THE UNIVERSITY OF OKLAHOMA
TULSA
STAFF SENATE BY-LAWS

Effective April 1, 2011

I. REPRESENTATIVES AND ALTERNATES

The University of Oklahoma, Tulsa (OU-Tulsa) Staff Senate shall represent all staff employees. Any permanent staff employee shall be eligible for election to membership as a representative of the staff employees from the following groups, defined by geographic location or building.

Group I  Schusterman Building 1
Group II  Schusterman Building 2,5,6,7 and 9
Group III Schusterman Building 4, 4-West and 12
Group IV Schusterman Clinic Building
Group V  Family Medicine clinics
Group VI OU-Tulsa offsite locations (i.e.: Hillcrest Medical Center, St John Medical Center, Saint Francis Hospital, Bedlam Clinics)
Group VII George Nigh Rehabilitation Center

The OU-Tulsa Staff Senate shall include at least one (1) member from each of the above-defined groups and group representation will be according to the following table:

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<thead>
<tr>
<th>Number of Staff Employees</th>
<th>Number of Representatives</th>
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<tr>
<td>1 - 75</td>
<td>1</td>
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<tr>
<td>76 - 150</td>
<td>2</td>
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<tr>
<td>151 - 225</td>
<td>3</td>
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<td>226 - 300</td>
<td>4</td>
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<td>301 - 375</td>
<td>5</td>
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The OU-Tulsa Staff Senate Membership and Policy Review Committee shall review group composition biennially, or as necessary, to maintain equitable representation and insure the continuity of group representation and OU-Tulsa Staff Senate membership. The Committee shall examine biennially, or as necessary, the staggered terms of office to guarantee that not more than one-half (1/2) of the terms may expire each year [plus or minus one (1) in case of odd numbers].

A. Election Process

Elections of Representatives and Alternates will be held annually by the constituent groups during the month of March, with new members assuming office August 1. In the event of a tie, the Membership and Policy Review Committee will determine the Representative and/or Alternate by toss of a coin.

The Staff Senate Office shall solicit volunteers interested in serving as Representatives or Alternates by sending an e-mail notice to all Staff. The deadline for responses shall be no later than March 1. Representatives shall post hard copies of the same notice for their constituents who have no e-mail access.
Candidates for office may campaign following these guidelines: Campaigning shall be outside of work hours. Campaign fliers may be distributed; however, fliers may not be posted in hallways or in elevators. With supervisory approval, fliers may be posted in departmental offices. Campaign buttons, campus e-mail, incentive gifts, and use of University resources shall not be allowed.

Once the deadline has been reached, the names of staff volunteers will be entered on an official Staff Senate election ballot.

The election ballot shall be sent via e-mail to all OU-Tulsa Staff for voting no later than March 15. Representatives will distribute or post hard copies for those who have no e-mail access.

Election ballots shall be returned to the Staff Senate Office via e-mail or hard-copy no later than April 1. A hard copy must be legibly signed in order to be counted.

Write-in votes shall not be valid and only official, unaltered Staff Senate ballots will be counted.

Votes will be tallied in the Staff Senate Office and confirmed by a Staff Senate Ex-Officio member or his/her designee.

B. Contesting Election Results

Results of an election may be contested by submitting a written complaint to the Staff Senate Executive Committee within five (5) working days of the posting of the final results.

The Executive Committee will review the complaint and determine if a recount or further action is necessary.

C. Terms of Office

Representatives shall be elected for a two (2) year term serving no more than two (2) consecutive full terms as an elected representative.

Each group will elect at least one (1) Alternate for a two (2) year term. The Alternate will fill any Representative vacancy in his or her group.

D. New Representative/Alternate Orientation

An Orientation for new Representatives and Alternates shall be held each August. The Chair of the Staff Senate will conduct the meeting, assisted by the Staff Senate officers. A presentation shall be made by the Staff Senate Chair, and packets will be distributed containing the Staff Senate By-laws, the Staff Senate Constitution, and other material as deemed necessary by the Staff Senate Chair.

E. Vacancies – Representatives/Alternates

A position on the OU-Tulsa Staff Senate shall become vacant upon a member changing staff employee groups, terminating employment with the OU-Tulsa, resigning, or being dismissed from the OU-Tulsa Staff Senate.
A vacant Representative/Alternate position shall be filled by the group Alternate that received the most votes. In the event an Alternate is not available, the position will be filled by the Membership and Policy Review Committee.

