

LSU Staff Senate Handbook 2017-2018

LSU | **Staff Senate**

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GOVERNING DOCUMENTS

LSU Staff Senate Constitution

for

Louisiana State University and Agricultural and Mechanical College

ARTICLE I

Mission

The Louisiana State University Staff Senate promotes and protects the welfare of the LSU staff by representing the interest of and the issues impacting all staff members.

Vision

The Staff Senate seeks to enhance its visibility as a vital governance organization, recognized as the voice of the LSU staff. The Staff Senate will be an essential partner in University planning and viewed as a valued resource by the administration when critical decisions are made that affect staff members. The Staff Senate seeks to continually support the vision, mission, and Flagship Agenda of Louisiana State University.

Purpose

The Louisiana State University and Agricultural and Mechanical College Staff Senate is made up of duly elected representatives from the staff employees of the University. To this end, the Staff Senate will:

- Promote and protect the welfare of the LSU staff to the extent that the Staff Senate policies are consonant with State Civil Service regulations, Bylaws and Regulations of the Board of Supervisors, University Policy Statements, and System Permanent Memorandum (PM), and do not impinge on the academic life of the University.
- Review policies proposed or previously adopted by others that may affect the welfare of the staff and make recommendations about these to the LSU President.
- Promote the effective exchange of information between the LSU administration and staff.
- Propose and maintain programs to enhance the personal and professional well-being of the staff, as well as encourage their vocational and educational development.

ARTICLE II

Authority

Within the bounds of this Constitution, the Staff Senate will have the authority to adopt bylaws, rules, and resolutions to fulfill its responsibilities. After adoption, all formal actions of the Staff Senate shall be forwarded to the LSU President for review, recommendation, and approval.

ARTICLE III

Organization

Section 1: *Representation*

The LSU Staff Senate will represent all staff who are employed at least half-time and who have been with the University for a minimum of six consecutive months. Those represented must be in one of the following groups of employees as defined in the *LSU Staff Handbook*:

Professional Employees: Professional employees include administrative officers and professional staff, as well as all employees in positions exempt from the provisions of the State Civil Service System. Employees in this category are sometimes termed “unclassified.”

Classified/Civil Service Employees: Classified/civil service employees are all employees in positions covered by the provisions of the State Civil Service System. All actions affecting classified employees are made in accordance with civil service rules and regulations.

Other Academic Employees: Other academic employees include part-time members of the academic staff and full-time members of the academic staff below the rank of instructor, or equivalent. Employees with academic responsibilities who do not hold faculty rank are also included in this classification.

Section 2. *Senate Membership*

The LSU Staff senators will be elected by the various categories of non-faculty employees, as defined by the University's Office of Human Resource Management.

There will be one senator representing every 100 employees, with a minimum of two senators from each category. If the final count is less than 100 but greater than 66, an additional senator will be elected from that category.

Re-evaluation of the representation process will take place at such time as Staff Senate membership reaches 30.

a. Qualifications

Senators must be qualified as staff:

1. as defined under Article III, Section 1;
2. who are employed at least 75% effort;
3. who must have completed at least one year of continuous employment at LSU immediately prior to the qualifying date of the Staff Senate election.

b. Terms in Office

Senators will be elected for three-year terms. Terms of office will be staggered to ensure that one-third of the Staff Senate is elected each year.

c. Senate Officers

The Staff Senate will elect from its membership a President, a President-Elect, a Secretary, a Treasurer and one At-Large member. Each will be elected in accordance with the Staff Senate Bylaws.

ARTICLE IV

Meetings

Section 1: *Regular Meetings*

Regular meetings of the Staff Senate will be held monthly at a time and place specified by the Executive Committee, which is empowered to cancel or re-schedule meetings. With the exception of executive sessions, these meetings will be open to the public. Only members of the Staff Senate or their proxies and invited speakers will be eligible to speak.

A simple majority of the membership of the Staff Senate will constitute a quorum. Each member of the Staff Senate will have one vote. Voting by proxy is permitted.

Section 2: *Special Meetings*

Special meetings may be called by (a) the President; (b) the Executive Committee; (c) written petition of five senators; (d) telephoned requests of five senators. Special meetings will be open to the public, with the exception of executive sessions. Only members of the Senate and invited speakers will be eligible to speak.

Section 3: *Agenda*

Meetings of the Staff Senate will be governed by an agenda established by the Executive Committee.

Section 4. *Release Time*

Senators will be released from normal work duties without loss of pay or other benefits to attend official Staff Senate meetings.

ARTICLE V

Committees

Section 1: *Executive Committee*

The Executive Committee will consist of five voting members of the Staff Senate as follows: President, President-Elect, Secretary, Treasurer, and one At-Large Member. The Past-President will serve as ex-officio. The Executive Committee will establish standing committees as defined in Article VI of the Bylaws.

