THE BY-LAWS OF THE STAFF ASSEMBLY
OF
SINCLAIR COMMUNITY
COLLEGE

Article I. Meetings

Section 1.01 Fiscal Year. As per Constitution section 4.01, the fiscal year shall be July first through June thirtieth

Section 1.02 Assembly Meetings. As per Constitution section 4.02, regular meetings of the Staff Assembly, hereinafter referred to as the Assembly, shall be called by the Staff Senate President at least two times per fiscal year.
   1. July, August, September, October, November, December
   2. January, February, March, April, May, June

Section 1.03 Senate Meetings. Regular meetings of the Staff Senate, hereinafter referred to as the Senate, shall be scheduled, by the Senate President, bi-weekly throughout the fiscal year
   A. Any scheduled Senate meeting may be canceled by the Senate President with approval of the other Senate Officers

Section 1.04 Special Meetings.
   A. Special Meeting(s) of the Assembly shall be called by the Senate President upon:
      i. Receipt of a petition from twenty-five percent of the Assembly membership
      ii. Request of the majority of the Senate
      iii. Special Meetings shall occur within ten working days of the President’s receipt of petition or request

Article II. Duties of Senate Officers, hereinafter referred to as the Officers

Section 2.01 Failure to Perform Duties. The Officers shall perform their duties as prescribed herein. Failure to perform these duties may result in censure by a two-thirds vote of the Senate, and/or removal from Office by petition, signed by two-thirds of the Assembly.

Section 2.02 Senate President. Senate President, hereinafter referred to as the President
A. Second year of three-year term, preceded by one year term as Vice President, followed by a one-year term as Immediate Past President
B. Engage in the leadership role of the Assembly and Senate
C. Schedule, establish, and submit the agenda of all Assembly and Senate meetings to the Senate Secretary for distribution within five working days prior to the meetings
D. Preside at all meetings of the Assembly and Senate
E. Establish ad hoc Committees as necessary
F. Sign all Senate approved documents
G. Act as Senate Treasurer
H. Act as an Assembly representative to the College administration and the Board of Trustees
I. Serve on the College President’s Leadership Council
J. Review attendance records of the Senate and contact any representative with two or more unexcused absences
K. Serve as ex officio on all Committees of Senate
L. Conduct a “Welcome to Staff Senate” session

Section 2.03 Senate Vice President. Senate Vice President, hereinafter referred to as the Vice President
A. First year of three-year term, followed by a one-year term as President, and a one-year term as Immediate Past President
B. Assume the duties of the President in the President’s absence
C. Attend all Senate and Assembly meetings
D. Act as an Assembly representative to the College administration
E. Serve on the College President’s Leadership Council
F. Notify one, or more, of the other Officers if he/she will be unable to attend a Senate meeting at least one day prior to that meeting
G. Serve as Parliamentarian at all meetings of the Assembly and Senate
H. Be knowledgeable of College policies and procedures
I. Serve as Chairperson of the Elections Committee
J. Oversee the Staff Senator mentoring program
K. Serve as ex officio on all Committees of the Senate
L. Participate in “Welcome to Staff Senate” session
M. Perform additional duties as determined by the President

Section 2.04 Immediate Past President. Immediate Past President, hereinafter referred to as Past President
A. Third year of three-year term preceded by one year as Vice President and President respectively
B. Actively promote Staff Senate
C. Attend all Senate and Assembly meetings
D. Act as an Assembly representative to the College administration
E. Notify one, or more, of the Officers if he/she will be unable to attend a Senate meeting at least one day prior to that meeting
F. Serve as an advisor to the Officers
G. Serve as one of the Senate representatives on the Ohio Staff Council for Higher Education (OSCHE)
H. Participate in “Welcome to Staff Senate” session
I. Perform additional duties as determined by the President

Section 2.05 Senate Secretary. Senate Secretary, hereinafter referred to as the Secretary
A. One-year term
B. Record the minutes of each meeting of the Assembly and Senate
C. Keep attendance records for Senate meetings
D. Serve as Chairperson of the Communications Committee
E. Provide the minutes, or means in which to access them, to each Staff Senator within one week of approval
F. Provide the agenda, along with minutes from the previous Senate meeting for review, to each Senate member within two working days prior to regularly scheduled Senate meetings
G. Attend all Senate and Assembly meetings
H. Act as an Assembly representative to the College administration
I. Notify one, or more, of the other Officers if he/she will be unable to attend a Senate meeting at least one day prior to that meeting
J. Keep official record of all members of the Assembly
K. Write, receive, and file all Assembly and Senate correspondence
L. Serve as ex officio on all Committees of the Senate
M. Participate in “Welcome to Staff Senate” session
N. Perform additional duties as determined by the President