II. DUTIES

A. Representatives

The responsibility of each Representative is to aid in the fulfillment of the purposes of the OU-Tulsa Staff Senate as delineated in Article III of the Constitution.

It shall be the duty of each Representative to attend all meetings, both regular and special.

It shall be the duty of all Representatives to report the actions of the OU-Tulsa Staff Senate to their respective staff employees on a regular basis.

The Representative shall serve on OU-Tulsa Staff Senate committees when duly appointed.

When it is necessary for Representatives to be absent, it will be their duty to notify their respective Alternate and the OU-Tulsa Staff Senate Administrative Coordinator. Should neither the Representative nor the Alternate be able to attend, it shall be the duty of the Representative to notify the Administrative Coordinator.

It shall be the responsibility of every Representative to post notices that are transmitted campus-wide via e-mail for those individuals without e-mail access.

B. Alternates

The responsibility of each Alternate is to aid in the fulfillment of the purposes of the OU-Tulsa Staff Senate as delineated in Article III of the Constitution.

It shall be the duty of each Alternate to attend all meetings, both regular and special.

The Alternate will serve on OU-Tulsa Staff Senate committees when duly appointed. Alternates shall have full rights of membership, except voting privileges, at all OU-Tulsa Staff Senate meetings.

The Alternate shall enjoy the rights of full membership with voting privileges when acting in the absence of one (1) of the elected Representatives.

C. Ex-Officio Members and OU-Tulsa President’s Designee Members

The responsibility of each Ex-Officio Member and OU-Tulsa President’s Designee Members is to serve in an advisory capacity to OU-Tulsa Staff Senate and the OU-Tulsa Staff Senate Executive Committee to aid in the fulfillment of the purposes of the OU-Tulsa Staff Senate as delineated in Article III of the Constitution.
It shall be the duty of each Ex-Officio Member and OU-Tulsa President’s Designee Members to attend all regular and special meetings. Ex-Officio Members may send a designated alternate.

The Ex-Officio Members and OU-Tulsa President’s Designee Members shall serve on OU-Tulsa Staff Senate committees when duly appointed.

Ex-Officio Members and OU-Tulsa President’s Designee Members shall have full rights of membership, except voting privileges, at all OU-Tulsa Staff Senate meetings.

III. OFFICERS

The officers of the OU-Tulsa Staff Senate shall be: Chair, Chair-Elect, Secretary, Treasurer, and Past Chair.

A. Election

The Staff Senate Executive Committee shall present to the OU-Tulsa Staff Senate at the February meeting, for action at the March meeting, a slate of nominees from the current Representatives and Alternates. Nominations from the floor shall be called for and voting shall be by secret ballot. The candidate receiving the largest number of votes shall be declared the winner in each category.

In the event there are no volunteers identified to fill an officer position, the Chair shall send an e-mail to all Staff Senate Representatives and Alternates to solicit volunteers. If no volunteers from the Staff Senate are identified, the Chair may go outside the Staff Senate to appoint an officer from the OU-Tulsa Staff at large. In this event, the appointed officer shall automatically become a Staff Senate member with full rights of membership, including voting privileges.

B. Terms and Succession

Officers shall be elected for one (1) year terms from members of the OU-Tulsa Staff Senate and by members of the OU-Tulsa Staff Senate at the March meeting of each year. The elected officer shall vacate his/her current position upon taking office. The Alternate in his/her group shall become the Representative; any remaining vacancies shall be filled by the Membership and Policy Review Committee. The Secretary and Treasurer may only serve two (2) consecutive full terms in office.

The Past Chair will serve in an ex-officio capacity for one (1) year. In the event that the past chair is unable to serve, the most recent past chair shall serve the remainder of the term.

The Chair-Elect will become Chair August 1 of the year following the year of his/her election to Chair-Elect.

C. A vacancy in the office of Chair-Elect, Secretary, or Treasurer shall be filled by appointment by the Chair upon recommendation of the Membership and Policy Review Committee and approval of the OU-Tulsa Staff Senate.

