BYLAWS OF THE EAST CAROLINA UNIVERSITY
STAFF SENATE

……a representative body of employees to promote communication between staff and administration

Bylaws revised as of May 2026

Table of Contents

Mission of the Staff Senate ..... **p. 3**

Article I - Membership Requirements ..... **p. 4**
Section 1.0 – Requirements
Section 1.1 – Voting Units of the Senate
Section 1.2 – Senator Qualifications/Duties
Section 1.3 – Alternate Senator Qualifications/Duties
Section 1.4 – Ex-Officio Members
Section 1.5 – Terms of Office
Section 1.6 – Vacancies
Section 1.7 – Removal from Office
Section 1.8 – Attendance Policy

Article II - Nominations and Elections Procedures.....**p. 9**
Section 2.0 – Nomination Procedures
Section 2.1 – Election Procedures

Article III - The Meeting Structure.....**p. 11**
Section 3.0 – Structure
Section 3.1 – Addressing the Senate
Section 3.2 – Parliamentary Procedure

Article IV- The Committee Structure.....**p. 12**
Section 4.0 – Executive Committee
Section 4.1 – Standing Committees

Article V - Staff Senate Resolutions .....**p. 16**

Article VI - Amendments and Restatements ..... **p. 17**

Article VII - Policies and Procedures ..... **p. 18**
Section 7.0 – Policies and Procedures

Appendix A – Resolutions

Appendix B – Amendments

Mission of the Staff Senate

The mission of the East Carolina University (ECU) Staff Senate is to promote communication between Subject to Human Resources Act (SHRA), Exempt Professional Staff or EPS

(Formerly Exempt from Human Resources Act or EHRA), Clinical Support Services (CSS) staff, and Dental Medicine Support Services (DMSS) staff and the administration of ECU, as well as faculty and students where appropriate. Reporting directly to the Chancellor, the Senate:

- Serves as a liaison between staff and the Chancellor, Board of Trustees (BOT), Faculty Senate, Student Government Association (SGA), and UNC Staff Assembly
- Reviews policies, rules, regulations, and procedures, and makes recommendations regarding the interests/concerns that affect staff
- Assists in the communication of issues and activities affecting staff members
- Promotes participation in the University community through its support of University activities and community service projects
- Encourages a sense of community among all University employees

(*Approved by the Senate on January 20, 2011*)

Article I - Membership Requirements

Section 1.0: Requirements – Membership in the Senate is open to full-time SHRA, EPS, CSS, and DMSS employees with permanent status. Membership in the Senate consists of the following:

- Senators
- Alternate Senators
- Ex-Officio Members

Section 1.1: Voting units of the Senate include:

- Academic Affairs
- Administration & Finance
- Athletics
- Brody School of Medicine
- The Chancellor's Area
- Student Affairs
- University Advancement

Section 1.2: Senator Qualification/Duties – The SHRA, EPS, CSS, and DMSS employees within each unit will elect Senators for their respective units to two-year terms.

A. Each unit will elect one Senator for every 100 SHRA, EPS**,** CSS, or DMSS employees within the unit. The number of Senators per unit is based on figures rounded to the nearest 100 employees. Voting members in the Senate shall consist of full-time, permanent SHRA, EPS**,** CSS, and DMSS employees with twelve (12) months of continuous service. Senators:

a. Cannot have any active disciplinary actions or active written warnings for unsatisfactory job performance or unacceptable personal conduct,

b. Lose their Senate membership upon leaving the University. B. Staff Senator duties include:

a. Attending all regular monthly meetings as well as special or called meetings. Release time from their work duties is provided to allow participation in the meetings/events held during the Staff Senators' regular work schedule. Should the meetings/events occur at times outside the Staff Senators' regular work schedule, the Staff Senator is not provided compensation or release time.

b. Following the Attendance policy found in Article I Section 1.8: Attendance Policy.

c. Serving on committees of the Senate. Senators may be elected as Committee Chair or Committee Chair-Elect of those committees.

d. Making themselves known to their constituents, indicating how they can be contacted. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Senate. In turn, Senators and Alternate Senators must keep their constituents well informed of the work of the Senate and matters in which the administration solicits input from the Senate.

Section 1.3: Alternate Senator Qualifications/Duties – Alternates shall assist their unit's Senator(s) to maintain an open line of communication with their unit's constituents.