Article III. Duties of the Staff Senators, hereinafter referred to as Senators
Section 3.01 Failure to Perform Duties. The Senators shall perform their duties as prescribed herein. Failure to perform these duties may result in censure by a two-thirds vote of the Senate, and/or removal from Position by petition, signed by two-thirds of the Assembly.
Section 3.02  Duties.
   A. One-year term
   B. Attend “Welcome to Staff Senate” session upon being elected
   C. Be a public representative of the Senate
   D. Serve as contact between Assembly and Senate
   E. Present concerns of the Assembly to the Senate
   F. Attend all Senate and Assembly meetings
   G. Notify one, or more, of the Officers if he/she will be unable to attend a Senate meeting at least one day prior to that meeting
   H. Serve on at least one of the Senate’s Standing Committees
   I. Participate in “Staff Senate Support for Success” scholarship fundraising activities
   J. Participate in community activities voted upon by the Senate
   K. Perform additional duties as determined by the President

Article IV.  Procedures of the Senate
Section 4.01  Meeting Attendees. All Senate meetings shall be open to any member of the Assembly. Other concerned parties may attend upon invitation from the President.

Section 4.02  Quorum.
   A. Senate Quorum.
      i. A quorum must be present at any meeting of the Senate in order to conduct all official business
      ii. A quorum shall be two thirds of the voting membership of the Senate, as specified in the Constitution of the Staff Assembly of Sinclair Community College (section 4.06)
      iii. Exception: a simple majority of present voting members is required to approve minutes from the previous Senate meeting(s)
   B. Assembly Quorum.
      i. A quorum must be present at an Assembly meeting, or participate in electronic voting processes, in order to conduct all official business
      ii. A quorum shall be 20% of the Assembly’s membership.

Section 4.03  Senate Resolutions and Senate Recommendations
   A. A Senate Resolution shall be a proposal regarding a concern which is within the authority of the Senate and/or the Senate’s Standing Committees
   B. A Senate Recommendation shall be a proposal regarding a concern whose resolution is deemed by the Senate to be in the best interests of Sinclair Community College, even though control of the matter exceeds the authority of the Senate
C. The Senate shall receive written, formally proposed Senate Resolutions or Senate Recommendations from any member of the Senate
D. Passage of a Senate Resolution or Senate Recommendation requires a majority vote at a scheduled Senate meeting (reference 4.02)
E. These Recommendations are to be considered the collective voice of the Assembly
F. Recommendations which have been passed by the Senate shall be submitted to the appropriate College official(s) for acceptance or rejection
G. In response, the appropriate College official(s) shall submit their decision to the President

Section 4.04  Attendance
A. In the event of an absence of a Senator, the President may appoint an alternate to fill the seat with full membership rights and responsibilities
B. Failure to notify an Officer at least one day prior to a Senate meeting may result in an “unexcused” absence
   i. Three or more unexcused absences may result in removal from Senate
   ii. Excessive excused absences, deemed by the Officers, may result in removal from Senate
   iii. Appeal of removal from Senate may be heard under “New Business” at the next scheduled Senate meeting. At which time, the remaining Senate members shall decide, by a majority vote, whether to allow the appealer to complete his/her term (reference 4.02).

Article V.  Standing Senate Committees
Section 5.01  Procedures
A. Chairpersons and members of each Standing Committee, unless otherwise stated, shall be appointed by the President, subject to Senate approval, and terms shall coincide with that of the President
B. Each Standing Committee shall meet at least bi-monthly to review Committee business
C. At least one member of each Committee shall attend all Senate meetings, in order to report back to the Committee
D. Committee Chairpersons shall report appropriate information regarding their Committees at Assembly meetings