If the office of the Chair is vacated, the Chair-Elect will assume that position.
D. Duties of Officers

The duties of the officers shall be prescribed by the Constitution, and these By-laws.

1. Chair Shall:

   Be the representative of the OU-Tulsa Staff Senate to the University Administration.

   Be a non-voting member of the OU-Tulsa Staff Senate except in the case of a tie vote, in which event the Chair may vote.

   Conduct all meetings of the OU-Tulsa Staff Senate and of the Executive Committee.

   Perform such other duties as necessary to fulfill the purposes of the OU-Tulsa Staff Senate.

   Shall review all minutes, correspondence and reports of OU-Tulsa Staff Senate committees and may serve as an ex-officio member without vote on all OU-Tulsa Staff Senate committees.

   Be responsible for notifying the Staff Senate Office of the committees that need to report to the Staff Senate meetings for inclusion on the Agenda. The Chair will require the Committee Chairs to make a written and oral report at the Staff Senate meetings.

2. Chair-Elect Shall:

   Assist the Chair and in the absence of the Chair conduct meetings of the OU-Tulsa Staff Senate and have the powers and prerogatives of the Chair.

   Chair the Membership and Policy Review Committee.

   Perform such duties as necessary to fulfill the purposes of the OU-Tulsa Staff Senate.

3. Secretary Shall:

   Record and transcribe accurate minutes of all Staff Senate meetings, a draft of which shall be posted to the Staff Senate web site within five (5) working days of the meeting.

4. Treasurer Shall:

   Work with the Administrative Coordinator to track, document, and reconcile fund raising inventory. Assign two individuals to handle cash at Staff Senate fundraisers. Document cash received with the cash handlers, sign and date a receipt for such, and deliver funds and receipt to the Staff Senate office at the conclusion of the event. Recount the funds with a Staff Senate
office designee and sign and date receipt for such. Treasurer shall also report verbally and in writing at OU-Tulsa Staff Senate meetings.

5. Past Chair Shall:

Serve as a non-voting member of OU-Tulsa Staff Senate and in the absence of the Chair and Chair-Elect, shall preside at the OU-Tulsa Staff Senate meetings. Serve as Parliamentarian and be knowledgeable of the Constitution and By-laws and maintain a copy of said documents at each Staff Senate meeting for reference. Certify a quorum.

6. Chair Pro-Tempore:

In the absence of the Chair, Chair-Elect, and Past Chair from any official meeting of the OU-Tulsa Staff Senate, members of the OU-Tulsa Staff Senate present shall select a Chair who shall preside at that meeting only.

IV. EXECUTIVE COMMITTEE

A. Membership

Shall consist of the Chair, Chair-Elect, Secretary, Treasurer, and Past Chair, who shall be voting members. The Ex-Officio Members, OU-Tulsa President’s Designee Members, and the Administrative Coordinator shall have full rights of membership, except voting privileges.

B. OU-Tulsa President’s Designees

There shall be two (2) OU-Tulsa President’s Designee Members on the Executive Committee serving on staggered four (4) year terms. These designees shall serve only a single term of office in this capacity. Upon expiration of a four-year term, a new appointment will be made by the President who shall solicit nominations for the OU-Tulsa President’s Designee from the OU-Tulsa Deans and the Vice Presidents for Administrative Affairs. The President shall then select the appointee from nominations received. The Designees will be notified in writing by the President of his or her appointment and the term of that appointment.

C. Duties and Powers

Transact business of the OU-Tulsa Staff Senate between meetings and report any actions taken to the OU-Tulsa Staff Senate at the next meeting. Transact business delegated to it by the OU-Tulsa Staff Senate, OU-Tulsa President, etc.

Forward to the OU-Tulsa President and the President of the University the recommendations and advice of the OU-Tulsa Staff Senate on policy matters relating to staff employees.

Review committee reports and recommend actions on such reports to the OU-Tulsa Staff Senate.
Review requests submitted by the Treasurer for non-revenue generating expenditures. Approve, deny, or modify requests for non-recurring expenditures up to $500, and all recurring expenditures. Present requests for non-recurring expenditures in excess of $500 (such as but not limited to staff appreciation activities) to the Staff Senate with recommendation for action.

D. Meetings

The Executive Committee shall meet as often as necessary to carry out its duties, at the call of the Chair or as determined by the Executive Committee.