Section 2: *Standing Committees*

Standing committees will be established by the Executive Committee as defined in Article VI of the Bylaws. Any member of the University community may be invited to serve on a standing committee.

Section 3: *Ad Hoc Committees*

Additional committees may be established by the Executive Committee as needed. Any member of the University community may be invited to serve on an ad hoc committee.

Section 4: *University Committees*

The Staff Senate will request representation on, and appoint members to, University committees which affect the welfare of the staff and the University.

Section 5: *Release Time*

Committee members will be released from normal work duties (without loss of pay or other benefits) to attend official Executive, Standing, Ad Hoc, and University Committee meetings, and meetings with liaison groups dealing with items of concern to LSU and state employees.

ARTICLE VI

Ratification

This constitution will be considered ratified and official upon approval by a majority of the total votes cast by qualified staff members as defined in Article III, Section 1.

ARTICLE VII

Amendments

Section 1: Proposals

An amendment to this Constitution may be proposed by either the Staff Senate or by a petition signed by at least 100 qualified members and presented to the Staff Senate.

Section 2: Senate Approval

A proposed amendment must be introduced at least one month prior to being voted on. To pass, the proposed amendment must receive the vote of a simple majority of the senators present.

Section 3: Vote by Staff

An amendment approved by the Staff Senate will be submitted to the staff for a vote. To pass, the amendment must receive two-thirds of the votes cast by qualified staff members.

Section 4. LSU President's Approval

An amendment which has been approved by the Staff Senate and qualified staff members will be submitted to the LSU President for review and approval.

APPROVED AS AMENDED APRIL 2014 BY:

Lynn Livingston, President, LSU Staff Senate

F. King Alexander, President, Louisiana State University

LSU Staff Senate Bylaws

Article I: Election to Staff Senate Membership

A. Charge of Elections

1. Election of members to the Staff Senate will be conducted in accordance with the guidelines established by Article III of the Staff Senate Constitution.
2. The Staff Senate Executive Committee, with support from the Administrative Coordinator, is charged with and will have full autonomy in conducting elections. Their duties will include, but not be limited to:
 - a. Certifying the number of Senators to which each EEO/job category is entitled;
 - b. Verifying eligibility, as defined in the Constitution, of all staff members filing for office;
 - c. Reviewing filing statements or candidate bios;
 - d. Compiling and circulating summaries of nominated candidates for Senate and University Staff consideration via electronic mail or campus mail;
 - e. Making all physical arrangements pertaining to the election; and
 - f. Reporting election results.

B. Term of Office

1. Senators are elected for three-year terms beginning July 1 and expiring June 30.

C. Election Procedures

1. Staff Senate elections will be held during the spring semester at least one month before the Executive Committee election and within a timeline determined by the Executive Committee.
2. Declaration of Candidacy
 - a. The number of Senators to be elected from each specified EEO/job category will be certified by the Staff Senate Executive Committee in accordance with the Staff Senate Constitution.
 - b. At least one month prior to the election, a Call for Nominations will be sent via electronic mail or Campus Mail to each staff member identifying his or her EEO/job category and the number of Senate vacancies within that respective EEO/job category.
 - c. In the case of an eligibility dispute, the University's Office of Human Resource Management shall verify employment and appropriate EEO/job category.
 - d. In cases where there are as many candidates in an EEO/job category as vacancies, the candidates will be declared elected.
 - e. If no one files for candidacy for a particular Staff Senate position, that position will be declared vacant. The vacancy will be filled by appointment from within the EEO/job category by the President with approval of the Staff Senate.

- f. The deadline for candidates filing for Senate elections will be no sooner than one week after the Call for Nominations has been distributed.
 - g. Candidates who wish to withdraw their names from the election must indicate their intent by sending a notice to the Staff Senate Office no later than ten calendar days after the filing date. After this date, all names certified in the filing process will appear on the ballot.
 - h. Each candidate will be provided with a copy of the Staff Senate Constitution and Bylaws.
3. Campaigning
- a. Candidates will be responsible for their own campaign, including expenses, should they wish to campaign.
 - b. Upon request, each candidate will be provided a complete list of all persons in their EEO/job category, as defined by the University's Office of Human Resource Management.
4. Voting
- a. Voting will take place via electronic or paper ballot.
 - b. Each eligible staff member may vote for as many candidates as there are positions to be filled in their specified EEO/job category.
 - c. If any ballot should contain more votes than called for in the ballot instructions, that ballot will be disqualified and kept with the election process records for audit.
 - d. Votes will be tabulated by the Executive Committee, with support from the Administrative Coordinator.
 - e. The candidates receiving the majority of votes win the election; ties will be broken by a special election of the Staff Senate.
5. Notification of Election Results and Maintenance of Records
- a. Upon confirmation of the election results by the Executive Committee, the Staff Senate President shall notify the winners in writing via electronic mail or campus mail.
 - i. Notification shall include information on the rights and responsibilities of serving as an elected representative on Staff Senate.
 - ii. Supervisors of winners and their respective unit heads will be copied on notification correspondence to ensure release time is afforded in accordance with Article IV, Section 4 of the Staff Senate Constitution.
 - b. The election results will be provided to the Senate and made public.
 - c. Ballots will be sealed upon the completion of official election tabulations and formal announcement of results.
 - d. Election records will be maintained by the Administrative Coordinator for a period of three years.
- D. Vacancies
- 1. A vacancy on the Staff Senate may be filled by the eligible runner-up from within that EEO/job category during the last regular election. This person will serve until the term of said position expires.
 - 2. If no runner-up is qualified, the President will appoint, subject to Staff Senate