Alternate Senators are non-voting members unless serving in a Senator's absence or when the Senator is on the Executive Committee and they relinquish their vote to the Alternate at which time they will fulfill the voting duties of the Senator. Alternate Senators shall attend all regular monthly meetings and special meetings of the Senate. Alternates may serve on committees. Qualifications shall consist of same requirements as listed in Article I Section 1.2: Senator Qualifications/Duties.

Section 1.4: Ex-Officio Members – The staff senate has the following ex-officio members. The Executive Committee may appoint additional ex-officio members as they deem necessary.

A. **The Senior Associate Vice Chancellor and Chief People Officer** is a nonvoting advisor to the Executive Committee of the Staff Senate and will attend meetings or send a representative. They can appoint non-voting ex-officio members to standing committees to serve in an advisory capacity as they see fit.
B. **Past-Chair of Staff Senate.** The previous year's Chair (Past-Chair) shall serve as an advisor and non-voting member to the Executive Committee. The Past-Chair shall also continue to serve as a member of the Staff Senate and a delegate to the UNC Staff Assembly.
C. **Faculty Senate Representative.** The position of faculty senate representative is part of an exchange of ex-officio non-voting members between the Senate bodies. Faculty Senate will select the representative from their body that will serve as an ex-officio member on the Staff Senate. Staff Senate will select the representative from their body that will serve as an ex-officio member on the Faculty Senate. The selected representative of the Staff Senate will be required to attend all Faculty Senate meetings and provide a summary to the Staff Senate body during monthly scheduled meetings.
    a. The Staff Senate Representative is appointed by Executive Committee.
    b. The Staff Senate Representative can be a full or an alternate senator.
D. **SGA Representative.** A representative from the SGA acts as a non-voting ex-officio member of the Staff Senate. SGA will select the representative from their body that will serve as an ex-officio member on the Staff Senate.

Section 1.5: Terms of Office

A. Staff Senators shall serve a two-year term of office beginning June 1 (voting eligibility requirements can be found in Article II Section 2.1 Election Procedure C).
B. Alternate Senators shall serve a one-year term of office beginning June 1.
    a. A term as an Alternate Senator does not count toward time served as a Senator. Serving in a Senator's extended absence is not considered filling a Senator's vacated seat. If an Alternate Senator fills a Staff Senator's vacated seat, the Alternate Senator shall serve the balance of the term of the vacated seat.
    b. If the balance of the term of the vacated seat is less than a year, the Executive Committee may extend the term of an alternate to a full term in that seat, with the approval of the alternate, to stagger the years of experience in a unit, to ensure continuity in leadership, or if the alternate filling a vacated seat assumes the role of Committee Chair-Elect.
C. Any senator, who is on leave for a total of 6 months or more during his or her term, shall be eligible to serve another term immediately following the completion of their

current term, subject to review and approval by the Executive Committee. The affected senator must petition the Executive Committee for this extension before the election period for the new term ends. If approved, the senator will automatically fill a vacant seat for the upcoming term and will be exempt from the nomination and election requirements. For the purpose of requesting an extension, the definition of "leave for a total of 6 months or more", is defined by a senator who is absent from work for a cumulative total of 6 months or more due to medical leave, furlough, or other leave approved by the Executive Committee for this exception.

Section 1.6: Vacancies

A. If a vacancy in a Staff Senator's seat should occur through termination of employment, change of unit, resignation from the Senate, or expulsion from the Senate, the Senators position shall be filled by the Alternate Senator with the next highest number of votes in that unit from the previous election.
    a. If there is a tie between two or more individuals with the next highest number of votes who are interested in filling the vacant Senator's seat, there will be a runoff election within thirty (30) days of the occurrence. If no one is available, the Vice Chancellor or designee of the respective unit may, at their discretion, appoint a Senator to serve in the vacant seat for the balance of the term.
B. If an Alternate Senator leaves the Staff Senate through termination of employment, change of unit, resignation from the Staff Senate, or expulsion from the Staff Senate, the Alternate Senator position will be filled by appointment. The appointment process will be handled by the Vice-Chair. First, Senators in the unit where the vacancy occurred will be asked to nominate people for the Alternate Senator position. If unable to fill the position, then all Senators will be asked for nominations. If still unable to fill the position, the Vice Chancellor for the unit will be asked to make appointments.
C. If a vacancy occurs in the position of Chair, options to replace the Chair could include, but are not limited to:
    - The Chair-Elect shall fill the position for the remainder of the unexpired term
    - The Vice-Chair shall fill the position for the remainder of the unexpired term
    - The Staff Senate will hold a Special Election to fill the vacated Chair position
    - The Chair position is offered to the Senator who received the next highest number of votes in the previous election

    The Executive Committee shall make a recommendation for how the Chair position should be filled. This recommendation must then be approved by the majority of the Staff Senate.