The Executive Committee shall meet at the request of any one (1) voting member thereof.

A quorum of the Executive Committee shall consist of three (3) of its voting members.

The Staff Senate Secretary shall record and transcribe accurate minutes of all Executive Committee meetings.

V. STAFF SENATE MEETINGS

A. Meetings

The Staff Senate shall hold ten (10) monthly meetings per year except for January and July. As a rule, regular meetings of the OU-Tulsa Staff Senate will be held at 10 a.m. on the first working Thursday of each month.

Special meetings may be called by the Chair or at the written request of one-third (1/3) of the Representatives.

All meetings shall be open to the public. Only Representatives, Alternates, Ex-Officio Members, OU-Tulsa President Designee Members and the Administrative Coordinator may participate in discussions except by vote of the OU-Tulsa Staff Senate members present or permission of the Chair.

Meetings shall be conducted in accordance with the Constitution, these By-laws and Robert’s Rules of Order.

B. Quorum and Voting

A majority of the total Representatives of the OU-Tulsa Staff Senate shall constitute a quorum authorized to transact business at any regular or special meeting of the OU-Tulsa Staff Senate.

Voting by the OU-Tulsa Staff Senate Representatives shall be by voice, show of hand, e-mail, or written ballot as designated by the Chair.

All decisions shall be made by a majority vote of the Representatives present unless otherwise specified in the Constitution, the By-laws, or the Parliamentary Authority.

C. Communication between the University of Oklahoma Health Sciences Center Staff Senate, the Staff Senate of the Norman Campus and the OU-Tulsa Staff Senate.
For purposes of communications within the University, the officers of the OU-Tulsa Staff Senate, OUHSC Staff Senate and the Staff Senate of the Norman Campus shall meet periodically, but not less than annually, to discuss matters of mutual concern. (Hosting of these meetings shall alternate.)

VI. OU-TULSA STAFF SENATE COMMITTEES

A. General Considerations

The OU-Tulsa Staff Senate shall have the power to approve standing and special committees, etc., as deemed necessary to accomplish the purposes of the OU-Tulsa Staff Senate. The OU-Tulsa Staff Senate shall have the power to reconstitute and dissolve any standing or special committees.

Any staff employee may serve on OU-Tulsa Staff Senate committees.

Members of the OU-Tulsa Staff Senate committees shall be appointed by the Chair of the OU-Tulsa Staff Senate upon recommendation of the Membership and Policy Review Committee and approval of the OU-Tulsa Staff Senate. Subsequent vacancies will be filled in the same manner and shall be for the duration of the remaining term.

Each committee shall have a clearly defined function from the OU-Tulsa Staff Senate Chair and make frequent reports and recommendations to the OU-Tulsa Staff Senate, which may include minority (dissenting) reports.

With the exception of the Chair, being an officer of OU-Tulsa Staff Senate does not preclude serving on any committee either as members or as committee officers.

The Chair of any standing or special committee shall serve not more than two (2) consecutive one (1) year terms in that office.

The Chair shall convene meetings, prepare and provide a copy of the agenda/needed materials to committee members. Meetings will be held as needed to meet the requirements of the committee. In addition, the Chair will assure minutes are recorded as well as distributed to all necessary parties to include the OU-Tulsa Staff Senate office following meetings. The Chair or designee shall report committee matters to the Staff Senate at monthly meetings and to seek confirmation on issues requiring Senate approval.

The Chair will encourage all members to participate in electronic and/or verbal discussions. In the event a committee member is inactive, the Chair is given discretion to discuss membership options that best fit the individual member and the committee.

Prior to expenditure commitment, OU-Tulsa Staff Senate committees shall submit requests for non-revenue generating expenditures to the Treasurer of the Staff Senate for review and approval by the Executive Committee.

All special and standing committee meetings shall be subject to call of their respective Chairs.
Any member resigning from the committee must do so in writing to the Chair of the committee, who shall then notify the Chair of the Membership and Policy Review Committee and ask that a new member be appointed to fulfill the term of the resigning member.

A quorum of a committee shall consist of a majority of its members.

B. Standing Committees

1. Membership and Policy Review Committee

Shall consist of five (5) members who serve two (2) year staggered terms, beginning August 1. The Chair of the Membership and Policy Review Committee shall be the Chair Elect with the term of office beginning August 1.