approval, an eligible staff member from within the EEO/job category in which the vacancy has occurred. The person appointed will serve until the term of said position expires. Persons ineligible to run for election to the Staff Senate will not be eligible for appointment.

3. A Senator whose EEO/job category changes may complete the term to which he or she was elected. Such EEO/job category changes will not constitute vacancies during the current term.
- E. Alternative Representation
1. Absent Senators may be represented by proxy provided said proxy is eligible for Staff Senate election from within the absent senator's EEO/job category.
 2. In the event no senator from the absent senator's EEO/job category is available, proxy representation for any EEO/job category can be held by a member of the Staff Senate Executive Committee.
 3. Proxies will present written authorization for their service to the presiding officer or the Administrative Coordinator.
 4. A Senator may hold no more than two proxies for absent Senators.
 5. Duly appointed proxy representatives will have voting privileges.

Article II: Removal from Staff Senate Membership

- A. A Senator may be removed for due cause by a two-thirds majority vote of the Staff Senate.
- B. A Senator may be removed by written petition stating due cause signed by at least one-third of the constituents in the senator's EEO/job category. Signatures on said petition must be validated by the Executive Committee.
- C. Non-attendance at Staff Senate meetings will be cause for removal.
- D. Senator may petition for reinstatement to the Senate only once during the year. Such petition must be submitted in person by the individual at the first regularly scheduled meeting following removal from office. Reinstatement may be granted by an affirmative vote of two-thirds of those senators present.
- E. Removal from the Staff Senate renders one ineligible for candidacy in future elections or appointment to fill a vacancy on the Senate.

Article III: Staff Senate Officers

- A. The Staff Senate shall elect from its membership an Executive Committee (see Article VII, Section A) consisting of a President, President-Elect, Secretary, Treasurer and an At-Large Member. The immediate Past-President will serve as a non-voting, ex-officio member of the Executive Committee.
- B. Term of Office
 1. Officers will be elected for a one-year term effective July 1 through June 30.
 2. The President-Elect will automatically become President on July 1 following a one-year term as President-Elect.
 3. If the President-Elect is elected with one year remaining in his or her term as a Staff Senator, a one-year term extension will be granted in order to fulfill the ex-officio Past-President term on the Executive Committee.

C. Procedures for Electing Officers

1. Following the announcement of Staff Senate general election results, a call for officer nominations will be provided to each Staff Senator identifying those eligible to hold an Executive Committee office.
2. Nominations for officers may be e-mailed, nominated in writing, or made verbally from the Senate floor.
3. In the event there is only one nominee for an Executive Committee office, the floor will be opened for additional nominations from that office. If there are no additional nominations, the unopposed candidate shall be considered elected by acclamation.
4. Acceptance of the nomination speeches will be required of each nominee seeking an Executive Committee office. The brief acceptance of the nomination speech is to be made by the nominee or their designated proxy.
5. Elections will be held by secret ballot or via electronic mail.
6. Members of the Executive Committee shall tabulate ballots; nominees for an office shall absent themselves from tabulating results for that office.
7. In the event of a tie in the election of any officer, a runoff will be held between the tied candidates. If the tie is not broken after the runoff, then the tie will be broken by a coin flip.
8. In the event any officer should resign his or her position, a special election to fill that vacancy will be held by the Staff Senate at the next scheduled meeting.