    If a vacancy occurs in an Executive Committee position other than the Chair for any reason, the Senate will offer the position to the Senator who received the next highest number of votes in the previous election. If they are unavailable, decline, or there was no runner-up, the Senate will hold a Special Election to fill the vacant position. The new officer shall complete the unexpired term of the position that was exited.
D. If a vacancy in a Committee Chair's seat should occur through termination of employment, change of unit, resignation from the Senate, expulsion from the Senate, or removal of Staff Senator from Committee Chair position, the Committee Chair's position shall be filled by the Committee Chair-Elect.

a. If no Committee Chair-Elect exists, a special election will be held within the committee to identify a Chair. The Executive Committee liaison acts as the Chair until a Committee Chair is elected.
b. If the Chair-Elect position becomes vacant, a special election among eligible committee members (full Senators in the first year of their term) will be held. If a Committee Chair-Elect seat cannot be filled by an eligible committee member, a special election, open to all committee members, including alternates and Senators in the second year of their term, will be held. If the Committee Chair-Elect position is filled by an alternate or Senator in the second year of their term, they will be granted an additional term.

E. University restructuring (organizational changes) within ECU that result in a change in the number of Senators and/or alternates a unit is entitled (as defined in Article I, Section 1.2.A) to have, will be addressed during the next scheduled nomination and election process. Senators and/or Alternate Senators affected by ECU organizational changes shall continue to serve in their elected capacity as representatives of their original respective units until the following May meeting. If the organizational changes occur when a Staff Senator is serving the first year of a 2-year term, their service will not count as a full term served.
F. If a Staff Senator or Alternate Senator relocates their employment to a different unit within East Carolina University, and a vacant seat is available within the new unit, the Senator or Alternate Senator may be offered, by the Executive Committee, to fill the vacant seat for the balance of the term.

Section 1.7: Removal from Office

A. The membership of the Staff Senate may remove any elected Staff Senator or Alternate Senator from office for nonperformance of senatorial duties.
   a. A petition requesting such removal can be brought to the Executive Committee by a simple majority of the members of the unit.
   b. Expulsion for excessive absences from meetings does not require a petition from members of the unit. The Executive Committee will investigate the matter on a case-by-case basis. The Executive Committee will make the final decision through a secret ballot. A simple majority of the Executive Committee of the Senate will carry the vote. Possible causes of expulsion shall include, but not be limited to:
      1) Failure to consistently report on activities of the Staff Senate to unit constituents,
      2) Unavailability of the Staff Senator to constituents,
      3) Use of powers of the Staff Senate, real or implied, to further personal causes that would be deemed a conflict of interest, or
      4) Excessive absences from meetings; see Article I Section 1.8 Attendance Policy.
   c. If a Senator or Alternate Senator meets one or more of the criteria above, that person will automatically be brought before the Executive Committee for potential removal from the Senate. A simple majority vote of those present by secret ballot will be required. In certain cases, a Senator or Alternate Senator will not be eligible to serve in their role and will result in expulsion from the Senate without a vote from the Senate. Circumstances when a Senator or Alternate Senator will automatically be removed from the Senate without voting include:

1) When the Staff Senator or Alternate Senator receives an active disciplinary action or written warning for unsatisfactory job performance or unacceptable personal conduct.
2) When the Staff Senator or Alternate Senator separates employment with the University.

B. Once a Senator or Alternate Senator is removed from office for any reason except voluntary separation from the University, they will not be eligible for election for a period of three years from the time of removal.

Section 1.8: Attendance Policy

As a Senator or Alternate Senator, attendance is expected at all official meetings. If unable to attend, please notify the secretary or committee chair prior to the meeting. Excessive absences will be reviewed by the Executive Committee and addressed as necessary.