The function of the Membership and Policy Review Committee shall be:

To convene during the year when necessary to nominate staff employees to serve on search committees, task forces, ad hoc committees, etc.

To convene during the year when necessary to review recommendations to form standing committees.

To oversee the OU-Tulsa Staff Senate elections.

To nominate a slate of candidates for officer vacancies for the OU-Tulsa Staff Senate elections.

To review (when presented) all suggested amendments to the Constitution and By-laws and make recommendations concerning policies, procedures, directives, etc., as directed by the changes to the OU-Tulsa Staff Senate.

To biennially review the group distribution and recommend realignment of representation, if necessary.

To submit recommendations to the OU-Tulsa Staff Senate annually at the April meeting, for action at the May meeting for the next fiscal year:

- Slate of nominees to fill officer vacancies
- List of newly elected Representatives and Alternates
- OU-Tulsa Staff Senate standing and special committee vacancies

The Membership and Policy Review Committee shall submit all recommendations to the OU-Tulsa Staff Senate for approval.

2. Staff Week Committee
Shall consist of at least six (6) members who serve two (2) year staggered terms beginning August 1. The Chair of the committee shall be appointed by the Chair of the OU-Tulsa Staff Senate. The past Chair of the Staff Week Committee may serve in an advisory capacity.

The function of this committee shall be to coordinate staff employee recognition activities including, but not limited to, the following awards: Length-of-service, retirement, Regents Award for Superior Staff, OU-Tulsa Staff Senate Appreciation Awards and other staff recognition as determined by OU-Tulsa Staff Senate.

3. Employee of the Quarter Selection Committee

The Employee of the Quarter Award Program was developed to encourage recognition of the contributions made by OU-Tulsa staff employees who go beyond the expectations of their employment.

Nominations will be considered and voted upon by the Employee of the Quarter Award Committee. This committee is made up of a group of OU-Tulsa staff members representing staff members from all units.

The committee’s recommendation will be forwarded to the President of OU-Tulsa for approval.

The individual nominating the Employee of the Quarter will also receive an appreciation gift.

a. Committee Membership:

The Employee of the Quarter committee shall be made up of five staff members in good standing who are familiar with OU-Tulsa and will be able to attend meetings, work towards compromise and effectively represent the organization. The Chair of the committee shall be appointed by the Chair of OU-Tulsa Staff Senate. The past Chair of the committee may serve in an advisory capacity. Committee members will be chosen by the President, OU-Tulsa from five representative groups:

- National Resource Center for Youth Services
- College of Medicine-Tulsa Academic and Administrative departments
- Schusterman Administration (both HSC and Norman-based employees)
- Clinical sites
- Other HSC and Norman-based colleges located at OU-Tulsa

Committee members serve two-year terms.

b. Award:

The Employee of the Quarter will receive a lapel pin and a check for $250.00 at a reception hosted by their department. The department will be allowed up to $150 for reception expenses.
c. **Eligibility & Rules:**

To be eligible for this award, the employee must have held a 50% or more FTE, permanent, non-faculty appointment at OU in Tulsa for at least three (3) consecutive calendar years. Nomination forms must be accompanied by at least two (2) letters of recommendation, one of which must be from the employee’s direct supervisor. There is no maximum number of letters that can be submitted. Incomplete or anonymous nominations will not be considered. Those nominees not receiving the Employee of the Quarter award will be held and reconsidered each quarter for 1 year from the date first received.

Employee of the Quarter recipients cannot be considered for new nominations for a period of 3 years after receiving the award.

d. **Award Criteria:**

An employee need not meet all criteria listed below to receive the award. In order for the Award Committee to fully evaluate the nominee, it is important that specific examples be cited in nomination form and letters of recommendation.

- Does the employee have an outstanding attendance record?
- Does the employee consistently go the extra mile without being asked?
- Does the employee advance their knowledge by learning new skills?
- Does the employee contribute to their department or college with new ideas or improved efficiencies?
- Does the employee have exceptional qualities that distinguish them from other nominees?
- Does the employee serve on OU-Tulsa committees and special projects?
- Is the employee dedicated and loyal to OU-Tulsa?
- Is the employee cooperative and friendly to the public and OU-Tulsa employees and students?
- Does the employee perform well under pressure?
- Does the employee go out of their way to assist co-workers in their duties?