D. Duties of Executive Committee Officers

1. President
 - a. Serves as the presiding officer at monthly Staff Senate meeting and Executive Committee meetings;
 - b. Oversees the preparation of the agenda for monthly Staff Senate meetings and Executive Committee meeting;
 - c. Ensures that agendas and minutes of previous meetings are properly disseminated;
 - d. Votes on all issues before the Senate;
 - e. Charges the Executive Committee with additional duties as needed;
 - f. May appoint a parliamentarian who will be prepared to advise the Staff Senate on points of order in accordance with *Robert's Rules of Order*, except where these rules are in conflict with the constitution or bylaws of the Staff Senate; and
 - g. May be overruled by a majority vote of the Staff Senate.
2. President-Elect
 - a. Assumes the responsibilities of the President whenever the President is absent or otherwise unable to perform specified duties.
3. Secretary
 - a. Assumes the responsibilities of the President in the absence of both the President and the President-Elect;
 - b. Bears the responsibility for maintaining accurate records, including Staff

- Senate meeting minutes, attendance and all official business conducted by the Staff Senate; and
- c. Receives assistance by the Administrative Coordinator in the discharging of these duties including, but not limited to: transcription of the Staff Senate meetings, distribution of the approved minutes to the Executive Committee and dissemination of meeting materials to the Senate.
4. Treasurer
 - a. Bears the responsibility for verifying all budget and financial records for Staff Senate including, but not limited to: submission of a monthly financial statement to the Staff Senate President and Executive Committee for their review and approval and providing a monthly financial report to the full Senate.
 5. At-Large Member
 - a. Represents the Senate at-large on the Executive Committee with specific duties determined by the President.
 6. Past-President
 - a. Serves as the Staff Senate representative to the LSU System Council of Staff Advisors (see LSU System Permanent Memorandum-37); and
 - b. Represents the Staff Senate on university-wide committees as determined by the President.

Article IV: Meetings

- A. Executive Committee Meetings
 1. The Executive Committee will designate a time and place for monthly meetings on the first Tuesday of each month unless a conflict occurs with the University calendar.
 2. The Executive Committee determines the place and time of special meetings.
 3. In the event of holidays or an emergency situation, by Executive Committee consensus, meetings can be held via conference call or e-mail, but remain bound by the provision that they be held at least five working days prior to the monthly Staff Senate meeting.
- B. Staff Senate Meetings
 1. The Executive Committee will designate a time and place for monthly meetings on the third Wednesday of each month unless a conflict occurs with the University calendar.
 2. Notices of regular meetings will be published on the Staff Senate website and via available university media.
 3. In the event of holidays or an emergency situation, by Executive Committee consensus, special meetings can be held, but remain bound by the provision that they be held no fewer than five working days following the monthly Executive Committee meeting.
 4. The Executive Committee determines the place and time of special meetings.
 5. All Senators will be notified in advance of special meetings via telephone, electronic mail or Campus Mail.

6. Items for consideration on the meeting agenda should be submitted to the President prior to the scheduled Executive Committee meeting.
7. The agenda of the regular meeting and the proposed minutes from the previous meeting will be disseminated to all members of the Staff Senate prior to the meeting and after preliminary approval by the Executive Committee.
8. A simple majority of the Staff Senate will constitute a quorum.
9. Meetings of the Staff Senate will be open to the public, but only senators and invited guests are entitled to speak. However, the presiding officer may permit others to speak, time permitting.
10. The Staff Senate reserves the right, upon majority vote, to go into executive session, but no final action can be taken in executive session.
11. The President, Executive Committee, or the Staff Senate by majority vote is authorized to invite guests to speak about matters of interest to the Staff Senate.
12. Resolutions announced on the agenda or introduced during a meeting of the Senate shall be voted on no sooner than the next meeting. However, by a two-thirds vote of those present and comprising a quorum, the Senate may elect to vote on a resolution during the meeting at which it was introduced.
13. A majority vote of the senators present will be necessary to take action on all matters.
14. In the case of a tie vote, the motion fails; however, the motion may be reconsidered.
15. The minutes of any prior meeting will be made available to any staff member upon request.

Article V: Order of Business

- A. The order of business for monthly Staff Senate meetings is as follows.
 1. Call the Meeting to Order
 2. Attendance
 - a. Roll Call by the Administrative Coordinator;
 - b. Recognition of proxies who have registered their representation with the Administrative Coordinator in accordance with Article I, Section E;
 - c. Determine a quorum; and
 - d. Recognition of guests in attendance who have registered with the Administrative Coordinator and indicated whether they wish to address the Staff Senate (Article IV, Section B, Subpart 9).
 3. Pledge of Allegiance
 4. Approval of Minutes from Previous Monthly Staff Senate Meeting
 5. Invited Speakers / Special Presentations
 6. President's Report
 7. Committee Reports
 8. Old Business
 9. New Business

10. Announcements
 11. Adjournment
- B. The order of business for all other Staff Senate committees is to be determined by the chair of the respective committee.