Section 5.02  Chairpersons
A. Chairpersons of each of the Standing Committees, unless otherwise stated, shall have been a member of the Assembly for a period of at least six months and have served as a member of that committee prior to assuming the position
i. If no qualified nominations are received by the deadline, the President may re-open nominations, waiving committee membership experience criterion
B. The Chairpersons shall perform their duties as prescribed herein. Failure to perform these duties may result in censure by a two-thirds vote of the Senate, and/or removal from position by petition, signed by two-thirds of the Assembly.
   i. Serve as the main contact between the Committee and the Senate
   ii. Guide the Committee in carrying out duties assigned herein
   iii. Chairpersons shall abstain from all voting processes within the Committee, except in the case of a tie
   iv. Perform additional duties as determined by the Senate

Section 5.03 Communications Committee
A. The Secretary shall serve as Chairperson
B. The Committee, including the Chairperson, shall include at least three members
C. Distribute Assembly and Senate information to the Assembly, subject to review by the Officers
D. Oversee the writing, publication, and distribution of the “Staff Communicator” newsletter
E. Perform additional duties as determined by the Senate

Section 5.04 Educational and Professional Development Committee (EPDC)
A. The Committee, including the Chairperson, shall include at least three members
B. Work closely with the Senate, the First Year Staff Experience Committee, and Staff Development and Innovation Committee (SDIC) to research, aid, and encourage the professional growth and development of members of the Assembly and Senate
C. Make recommendations to SDIC for professional development opportunities
D. Review and recommend action regarding professional leaves, continuing education, and recognition of professional achievement
E. Perform additional duties as determined by the Senate

Section 5.05 Elections Committee
A. The Vice President shall serve as Chairperson
B. The Committee, including the Chairperson, shall include at least one member from each of the three Assembly classifications: clerical, service & maintenance, and technical
C. Initiate and conduct all Senate general elections and special elections, following the procedures indicated in Article VI of these By-Laws
D. Perform additional duties as determined by the Senate

Section 5.06 First Year Staff Experience Committee (FYSEC)
A. The Committee, including the Chairperson, shall include at least three members
B. Work closely with the Senate, the Educational and Professional Development Committee (EPDC), and Staff Development and Innovation Committee (SDIC) to research, aid, and encourage the onboarding experience for new support staff members
C. Administer and supervise the First Year Staff Experience Program and revise the program as deemed necessary
D. Recruit and train Mentors for the First Year Staff Experience Program
E. Perform additional duties as determined by the Senate

Section 5.07 Historical Committee
A. The Committee, including the Chairperson, shall include at least three members
B. Work with the Secretary to keep official copies of agendas, minutes, flyers, photos, etc.
C. Maintain and share the Digital Scrapbook
D. Prepare a historical synopsis of the year’s activities within thirty days of the end of the fiscal year, and submit it to the incoming President for review
   i. The synopsis shall include, but is not limited to:
      a. Names of the Officers, Senators, and Standing Committee Chairpersons, including replacements
      b. Summarized reports submitted by Standing and ad hoc Committees
      c. Assembly and Senate goals, objectives and achievements
      d. Unfinished business
      e. Perform additional duties as determined by the Senate

Section 5.08 Staff Advocate Committee
A. Chairperson and Committee members are subject to approval by College Administration
   i. A candidate for chairperson shall have been a member of the Assembly for a period of at least three years prior to being considered
   ii. Candidates for Committee members shall have been a member of the Assembly for a period of at least one year prior to being considered
   iii. Qualified, Senate approved, candidate(s) will be forwarded to appropriate College Administration for review and approval
B. Chairperson will serve a two year term
C. The Committee, not including the Chairperson, shall include two members from each of the three Assembly classifications: clerical, service & maintenance, and technical
D. One Committee member from each classification will be appointed annually to serve a two-year term
   i. Chairperson and Committee members must:
1. Work within the boundaries set forth by the College and Human Resources
2. Attend “Peer Counseling” training
3. Sign a confidentiality agreement
4. Be objective, impartial and trustworthy, regarding all concerns

E. The Staff Advocate Committee shall act as an impartial group that offers a fair, confidential, and informal means for members of the Assembly to express concerns, complaints, and seek dispute resolution:
   i. Provide information about Staff rights and responsibilities
   ii. Provide information about resources available on or off campus
   iii. Informally investigate complaints about College policies and procedures
   iv. Help Staff identify options for resolving problems
   v. Act independently of all other offices, avoid conflict of interest, and avoid the appearance of bias toward any individual or group
   vi. Help determine if a formal grievance is necessary
   vii. Meet at least one time between July 1 and September 30 to review responsibilities and College Policies
   viii. Participate in “Welcome to Staff Senate” session
   ix. Perform additional duties as determined by the Senate

