

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 (SAS).

ARTICLE II. PURPOSES

The Senate of Academic Staff shall (1) supervise and conduct the election of members to this Senate; (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 of Academic Staff for University of Wisconsin Oshkosh shall consist of thirteen (13) members, 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, Non-Instructional 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, Non-instructional, and Student Services.
- C. All academic staff that have a contract at the time of the election, regardless of tenure in position, are eligible to participate in the election of members to the Senate of Academic Staff.

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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 one year.
- C. The President-Elect shall assume the presidency at the first meeting in May. 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. Seniority of Members
- D. The term of senator shall be extended one year if the senator is designated as President-Elect of the Senate of Academic Staff in the last year of his/her three-year term of office. The position being held by the Senator would then expire at the end of the fourth year and coincide with the conclusion of his/her term as President of the Senate of Academic Staff.

ARTICLE V. ELECTION PROCEDURES

- A. Elections are to be held in the spring of each academic year and completed no later than April 15.
- B. The Elections Committee will determine apportionment of each academic staff constituent category from the Unclassified Employee Report requested from the Human Resources Department. The formula for apportionment will be:

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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 on or after the beginning of the spring semester but no later than February 20. Apportionment will be calculated each odd-year.
- D. Each open Senate seat must have at least two candidates (include incumbent if running for re-election) for election consideration. Brief candidate profiles will accompany election ballots.
- E. Election ballots will be collected in the Senate office and tabulated by the Election Committee.

ARTICLE VI. OFFICERS AND EXECUTIVE COMMITTEE

The President, President-Elect, Vice-President, Secretary and Member-At-Large shall constitute the Executive Committee. The President-Elect, Vice-President and Secretary shall be elected by the Senate after April elections at the first meeting in May. The term of office is one year. Officers shall assume responsibilities at that time, as follows:

- A. President - Calls meetings of the Senate, presides over the Senate, coordinates activities, serves as a member of the University Compensation Committee, and communicates with the Chancellor, the Faculty Senate, and the Oshkosh Student Association on a regular basis, and prepares an annual report of Senate activities for distribution to all academic staff at the end of her/his term [May]. The President calls and presides over meetings of the Executive Committee when needed, and may act for the Executive Committee when the latter is not available.
- B. President-Elect – Represents the Senate at meetings as designated by the President and serves as a member of the University Compensation Committee.
- C. Vice-President - Chairs the Committee on Committees, serves as a member of the University Compensation Committee and takes the place of the President when the President is not available.

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- D. Secretary - Keeps and distributes minutes of the Senate meetings and prepares communication as needed.
- E. Member-At-Large - A senator serving his/her first term is preferred. It is preferred that the Member-At-Large serve as the Senate of Academic Staff representative to the Faculty Senate or to the Classified Staff Advisory Council.
- F. The Executive Committee - Acts for the Senate when the Senate is not in session or when emergency situations/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. Any dispute regarding meeting procedures shall be resolved by reference to Sturgis Standard Code of Parliamentary Procedure unless otherwise covered by the bylaws. The President will appoint a member of the Senate as parliamentarian.

ARTICLE VIII. COMMITTEES

Members of the committees must meet the same eligibility criteria as members of the Senate but need not be members of the Senate.

- A. Election Committee – Comprised of three (3) persons who serve for one year, and who are recommended by the Senate and appointed by the President in the fall preceding the spring election. The committee's charge is to conduct the election of members to the Senate and recruit potential candidates to run for Senate seats. A chair will be selected among and by the committee members. Members of this committee may not stand for election. The committee will also resolve conflicts concerning placement of academic staff in respective constituent categories.
- B. Committee on Committees - Comprised of the Vice-President (who will preside) and two (2) other members with preferred membership representing IAS, Student Services, and Non-Instructional staff, who serve for one year and who are recommended by the Senate and appointed by the President. The committee shall present nominations of qualified academic staff members to the Senate for the purpose of making needed internal and University committee appointments.

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- C. Outstanding Service Award Committee - Comprised of at least five (5) 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 chairperson. The committee will solicit nominations, review credentials and forward recommendations to the Chancellor.

- D. Professional Development Committee - Comprised of four (4) persons, who serve for three years with a maximum 2 consecutive terms and who are recommended by the Senate and appointed by the President. Director of Grants-Ex-officio and voting member. The committee shall solicit and propose professional development activities for academic staff via the faculty development board and other appropriate bodies.

- E. Special Subcommittees - Recommended by the Senate and appointed by the President as needed.

ARTICLE IX. CHANGING THE BYLAWS

The Bylaws of the Senate of Academic Staff may be changed by the 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 bylaws changes.

Adopted May 1981

Bylaws Revised April 15, 1999

Bylaws Revised October 6, 2000

Bylaws Revised November 1, 2001

Bylaws Revised April 24, 2003