Article II - Nominations and Elections Procedures

Section 2.0: Nomination Procedures for ECU Staff Senate Members

A. Online nominations and voting are the adopted processes for electing ECU Staff Senate members. The Vice-Chair prepares the online nomination form. The online form shall identify and provide: The unit and instructions on how to return the form, including method of return, date, time, and place.
B. Each staff member may nominate any other staff member that is eligible to be elected in the year of the election. After the closing date of nominations, the ECU Department for People Operations, Success and Opportunity (POSO) shall certify the eligibility of the nominated staff members and the Vice-Chair shall notify the nominated staff members that their names will be placed on the election ballots. Procedures are:
    a. Each nominee must meet the eligibility requirements put forth in Article I Section 1.2: Senator Qualifications/Duties by the time they take office.
    b. Each nominated staff member must agree to serve on the Senate before their name can be considered for a vote.
    c. Approval of the supervisor is also necessary before the name of the nominated staff member is placed on the ballot.
    d. All records pertaining to the nomination/election process shall be stored with POSO for one year.

Section 2.1: Election Procedures

A. The Vice-Chair shall handle the nomination and election process each year from January through April via electronic balloting (electronic ballots). Staff Senators begin their terms with the June meeting.
B. The Vice-Chair will prepare the initial e-election ballots. The ballots will indicate the:
    a. name of the unit,
    b. names of the nominated staff members in alphabetical order,
    c. number of Staff Senators to be elected, and
    d. instructions for voting.
C. Constituents will be given a minimum of twenty-one (21) days with a maximum of thirty (30) days from the time ballots are sent out to cast their vote for an election candidate via e-election ballots.
    a. All full-time and part-time SHRA, EPS, CSS, and DMSS employees are eligible to vote in the election for Staff Senators.
    b. All full-time and part-time SHRA, EPS, CSS, and DMSS employees will make up the count of employees used to determine the representation per unit.
D. At the end of the voting process, the Vice-Chair will count the ballots and notify the newly elected Senators. Also, they will make the results known to the University community. The Vice-Chair shall record the names of the elected Senators. Procedures are:
    a. Senators will be selected based on the highest number of votes received. In the case of a tie, a run-off election will be held.
    b. If the number of nominees is equal to or less than the number of vacant seats, the nominee(s) shall have won by default.

c. If the number of nominees is less than the number of vacant seats, the Vice Chancellor or designee of the respective unit (at their discretion) shall be asked to appoint a Senator to serve in any vacant seats for that term.

E. If the unit has more nominees than open seats, a maximum of two (2) Alternate Senators for each unit will be selected based on the highest number of votes received. If the unit does not have more nominees than open seats, Alternate Senators will be selected via the process in Article I Section 1.6 Vacancies B for the respective unit. In the case of a tie for the Alternate Senator(s) seat(s), a run-off election will be held. Appointed Senators will have full membership and status as elected Senators.

Article III- The Meeting Structure

Section 3.0: Structure

A. The Staff Senate will hold meetings monthly.
B. Meetings will last approximately 2 hours.
C. Meetings will be open to the entire campus community.
D. The Secretary will:
    a. Post agendas electronically at least two days in advance of each meeting.
    b. Prepare minutes of each Senate meeting and electronically distribute to each Senator at least two days in advance of each meeting.
    c. Distribute agendas and minutes via Executive Committee approved e-mail distribution lists. Post agendas and minutes electronically.
    d. File a copy of the minutes in the University Archives.
    e. Send an electronic copy to the Communications and Marketing Committee to be posted on the Staff Senate website.

Section 3.1: Addressing the Senate – Only Staff Senators, Alternate Senators, and exofficio members may address the Staff Senate. Other individuals must petition the Executive Committee at least one week prior to the regularly scheduled monthly meeting if they wish to speak at regular monthly meetings. Staff will be allowed to speak once the Chair recognizes them.

Section 3.2: Robert's Rules of Order for Parliamentary Procedure – will be followed during all regularly scheduled meetings.

Article IV. - The Committee Structure

Section 4.0: Executive Committee – Executive Committee Members are elected by a majority vote of the Senators and Alternates in attendance at the May meeting of each year. Alternate Senators may not be elected to serve on the Executive Committee. The Executive Committee acts as a steering committee, prioritizing issues to be brought before the full Senate body and provides oversight and guidance on the daily application of Senate policies and commitments. It keeps the organization focused on priorities and long-term goals. This committee should meet at least once a month outside of the full Senate body meetings and is responsible for creating the agenda for the full Senate meeting. A. Additional responsibilities include:

a. Review the Bylaws of the Staff Senate annually and ensure that the Committee has updated the Bylaws appropriately.
b. Record each resolution approved by the Staff Senate and obtain the Chancellor's approval, as necessary
c. Past-Chair, Chair, and Chair-elect shall serve as delegates to the University of North Carolina Staff Assembly.
    1) The term of office for the delegates is one year for the past-Chair, two years for the Chair, and three years for the Chair-Elect. 2) In case of a Staff Assembly delegate vacancy, the vacancy shall be filled by the Vice-Chair or a member of the Senate body.