Article VI: Participation by Senators

- A. Attendance of monthly Staff Senate meetings
1. A record of attendance for the Senate year (July 1 through June 30) will be recorded by the Administrative Coordinator and made available at each meeting.
 2. If a Senator is absent for two meetings during the year, the President may declare the seat vacant.
 3. Senators may appoint alternative representation by proxy in accordance with Article I, Section E, with a maximum of two proxies per year.
 4. Representation by proxy constitutes attendance.
 5. Non-attendance at special meetings or absences caused by a change of the regular meeting date will not count as an absence.
- B. Attendance of committees, liaison appointments and Staff Senate events
1. Senators are required to serve two appointments either as the chair and/or as a member of a Standing or a Special Ad Hoc Staff Committee or serve as a liaison to various groups as assigned by the Executive Committee (see Article VII).
 2. Attendance at regular committees meetings and liaison appointments is required.
 3. Senators should notify the Administrative Coordinator of anticipated absences and attempt to secure a proxy in accordance with Article I, Section E.
 4. All first term Senators are encouraged to serve on the Holiday on Campus planning committee.
 5. Senators are encouraged to actively participate in other Staff Senate activities and campus community outreach events.

Article VII: Committees and Liaisons

- A. Executive Committee
1. The membership of the Executive Committee, as determined by Article III, Section A, will consist of five voting members elected by the Staff Senate including a President, President-Elect, Secretary, Treasurer and an At-Large Member. The immediate Past-President will serve as a non-voting, ex-officio member of the Executive Committee.
 2. Executive Committee members will serve from July 1 until June 30 of the following year.
 3. The Executive Committee will establish the agenda for monthly Staff Senate meetings.
 4. The regularly scheduled Executive Committee meeting will be held no later than five working days prior to the next full Senate meeting.
 5. Special meetings of the Executive Committee can be scheduled by the President or by a call from a minimum of three committee members to the

- Administrative Coordinator.
6. The Executive Committee, in consultation with the President, will assign chairs and members of all Standing Committees, Special Ad Hoc Committees and Liaison Appointments.
 7. The Executive Committee will serve as liaison between the Staff Senate and the LSU President, other University administrators and entities external to the University.
 8. The Executive Committee will provide leadership and approval of all fundraising and budgetary matters.
- B. Standing Committees
1. The Standing Committees of the Staff Senate shall include Budget and Finance; Communications; Governmental Relations; Long Range Review and Planning; and Staff Benefits, Policies and Development.
 2. The charge of each Standing Committee is as follows.
 - a. ***Budget and Finance Committee***
 - i. Evaluates and analyzes the University's budget, noting pertinent changes over time and items directly affecting staff; and
 - ii. Remains aware of how the budget works, paying special attention to incremental changes from year to year.
 - iii. The Committee chair will also have access to the Staff Senate budget and present any irregularities for committee or full Senate discussion.
 - b. ***Communications Committee***
 - i. Relays the activities and contributions of the Staff Senate to all staff and works to improve communication efforts across campus; and
 - ii. Determines the content and means of communication.
 - iii. Membership of the Committee shall be comprised of the chairs of all Staff Senate standing and special ad hoc committees.
 - iv. The Staff Senate Administrative Coordinator serves as Assistant Chair.
 - c. ***Governmental Relations Committee***
 - i. Monitors and reports on the actions in higher education on the local, state and federal levels which may affect the LSU staff;
 - ii. Takes action on behalf of the Staff Senate based on information received from other standing and special ad hoc committees; and
 - iii. Recommends to the Staff Senate and the Communications Committee methods of communicating the concerns of staff.
 - d. ***Long Range Review and Planning Committee***
 - i. Maintains an ongoing study of University matters relating to staff to anticipate future needs and priorities;
 - ii. Advises the Staff Senate on matters worthy of consideration identified by this and other Staff Senate committees; and
 - iii. Reviews the work of other committees and assists, when needed, in fulfilling their respective charges.
 - e. ***Staff Benefits, Policies and Development Committee***
 - i. Maintains an on-going study to determine the needs of the classified

