

# **BYLAWS OF THE NTID STAFF SENATE**

## **ARTICLE I**

### **Name**

The name of this organization will be the NTID Staff Senate (NSS).

## **ARTICLE II**

### **Mission**

The mission of this organization will be to serve as a communication conduit between NTID staff and administration, and to make advisory recommendations to the NTID president on broad NTID topics, as opposed to personnel issues. We will provide recommendations or advice to: enhance the staff experience, deepen our collaboration with student, faculty and administrative partners within NTID's system of shared governance, and serve as a catalyst for positive change in order to successfully fulfill RIT/NTID's strategic visions. This organization shall not supersede or duplicate other governance processes within the university, such as RIT Staff Council.

## **ARTICLE III**

### **Membership**

Section 1. Eligibility. Any NTID staff person, as defined by University Policy E1.0(II)(B), is eligible to run and serve on the NSS as a Senator.

Section 2. Voting. Senators will be elected under the guidance of Article IV. There will be seven (7) Senators, fulfilled in the following manner:

- a) Proportionately elected according to the ratio of exempt and non-exempt staff at NTID as published in NTID's most recent Annual Report.
- b) A minimum of two Senators will be Deaf or Hard-of-Hearing.

Section 3. Terms. The term of each Senator will be two years, with the exception of the first election. Senators may serve for up to 3 consecutive full terms.

Section 4. Ex-Officio Members. Representatives of NTID Student Congress, NTID Faculty Congress, Staff Council Block 5, and the NTID Diversity Group will be invited to serve as non-voting members. The NSS will retain the ability to change when and which organizations are or are not extended invitations in the future.

Section 5. Resignation. Any Senator desiring to resign from the NSS may do so by submitting their resignation in writing to the Chair.

Section 6. Vacancies. A vacancy may be filled by the eligible candidate (exempt replacing exempt or non-exempt replacing non-exempt) who received the most votes in the previous election. That candidate would serve out the remaining term of the departing Senator. If no such candidate exists and there are 9 months or more remaining on the term of the Senator, the Chair may call for a special election to serve out the remaining term of the departing Senator. (See Article IV)

## **ARTICLE IV**

### **Elections**

Section 1. Eligibility. All staff employed within the College of NTID, as defined by University Policy E1.0(II)(B), are eligible to vote for Senators.

Section 2. Date of Elections. Elections will be held annually in April, according to procedures developed by the NSS.

Section 3. Alternate Terms. After the initial election, exempt and non-exempt Senators will be elected in alternate years.

Section 4. Special Elections. Should a special election be necessary, a ballot will be sent out to the staff, according to procedures developed by the NSS.

## **ARTICLE V**

### **Officers**

Section 1. Selection of Officers. The Senate will select a Chair, Vice-Chair, and Secretary at the first regularly scheduled meeting after the elections.

- a) At minimum, either the Chair or Vice-Chair office must be filled by a Senator who is Deaf or Hard-of-Hearing.

Section 2. Term of Office. The officers will be elected to serve for one year or until their successors are elected, and their term of office will begin at the close of the meeting at which they are elected.

Section 3. Office-Holding Limitations. No Senator will hold more than one office at a time, and no Senator will be eligible to serve more than two consecutive terms in the same office.

Section 4. Vacancies. Upon the resignation of an officer, the NSS will choose a replacement at the next regularly scheduled meeting.

Section 5. Duties. The Chair serves as the spokesperson for the NSS and runs the meetings of the NSS. The Vice-Chair serves in the place of the Chair if the

Chair is not available for a meeting. The Secretary takes minutes at meetings and handles correspondence for the NSS.

## **ARTICLE VI**

### **Meetings**

Section 1. Regular Meetings. The regular meetings of the NSS will be held on a monthly basis from September to May on a schedule to be determined by the NSS. Meetings will be open to the RIT/NTID Community.

Section 2. Special Meetings. Special meetings may be called by the Chair. The purpose of the meeting will be stated in the call. Except in cases of emergency, at least three business days' notice will be given.

Section 3. Meeting with NTID President. At least one time per Semester, the NSS will invite the NTID President and/or his/her designee(s) to a closed-door meeting for the purpose of providing advice on NTID topics and sharing information.

Section 4. Quorum. Five (5) Senators will constitute a quorum. The NSS may still meet without a quorum but may not conduct any business that requires a vote. Voting shall be used exclusively for the purposes documented in these Bylaws.

## **ARTICLE VII**

### **Amendment of Bylaws**

These bylaws may be amended at any regular meeting of the NSS by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Adopted on August 28, 2018

Amended Article III Section 2 & 4, Article V Section 1 on March 28, 2019