4. **Tulsa Activities Committee**

The functions of the Tulsa Activities Committee shall include, but are not limited to, planning, organizing, and assuming fiscal responsibilities for employee activities and events both on and off campus, campus beautification including decorations, supplies for fundraisers to benefit this account, gifts, travel, operating expenses, supplies, banquets, seminars, awards, equipment, lectures, lunches, dinners, receptions, educational materials, furnishings and flowers.

Eight (8) individuals chosen from the staff ranks will serve on this committee to serve two (2) year staggered terms beginning August 1. The Chair of the
committee shall be appointed by the Chair of the OU-Tulsa Staff Senate. The past Chair of the committee may serve in an advisory capacity.

5. Special Committees

Special committees of the OU-Tulsa Staff Senate may be established at the discretion of the OU-Tulsa Staff Senate or the Chair.

A special committee shall be dissolved upon completion of its charge, presentation of a final written report, and acceptance of such report by the OU-Tulsa Staff Senate.

If it is determined that a special committee should become a standing committee, a recommendation is to be submitted to the Membership and Policy Review Committee for action.

VII. OU-TULSA AND UNIVERSITY COMMITTEES

A. General Considerations

In addition to the OU-Tulsa Staff Senate committees, OU-Tulsa shall have Staff representation on OU-Tulsa and University-wide committees. These committees include, but are not limited to:

OU-Tulsa: Cultural Diversity

University: Discrimination and Harassment, Employee Benefits, and Shared Leave

Members of these committees shall be appointed by the Chair of the OU-Tulsa Staff Senate upon recommendation of the Membership and Policy Review Committee and approval of the Staff Senate. Subsequent vacancies shall be filled in the same manner and will be for the duration of the unexpired term.

It is the responsibility of the Staff Senate Office to keep current a list of Staff Senate, OU-Tulsa, and University-wide committees, committee members, and their terms of service.

VIII. AMENDMENTS

Amendments to the By-laws of the OU-Tulsa Staff Senate shall be made only at a regular or special meeting by two-thirds (2/3) affirmative vote of the representatives of the OU-Tulsa Staff Senate present and voting, provided a quorum is present.

A proposed amendment shall be submitted in writing to the Administrative Coordinator who will direct the proposal to the Policy Review Committee for review and presentation to the OU-Tulsa Senate. Proposals shall be distributed to the members of OU-Tulsa Staff Senate at least ten (10) calendar days before the meeting at which it will be considered.

A formal vote may not be taken until the first regular or special meeting at which a quorum is present after the meeting when the amendment(s) was first considered.

IX. RULES OF CONDUCT AND DISCIPLINARY ACTIONS
As representatives of the OU-Tulsa Staff Senate, it is expected that OU-Tulsa Staff Senate officers, representatives, alternates, and appointees will, at all times, conduct themselves in a professional, cooperative and collegial manner. Staff Senate membership expressly implies a representation of the Senate and OU-Tulsa staff as a whole, and members will present themselves on behalf of the Staff Senate as such. A member will at all times strive to maintain the integrity of the Staff Senate by exhibiting behavior conducive to the Senate’s mission.

Any OU-Tulsa Staff Senate officer, representative, alternate, or appointee found guilty of conduct tending to injure the good name of the OU-Tulsa Staff Senate, disturb its well-being or hamper it in its work may be disciplined through reprimand or expulsion. The discipline will be decided by a majority vote of the Executive Committee.

Additionally, three (3) absences from scheduled OU-Tulsa Staff Senate meetings may be cause for dismissal. Dismissal shall not occur until reviewed by the Executive Committee and approved by the OU-Tulsa Staff Senate.

After three (3) absences from scheduled OU-Tulsa Staff Senate meetings during any operating year, the Representative or Alternate shall be notified in writing that unless he/she replies in writing within ten days either assuring the OU-Tulsa Staff Senate that interest and participation will continue or offering to resign, the Executive Committee will be obliged to recommend to the OU-Tulsa Staff Senate that this Representative be replaced. In any event, replacement may automatically be recommended with the occurrence of the fourth (4) absence.

Proposed by the OU-Tulsa Staff Senate Task Force 2006