- and professional/unclassified staff at the University;
 - ii. Reviews and makes recommendations regarding policies and practices pertaining to conditions of employment such as staff reallocations, employee grievances, leave, compensation, insurance, retirement, career development and other benefits affecting the welfare of the LSU classified and professional/unclassified staff and their dependents; and
 - iii. Considers all matters brought to its attention by the Staff Senate or the University administration.
 - iv. Membership on the committee shall include equal representation from both the classified and professional/unclassified staff.
 - v. Committee leadership shall include a co-chair from both the classified and professional/unclassified ranks.
 - vi. In the interest of addressing issues specific to either the classified or professional/unclassified staff, co-chairs reserve the prerogative to convene sub-committees of the members of their respective employee classifications.
 - vii. Matters addressed in sub-committee may be forwarded by either co-chair directly to the Staff Senate President for action by the Executive Committee.
3. Standing Committee Leadership
- a. The Executive Committee will appoint a Senator to serve as chair of each of the standing committees, and standing committee chairs must serve on the Communications Committee.
 - b. Terms of standing committee chairs will be for a period of one year, expiring upon appointment of a new chair.
 - c. Standing committee chairs may be re-appointed for successive terms.
 - d. The Executive Committee or the standing committee chair may appoint an assistant chair to assist with committee activities and act in his or her absence.
 - e. Standing committee chairs must be Staff Senators; assistant chairs may be non-Senators.
4. Standing Committee Membership
- a. The Executive Committee will select standing committee members.
 - b. Terms of standing committee membership will be for a period of one year.
 - c. Standing committee membership is open to both Senators and non-Senators.
 - d. The President will serve as an ex-officio member of all standing committees.
5. Reporting on Standing Committee Activity
- a. Standing committee chairs are required to submit written reports to the Staff Senate Executive Committee on the activities of their committee, including the date and time of the meeting, attendance and a summary

- of the presentation and actions taken. (Note: A committee reporting form is available on the Staff Senate website.)
- b. Standing committee chairs will have an opportunity to present their standing committee report at each Staff Senate meeting.
 - c. Written reports on special assignments will be submitted by standing committee chairs when the assignments are completed.
6. Standing Committee Meetings
- a. Standing committee meetings should be held monthly.
 - b. A quorum is required to take action in standing committee meetings or officially sanctioned sub-committees therein.
7. All external communications produced by standing committee leadership or members shall be approved by the President of the Staff Senate
- C. Special Ad Hoc Committees
1. As necessary, the Executive Committee will appoint special ad hoc committees and assign their respective charge.
 2. Special Ad Hoc Committee Leadership
 - a. The Executive Committee will appoint a Senator to serve as chair for each of the special ad hoc committees, and special ad hoc committee chairs must serve on the Communications Committee.
 - b. Terms of special ad hoc committee chairs will be one year, expiring upon appointment of a new chair or dissolution of the special ad hoc committee.
 - c. Special ad hoc committee chairs may be re-appointed for successive terms.
 - d. The Executive Committee or the special ad hoc committee chair may appoint an assistant chair to assist with committee activities and act in his or her absence.
 - e. Special ad hoc committee chairs must be Senators; assistant chairs may be non-Senators.
 3. Special Ad Hoc Committee Membership
 - a. The Executive Committee will select special ad hoc committee members.
 - b. Terms of special ad hoc committee membership will be for a period of one year.
 - c. Special ad hoc committee membership is open to both Senators and non-Senators.
 - d. The President will serve as an ex-officio member of all special ad hoc committees.
 4. Reporting on Special Ad Hoc Committee Activity
 - a. Special ad hoc committee chairs are required to submit written reports to the Staff Senate Executive Committee on the activities of their committee, including the date and time of the meeting, attendance and a summary of the presentation and actions taken. (Note: A committee reporting form is available on the Staff Senate website.)
 - b. Special ad hoc committee chairs will have an opportunity to present their

- special ad hoc committee report at each Staff Senate meeting.
- c. Written reports on special assignments will be submitted by special ad hoc committee chairs when the assignments are completed.
- 5. Special Ad Hoc Committee Meetings
 - a. Special ad hoc committee meetings should be held regularly in order to accomplish assigned charges.
 - b. A quorum is required to hold special ad hoc committee meetings.
- 6. All external communications produced by special ad hoc committee leadership or members shall be approved by the President of the Staff Senate
- D. Liaison Appointments
 - 1. As deemed necessary, the Executive Committee will appoint liaisons to specific committees and governing bodies.
 - 2. Liaisons may be Senators or non-Senators.
 - 3. Liaisons will submit a written report to the Executive Committee following each assigned liaison meeting.

Article VIII: Amendments

- A. These bylaws may be amended by a simple majority vote of the Staff Senate, provided the proposal for such change was introduced at least one regular meeting in advance of the vote.
- B. The LSU President shall have final approval on any amendment before it becomes a part of the bylaws.

**Amended April 2014.*

FINANCES & SCHOLARSHIPS

Staff Senate maintains three types of accounts, including an annual budget, an LSU Bursar account, and multiple accounts with the LSU Foundation. More information about each account is listed below.

Annual Budget

Staff Senate receives an annual operating budget from the State of Louisiana. The account covers the salary for the Administrative Coordinator, operating expenses, such as phone and internet in the Staff Senate office, and supplies and other charges related to events and initiatives. The expendable balance each year is close to \$6,500.