Section 5.09 Staff Senate Support for Success Scholarship Committee
A. Maintain and continue to pursue fundraising activities and increase the awareness for the Staff Senate Support of Success Scholarship
B. Coordinate with the Senate, Sinclair Foundation, and Financial Aid to award scholarships
   i. Verify with the Senate President and Foundation that funds are available to award each semester
   ii. Conduct application and award process each semester

Article VI. Elections
Section 6.01 Time Frame. The two-part annual general election process shall be conducted, at the discretion of the Elections Committee, beginning no earlier than March 1 and ending no later than June 15. The process shall consist of Officer elections, followed within one week by Senator elections.

Section 6.02 Candidates
A. Vice President
   i. A candidate for the Office of Vice President shall have been a full-time employee for a period of at least three years prior to assuming office
   ii. A candidate for the Office of Vice President must have served as a Senator or
chairperson of any Standing Committee of the Senate for a period of at least one year prior to assuming office
   a. If no qualified nominations are received by the deadline, the President may choose to re-open nominations, waiving all Senate experience criterion

B. Secretary
   i. A candidate for the Office of Secretary shall have been a full-time employee for a period of at least two years immediately prior to assuming office
   ii. A candidate for the Office of Secretary must have served as a Senator or chairperson of any Standing Committee of the Senate for a period of at least one year prior to assuming office
      a. If no qualified nominations are received by the deadline, the Elections Committee Chairperson may re-open nominations, waiving all Senate experience criterion

C. Senator
   i. A candidate for the Position of Senator shall have been a full-time employee for a period of at least two years prior to assuming the position

Section 6.03 Staff Representation
A. There shall be a minimum of six and a maximum of fifteen Senators, representing the three classifications of the Assembly:
   i. Clerical (two minimum)
   ii. Service & Maintenance (two minimum)
   iii. Technical (two minimum)

B. If there are more than five candidates for Senator from any one classification, an election will be required for that classification, unless the total number of candidates, from all three classifications, is less than fifteen

Section 6.04 Election Procedures
A. The Elections Committee shall verify that all nominees for Officers and Senators meet the eligibility requirements stated above

B. Nominees shall provide the Elections Committee with a brief summary of their Office or Position qualifications along with biographical information to be available during the election

C. The Elections Committee shall utilize an electronic system throughout the two-part election process to distribute candidate biographies and tabulate votes

Section 6.05 Unopposed Elections
A. In those instances where a candidate runs for Officer or Senator without opposition, the current Secretary shall cast one vote on behalf of the entire Assembly to elect
that candidate to Office or Position

B. If, for any reason, the Secretary is unavailable to cast the single vote, the President shall cast the vote on behalf of the Assembly

Section 6.06 Special Elections

A. In the event of a vacancy in the Office of Vice President, a special election shall be ordered by the President and conducted by the President and remaining members of the Elections Committee
   i. The newly elected Vice President shall assume all duties immediately upon taking office

B. In the event of a vacancy in the Office of Secretary or Position of Senator, with more than four months remaining in the term, a special election shall be ordered by the President and conducted by the Elections Committee
   i. The newly elected Secretary or Senator shall assume all duties immediately upon taking office

C. In the event of a vacancy in the Office of Secretary or Position of Senator, with four months or less remaining in the term, the President, subject to Senate approval, shall appoint a replacement for the remainder of the term

D. All Special Elections shall occur within ten working days of the Office or Position being vacated
   i. If vacancy is result of removal from Senate for lack of attendance, the Special Election shall be held within ten working days of the appeal, if necessary

Section 6.07 Special Appointment

A. In the event of a vacancy in the Office of President, no special election is required
   i. The Vice President shall become Acting President for the remainder of the term
      a. Upon completion of this term, the Acting President shall succeed to the Office of President
   ii. An Interim Vice President shall be appointed by the Acting President, subject to Senate approval, from the pool of all Past Presidents of the Senate, still employed at Sinclair Community College
      a. In the event all Past Presidents decline appointment, all current and former Senators, still employed at Sinclair Community College, will be added to the pool of candidates
      b. The Interim Vice President’s term shall expire at the end of the fiscal year in which appointed