Members:

d. **The Chair** – The Chair will conduct the Senate meetings and the Executive Committee meetings. Recognizing speakers and monitoring the agenda will be the primary responsibility of the Chair. The Chair will attend and/or present at the BOT meetings, and other called meetings upon request from various university officials and committees.
e. **The Chair-Elect** – The Chair-Elect will participate in the Executive Committee. In the absence of the Chair, the Chair-Elect will assume responsibility for running the Senate meetings. The Chair-Elect will serve as liaison between the Executive Committee and the Standing Committees. In this capacity, the Chair-Elect will assist Standing Committees with recognizing goals and achieving objectives.
    1) A new Staff Senator may be nominated for the Chair-Elect position. The elected Staff Senator shall serve as the Chair-Elect for one year. A Chair-Elect shall be elected annually. Following one year serving as the Chair-Elect, the Chair-Elect shall be recognized as the Chair for the following year during the meeting when the elections for the other Executive Committee positions are conducted. The term of the Staff Senator serving as a Chair-Elect may be extended for one term to serve as Chair, if necessary.
f. **Vice-Chair** – The Vice-Chair will serve in an assisting role to the Chair and Chair-Elect. The Vice-Chair will be elected annually to a one-year term and split duties with the Chair and Chair-Elect to help the Senate Executive Committee run efficiently and accomplish Senate goals. The Vice-Chair also oversees the nomination and election process each year, assists with membership issues including addressing members not attending meetings, and assigns Alternates to assume vacated seats.

g. **The Secretary** – The Secretary will be responsible for recording and producing agendas for each Senate meeting. The Secretary will also be responsible for taking minutes of each of the Executive Committee meetings and the Senate meetings.

h. **The Treasurer** – The Treasurer will be responsible for the budget of the Senate. The Treasurer will coordinate with the assigned Chair and Secretary on all budgetary matters including but not limited to producing purchase orders, processing travel reimbursements through an on-line travel system, working with Accounts Payable on various payments generated from the Senate budgets, maintaining monthly credit card payments, and reconciling all Senate accounts monthly through the mechanisms of ECU financial systems. The Treasurer will be responsible for working with the Standing Committees regarding their budget requests. Additionally, the Treasurer will serve on the Scholarship Committee for the purpose of notifying the committee of scholarship balances, the availability of funds to disburse, and to submit requests to the proper funding source.

i. **The Parliamentarian** – The Parliamentarian advises the presiding officer and other officers, committees, and members on matters of parliamentary procedure. An election will be held annually for the Parliamentarian. The Parliamentarian will serve a one-year term. If no Parliamentarian is elected, the Staff Senate Chair may appoint any active ECU Staff, Faculty, or Student to the position of Parliamentarian. If the Parliamentarian is not an active Senator, they shall have no voting rights. The Parliamentarian serves as a member of the Governance Committee.

j. **Ex-Officio Advisors** – see Article I Section 1.4 Ex-Officio members.

Section 4.1: Standing Committees of the Senate – When special needs arise, there may be ad hoc committees appointed by the Executive Committee to work on special projects. As appropriate, additional committees may be incorporated into the committee structure of the Staff Senate.

A. Standing Committees of the Staff Senate will include:

a. **Communications and Marketing Committee.** The Communications and Marketing Committee is responsible for promoting the activities, initiatives, and events of the Staff Senate. This includes developing and distributing internal and external communications to raise awareness and engagement among staff. The committee collaborates with university administration to create effective messaging and outreach strategies that inform employees about important topics, initiatives, and policies. Additionally, the committee oversees the maintenance and regular updates of the Senate's website and social media channels to ensure timely and accurate information is shared with the campus community.

b. **Community Service Committee.** The Community Service Committee is responsible for identifying and promoting opportunities for ECU staff to engage in meaningful service to the university and local community. The committee coordinates volunteer initiatives, partners with campus and community organizations, and encourages staff participation in service efforts. It fosters a culture of service and strengthens connections between ECU and the surrounding region.