LSU Bursar Account

Staff Senators are asked to contribute \$10 per year, on a volunteer basis, to the LSU Staff Senate Gift Fund with the LSU Bursar's office. The following are guidelines for expenses from

the gift fund:

1. Baby – Send flowers or gift to current Senators with the cost not to exceed \$50.
2. Death – Send flowers upon death of a current Senator or former Senator, and for current Senator’s immediate family members which includes spouse, child, or parent. Cost not to exceed \$50. If a memorial donation is requested in lieu of flowers, the amount of the donation will be \$50.
3. Graduation – Send an appropriate gift to current Senators with the cost not to exceed \$50.
4. Retirement – Send an appropriate gift to current Senators as well as former Senators not to exceed \$50.
5. Wedding – Send appropriate gift to current Senators with the cost not to exceed \$50.

The Administrative Coordinator is responsible for collecting funds from Senators each year, maintaining the account, and purchasing and sending gifts.

LSU Foundation Accounts

Staff Senate has four LSU Foundation accounts including an account that supports expenses not covered by the annual budget (LSU Staff Senate Support Fund), an account that specifically supports the annual Holiday on Campus event (LSU Staff Senate Holiday on Campus Event Fund), and two scholarship accounts. Both scholarships are contingent upon funding available. Contributions can be made using the [LSU Foundation Payroll Deduction Form](#). More information on the scholarship accounts is below.

LSU Staff Fee Support Scholarship

Staff Senate recognizes that furthering one’s education can positively enhance the professional development, skills, and career longevity of the staff. The LSU Staff Senate Fee Support Scholarship was created in 2006 to offer financial assistance to staff members who are in active pursuit of a degree from LSU Baton Rouge. It was also created in an effort to retain and develop those employees who have earned their degree in the hope that they will continue to serve the University and further its core mission. The \$350 scholarship is dispersed in the amount of \$175 per semester and can be used to cover the costs associated with non-exempt fees for one three-hour course.

Recipients are selected each fall and spring semester by a committee of representatives from LSU Financial Aid & Scholarships. Selection is based on academic performance and financial need. Scholarships are not awarded for the summer semester.

All full-time staff members in enrolled in coursework at LSU are automatically considered. To be eligible, staff members must:

- Must be an active, full-time staff member at LSU for a minimum of one year;
- Must meet all the requirements of the LSU Staff Tuition Exemption program administered through LSU Human Resource Management;

- Must have completed 30 hours of coursework as an undergraduate student or 12 hours as a graduate student;
- Must be currently enrolled in a minimum of 3 semester hours (by July 15 for the Fall semester and November 16 for the Spring semester); and
- Must maintain a 2.0 cumulative GPA as an undergraduate or 3.5 cumulative GPA as a graduate student.

LSU Staff Dependent Scholarship Award

The \$500 scholarship award was created to offer direct assistance to dependents of LSU staff members. Recipients are selected each fall by the LSU Financial Aid & Scholarships office. The scholarship award is dispersed in the amount of \$250 per semester and can be used as the recipient deems necessary.

Dependents of any active or retired LSU staff member can be considered for the award except the dependents of current LSU Staff Senators. To be eligible, dependents must meet the following criteria:

- Must be enrolled as a full-time undergraduate student at LSU Baton Rouge;
- Must have completed 24 hours of coursework; and
- Must maintain a 2.5 cumulative GPA.

MEMBER INVOLVEMENT

Staff Senators are required to serve on at least one standing committee as well as one ad hoc committee or serve as a Staff Senate liaison to a University Committee. All committee opportunities are listed below. Staff are welcome to serve on all Staff Senate committees.

Standing Committees

- Budget and Finance Committee – The Budget and Finance Committee will evaluate and analyze the University’s budget, noting pertinent changes over time and items directly affecting staff; and will remain aware of how the budget works, paying special attention to incremental changes from year to year. The committee chair will also have access to the Staff Senate budget and present any irregularities for committee or full Senate discussion.
- Communications Committee – The Communications Committee will relay the activities and contributions of the Staff Senate to all staff and works to improve communication efforts across campus; and will determine the content and means of communication. Membership of the committee shall be comprised of the chairs of all Staff Senate standing and ad hoc committees. The Staff Senate President serves as the Chair of the committee and the Staff Senate Administrative Coordinator serves as the Assistant Chair.
- Governmental Relations Committee – The Governmental Relations Committee will monitor and report on the actions in higher education on the local, state and federal

levels which may affect the LSU staff; take action on behalf of the Staff Senate based on information received from other standing and special ad hoc committees; and recommend to the Staff Senate and the Communications Committee methods of communicating the concerns of staff.

