

BYLAWS OF THE STAFF SENATE THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

In accordance with the Constitution of the Staff Senate, the Bylaws Committee shall establish and maintain a set of simple but effective bylaws to establish acceptable rules of conduct and behavior for the Staff Senate. Any member of the Staff Senate may make a recommendation to the Bylaws Committee or Executive Committee for a revision or amendment to the current bylaws. To pass the amendment into the bylaws, a majority of the Staff Senate's voting membership shall approve the amendment.

Oath of Office

New Senators and Senators taking on new roles must qualify by taking an oath of office before assuming the duties of office. The Bylaws Committee Chair shall swear in new Senators and Senators taking on new roles as early as reasonable during a Staff Senate General Meeting. In the instance the Bylaws Committee Chair is being sworn in, the Presiding Officer of the Staff Senate General Meeting shall swear in the Bylaws Committee Chair. In the instance the Bylaws Committee Chair is not present during the Staff Senate General Meeting, another member of the Bylaws Committee may swear in new Senators and Senators taking on new roles. If neither the Bylaws Committee Chair nor another member of the Bylaws Committee are available, the Presiding Officer of the Staff Senate General Meeting shall swear in new Senators and Senators taking on new roles. The person performing the swearing in and new Senators and Senators taking on new roles will stand and raise their right hands. The person performing the swearing in will prompt new Senators and Senators taking on new roles to recite the following:

I, _____A_____, do hereby swear or affirm that I will support the laws and constitutions of the United States of America and the State of Alabama and that I will faithfully discharge the duties of my office as _____B_____ and demonstrate conduct above reproach while serving on the Staff Senate and as an ambassador for The University of Alabama in Huntsville to the best of my ability throughout my term beginning _____C_____ and ending _____D_____.

A – say first and last name

B – At-large representative, divisional representative, X committee chair, president, etc (whatever role they are accepting)

C – Month and year of beginning of term

D - Month and year of end of term

Note: It is permissible to swear in multiple people and positions at the same time.

Absences

- An excused absence shall be defined as an absence in which the Staff Senator designates and sends a proxy to the Staff Senate meeting.
- An unexcused absence shall be defined as an absence in which the Staff Senator fails to designate and send a proxy to the Staff Senate meeting.
- No staff senator shall incur more than three (3) unexcused absences in a given calendar year.
- In extenuating circumstances, an absence may be excused at the discretion of the President of the Staff Senate.
- After the third unexcused absence and before the next scheduled Staff Senate meeting, the Bylaws Committee shall contact the offending Staff Senator by email or by phone to issue a warning for a violation of this rule.
- Any Staff Senator who incurs more than three (3) unexcused absences in a given calendar year will be asked to resign by the President of the Staff Senate.
- Failure of a Staff Senator who incurs more than three (3) unexcused absences in a given calendar year to resign after being asked to resign by the President of the Staff Senate can be removed by a majority vote of the Staff Senate's voting membership.