, President-Elect, Vice President, Secretary and Member-At-Large shall constitute the Executive Committee. The President, President-Elect, Vice President (when necessary), Secretary and Member-At-Large shall be elected by the Senate from the Senate at the first meeting in May. The order of presidential succession is as follows: President-Elect, Vice President, Secretary, Member-At-Large then Seniority of Senators. Officers shall assume responsibilities at that time, as follows:

- A. President: Calls meetings of the Senate; presides over the Senate; coordinates activities; is a member of the University Compensation Committee, Provost Administrative Staff and U-PLAN; communicates with the Chancellor, Faculty Senate, Oshkosh Student Association and Classified Staff Advisory Council on a regular basis; and prepares an annual report of Senate activities for distribution to all academic staff at the end of his or her term of office. The President calls and presides over meetings of the Executive Committee and may act for the Executive Committee when it is not available.
- B. President-Elect: Represents the Senate at meetings as designated by the President, and is a member of the University Compensation Committee and U-PLAN. The President-Elect takes the place of the President when the President is not available.
- C. Vice President: Chairs the Committee on Committees and is a member of the University Compensation Committee.
- D. Secretary: Keeps minutes of the Senate meetings, coordinates the Senate website with the Senate webmaster, maintains the Senate Bylaws and prepares communication as needed.
- E. Member-At-Large: Chairs the Election Committee. A Senator serving his or her first term is preferred. It is preferred that the Member-At-Large serve as the Senate representative to the Faculty Senate, Oshkosh Student Association and/or the Classified Staff Advisory Council.

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- F. The Executive Committee: Acts for the Senate when the Senate is not in session or when emergency situations or special circumstances warrant such action, e.g., limited decision time or special requests.

**ARTICLE VII. MEETINGS**

- A. Regular and special meetings will be called by the President as deemed necessary.
- B. A quorum for any meeting of the Senate shall be seven (7) members.
- C. All official resolutions introduced in the Senate will be numbered according to the year and the order of the resolution, e.g., SAS0607-01 would be used to number the first resolution introduced in the 2006-2007 academic year.
- D. Any dispute regarding meeting procedures shall be resolved by reference to Sturgis Standard Code of Parliamentary Procedure unless otherwise covered by the Senate Bylaws. The President will appoint a member of the Senate as Parliamentarian at the first meeting in May.
- E. Attendance: Senators must attend at least 75% of the regularly scheduled meetings in a given academic year to retain their seat. The President may identify persons with a low attendance and the Senate may remove them from office by an affirmative, secret ballot vote of two-thirds of the membership of the Senate. The President will appoint the next highest vote getter from the most recent election in the appropriate category to fill the remainder of term. If no one is able to serve who had been on the ballot, the President may appoint any eligible academic staff member in the appropriate category. Proxy or absentee voting is not allowed.
- F. Leave of absence: If a Senator knows he or she will not be able to attend meetings for a period of time, he or she may request a leave of absence from Senate duties. This request is acted upon by the Executive Committee. The President will appoint an eligible academic staff member to serve the Senate during the absence. Such a replacement has full voting rights and privileges. Leaves may be requested for up to one academic year. Senators expecting a longer leave are encouraged to resign their Senate seat.

**ARTICLE VIII. COMMITTEES**

- A. Election Committee: Comprised of the Member-At-Large (who will serve as chair) and two (2) Senators who serve for one election cycle and are recommended by the Senate and appointed by the President in the fall preceding the spring election. The committee's charge is to conduct general election of Senators and the internal Executive Committee

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election. This includes recruitment of potential candidates, ballot creation and vote counting. The committee will resolve conflicts concerning placement of academic staff in respective constituent categories. Members of this committee may not be on the ballot. If a committee member decides to run for the Executive Committee, he or she must resign from the committee prior to the Executive Committee election.

- B. Committee on Committees: Comprised of the Vice President (who will serve as chair) and two (2) Senators with preferred membership representing Instructional, Student Services and Professional/Administrative, who serve for one year and who are recommended by the Senate and appointed by the President. The committee shall screen qualified academic staff members and present recommendations to the Senate for the purpose of making needed internal and University committee appointments.
- C. Outstanding Service Award Committee: Comprised of at least five (5) academic staff members recommended by the Senate and appointed by the President. The length of terms will be staggered to assure continuity. The committee will elect its own chair. The committee will solicit nominations, review credentials and forward recommendations to the Chancellor. See ACS 13.
- D. Professional Development Committee: Comprised of four (4) academic staff members who serve for three years with a maximum 2 consecutive terms and are recommended by the Senate and appointed by the President; the Faculty Development Board chair (who will serve as chair); and the Director of Grants. The committee reviews and makes funding recommendations for the Academic Staff Professional Development component of the Faculty Development Board. Recommendations are forwarded by the Faculty Development Board to the Provost for action.
- E. Conference Committee: Comprised of equal members of Senators from the Senate of Academic Staff and Senators from the Faculty Senate for the purpose of clarifying and resolving differences in actions or decisions between the two governance groups on issues deemed to have a significant impact on the campus community.
- F. Special Subcommittees: Recommended by the Senate and appointed by the President as needed.

**ARTICLE IX. REPRESENTATIVES TO LEADERSHIP GROUPS**

The Senate will appoint representatives to the following:

- A. Faculty Senate: a Senator, with preference for the Member-at-Large or other Executive Committee member.

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- B. Oshkosh Student Association: a Senator, with preference for the Member-at-Large or other Executive Committee member.
- C. Classified Staff Advisory Council: a Senator, with preference for the Member-At-Large.
- D. UW System Academic Staff Representatives Council: a current or former Senator is preferred, otherwise, an academic staff member eligible for election. Attends Executive Committee meetings as a non-voting member. If a non-Senator is appointed to this position, he or she will also attend Senate meetings, as necessary, as an ex-officio, non-voting member.
- E. Academic Staff Professionals Representation Organization: an academic staff member who is a current member of ASPRO. If a non-Senator is appointed to this position, he or she will also attend Senate meetings, as necessary, as an ex-officio, non-voting member. This appointment will be made in coordination with ASPRO.

**ARTICLE X. CHANGING THE BYLAWS**

The Bylaws of the Senate of Academic Staff may be changed by an affirmative vote of two-thirds of the membership of the Senate. Before such a vote will take place, members of the Senate must be given notice regarding the intent to vote on proposed changes to the Bylaws. All proposals must be discussed during at least one Senate meeting prior to a vote on the proposed changes. At a minimum, the Bylaws shall be revisited and revised, if necessary, in the spring semester of every even-numbered calendar year.

*Adopted May 1981*

*Bylaws Revised April 15, 1999*

*Bylaws Revised October 06, 2000*

*Bylaws Revised November 01, 2001*

*Bylaws Revised April 24, 2003*

*Bylaws Revised April 28, 2005*

*Bylaws Revised December 15, 2005*

*Bylaws Revised October 05, 2006*