- Long Range Review and Planning Committee – The Long Range Review and Planning Committee shall maintain an ongoing study of University matters relating to staff to anticipate future needs and priorities; advise the Staff Senate on matters worthy of consideration identified by this and other Staff Senate committees; and reviews the work of other committees and assists, when needed, in fulfilling their respective charges.
- Staff Benefits, Policies and Development Committee – The Staff Benefits, Policies and Development Committee will maintain an ongoing study to determine the needs of the classified and professional/unclassified staff at the University; will review and make recommendations regarding policies and practices pertaining to conditions of employment such as staff reallocations, employee grievances, leave, compensation, insurance, retirement, career development and other benefits affecting the welfare of the LSU classified and professional/unclassified staff and their dependents; and consider all matters brought to its attention by the Staff Senate of the University administration. Membership on the committee shall include equal representation from both the classified and professional/unclassified staff. Committee leadership shall include a co-chair from both the classified and professional/unclassified ranks. In the interest of addressing issues specific to either the classified or professional/unclassified staff, co-chairs reserve the prerogative to convene sub-committees of the members of their respective employee classifications. Matters addressed in sub-committee may be forwarded to either co-chair or directly to the Staff Senate President for action by the Executive Committee.

Ad Hoc Committees

- Holiday on Campus Committee – The Holiday on Campus Committee coordinates the annual charity-oriented holiday event.
- Marketing Committee – The Marketing Committee develops and implements strategies for effective branding, communication, marketing, and outreach of Staff Senate to LSU staff.
- Scholarship Committee – The Scholarship Committee provides oversight to the endowment created to provide monetary assistance to dependents of LSU staff members in the form of an award given in \$250 increments in the Fall and Spring semesters (no award is given during the Summer terms); and develop long-term fundraising efforts for dependent scholarships and the non-endowed fee support scholarship for staff pursuing a degree at LSU.
- Volunteer Committee – The Volunteer Committee coordinates volunteer efforts, as needed by various departments including the Benefits Fair, Commencement, Fall Fest, Holiday on Campus, Move-In Day, and the New Staff Reception.

University Committee Liaisons

- Administrative Process Improvement Committee
- Black Faculty & Staff Caucus
- Board of Supervisors
- Bookstore Advisory Committee
- Campus Committee on Sustainability
- Campus Communicators
- Civil Service Commission
- Council of Staff Advisors
- Dining Advisory Committee
- Diversity Action Team
- Facility Design and Development
- Faculty Senate
- LASERS/TRSL
- LSU Foundation Outstanding Staff Service Awards Committee
- Office of Group Benefits
- Organizations Relief Fund
- Parking Appeals Committee for Parking and Transportation Services
- Student Government
- University Council on Gender Equity
- University High Risk Travel
- University Planning Council (Past-President Only)
- University-Wide Search Committees (Senators are appointed as needed)

OUTREACH

Staff Senate coordinates two events for staff each year as well as volunteer opportunities on campus. These outreach efforts are listed below.

Benefits Fair – The Benefits Fair is an annual event hosted by the Office of Human Resource Management (HRM) in October. Staff can visit with representatives whose organizations provide services to LSU employees and their families. Staff Senators can volunteer to work at the Staff Senate table to promote the organization’s initiatives and recruit members.

Candy Grams – Staff Senate sells candy grams each semester to benefit the Staff Fee Support Scholarship. LSU community members can purchase a candy gram and have it sent to someone on campus. Staff Senators can volunteer to assist with assembling and delivering candy grams.

Commencement – Staff Senate coordinates volunteers for Commencement ceremonies in May, August, and December. Staff Senators can assist with a number of roles including, but not limited to set up, handing out water, and providing directions to guests.

Fall Fest – Fall Fest is a University tradition that began in 1994. Students, faculty, and staff can come together on the LSU Parade Ground to celebrate being a part of the LSU community. Staff Senators can volunteer to assist Campus Life with event set up and implementation as well as working the Staff Senate table.

Holiday Decorating Contest – Staff Senate coordinates an annual contest for campus offices to decorate bulletin boards, doors, and trees during the holiday season. Entry fees benefit the Staff Fee Support Scholarship. Staff Senators can promote the event to their office and assist with judging and prizes.

Holiday on Campus – Staff Senate coordinates an annual holiday carnival that includes arts and crafts, door prizes, entertainment, games and activities, photos with Santa, and refreshments. The event is geared toward the children of students, faculty & staff. Donations for Toys for Tots & the LSU Food Pantry are encouraged. Staff Senators can volunteer to work one or more shifts at the event.

Move-In Day – Move-In Day is an annual event coordinated by Residential Life to assist first-year students and their families with the move to their residence halls. Volunteers are asked to work the morning or afternoon shift and assist with moving items from vehicles to residence hall rooms. Some volunteers may be asked to coordinate traffic outside the halls.

New Staff Reception – Staff Senate coordinates the annual event to welcome new staff. A light meal is served and door prizes are given away to guests. Staff Senators can volunteer to assist with set-up, serving food, and other needs for the event.