c. **Governance Committee.** This committee functions to review and update the Bylaws, receive amendments, and guide Staff Senate meeting structure.
d. **Leadership and Professional Development Committee.** This committee is dedicated to identifying and promoting leadership development opportunities for all university staff, with a particular focus on empowering members of the Staff Senate. By supporting professional growth and fostering leadership skills, the committee aims to help staff lead more effectively within their Units and across campus.
e. **Recognition and Awards Committee**. This committee is responsible for developing and implementing a staff recognition and awards program that celebrates the hard work, dedication, and achievements of ECU staff. The committee promotes a positive workplace culture through equitable recognition efforts, collaborates with campus partners, and regularly evaluates programs to ensure they remain meaningful and effective.
f. **Scholarship Committee**. This committee develops and maintains guidelines and applications for the scholarships the Staff Senate manages. The Scholarship Committee is responsible for reviewing applications and selecting recipients based on the set guidelines for the specific scholarship, as well as maintaining applicant records for three years. Additionally, the committee organizes and oversees fundraising initiatives to support and expand scholarship opportunities.
g. **Staff Welfare Committee**. This committee advocates for university staff with input on relevant personnel policies and provides advisory input on issues related to compensation and benefits. The committee contributes to the welfare of university staff and fosters the interaction, integration, perspectives, representation, and overall well-being of all ECU staff.

B. The Committee Chair-Elect and Secretary are elected by majority vote of the members of the Standing Committee during a meeting specified by the Executive Committee, generally the July meeting of each year. Procedures are as follows:
   a. The Committee Chair-Elect should be serving in the first year of their term.
   b. Alternate Senators may be elected to serve as Committee Chairs. (See Article I Section1.3 Alternate Senator Qualifications/Duties B.
   c. The elected Senator shall serve as the Committee Chair-Elect for one year. Following one year serving as the Committee Chair-Elect, the Committee Chair-Elect shall be recognized as the Committee Chair for the following Senate year.
C. Removal – A petition requesting removal of a Senator from Committee Chair position can be brought to the Executive Committee by a simple majority of the members of the Standing Committee. Procedures are as follows:
   a. The Executive Committee will investigate the matter on a case-by-case basis and will recommend action to the Senate and/or the standing committee body.
   b. Removal of a Staff Senator from a Committee Chair position does not affect the Staff Senator's membership in the Staff Senate unless the reasons for removal from a Committee Chair position reflect the Staff Senators' nonperformance of senatorial duties pursuant to Article I Section 1.7 Removal from Office of the Bylaws.
D. Additional request for Staff Senate members to participate in other University Committees may be presented to the Staff Senate membership.

Article V - Staff Senate Resolutions

Section 5.0: A *resolution* is a main motion that needs to be expressed formally in writing, to attach a special level of importance. Because of the form — beginning with the word *Resolved* and following with either a statement of opinion or a statement authorizing or directing some action — such a motion is called a resolution.

A. Resolutions will be managed by the Executive Committee.
B. Staff Senators may propose a resolution topic.

Article VI- Amendments and Restatements

Section 6.0: Amendments

A. An amendment changes the meaning of individual provisions within the bylaws. For example, a condominium association may amend the bylaws to divest itself of maintenance and upkeep responsibilities for common areas and transfer them to the association members. Amendments generally require approval by a majority of the organization's board of directors or other governing body to take effect, and only the amendments are voted on while the rest of the bylaws remain in effect as before.
    a. The Senate Bylaws may be amended at any meeting of the Senate by a two-thirds (2/3) vote of the members present at the meeting.
B. A restatement corrects ambiguity in the text of a bylaw by rewording for clarity, or updates bylaws to track changes in the law or the procedural needs of the organization. For example, changing a minimum lease length from six months to one year may be accomplished through restatement. Generally, an organization's executive director or equivalent may restate the bylaws without board approval, at which time the entire bylaws document is restated.

Article VII – Policies and Procedures

Section 7.0: Policies and Procedures - The following is not intended to be an official part of the East Carolina University Staff Senate Bylaws, but a governing set of policies and procedures for the Staff Senators to refer to, as needed.

A. Staff Senate Travel

a. Chair and Senior Associate Vice Chancellor and Chief People Officer or designee must approve Staff Senate travel.
b. Staff Senators and Alternate Senators must submit to the Secretary reasons for the travel and direct benefits to ECU and ECU staff.
c. All costs will be kept to minimal levels and only a reasonable number of Staff Senators or Alternate Senators will be approved to go.