

STAFF SENATE Constitution and Bylaws

I. Function:

A. The Staff Senate serves as a forum for the concerns and interests of the University Staff community. Its officers communicate directly with the President of the University through the Staff Senate liaison, as appointed by the President. The Staff Senate shall address all areas related to the welfare of the Staff, including but not limited to: working conditions, Staff compensation and development, Staff evaluations and grievances, staff related celebrations of accomplishment and shared governance.

B. Upon request or upon its own initiative the Staff Senate recommends to the administration policies and procedures pertaining to the Staff and the enhancement of the educational and work environment of the University; recommendations from the Senate require discussion and approval of the Staff senate prior to transmittal to the President and / or President's Cabinet for consideration.

II. Membership:

A. The Staff Senate is an elected body Staff representative reflecting one (1) representative per ten (10) Staff members within a division's overall number of staff members but not to exceed three (3) per division, plus two (2) at-large elected members.

B. Only full-time Staff, as designated by contract or letter-of-appointment, is eligible for election to the Staff Senate. Administrators with the rank of Vice President or higher are not eligible to participate but may attend Staff Senate meetings. Any full or part time Staff member may attend meetings, or offer opinions and debate issues brought before the body.

C. The following procedures shall effect the election of Senators for regular terms of office:

1. Before the end of each academic year, the Chair of the Staff Senate shall contact the office of Human Resources regarding the election of representatives to the Staff Senate for the following academic year. Divisions shall elect, by vote of their full-time staff members, their number of division representatives. The Chair will call for nominations for at-large positions.

2. A balloting process providing the names of all nominees will be circulated to all full-time Staff members to elect the required number of at-large positions.

D. Regular term of office for a Senate position is one year, typically between in services (Mid-August).

E. Staff Senate members shall request from their respective division, items for consideration by the staff senate.

F. The accumulation of five or more absences from regular meetings will result in a dismissal from Staff Senate responsibilities. When a Senate position becomes vacant prior to the fulfillment of a regular term, that division's representative group shall assume responsibilities for recruiting a suitable replacement at the earliest opportunity. That person shall fill the vacancy for the remainder of the regular term.

III. Officers, Meetings, and Reports:

A. At the first meeting of the full Staff Senate each year, members shall elect, by majority vote, a Chair, a Vice-Chair, a Secretary, and Treasurer.

1. The Chair shall preside over the meetings of the Staff Senate and perform other duties as specified in this document.
2. The Vice Chair shall assume the duties of the Chair whenever the Chair is unable to serve.
3. The Secretary shall take minutes of the meetings, retain the permanent records of the Staff Senate, and pass those records to his or her successor. The Secretary shall disseminate minutes to all full-time staff.
4. The Treasurer shall keep account of the organization's finances and give a detailed report at each meeting.

B. The Staff Senate shall hold regular meetings at least once each month of the academic year.

1. The Chair shall call special meetings at his or her discretion;
2. A quorum of the Staff Senate shall consist of half the membership plus one (1) in attendance.
3. General meetings of the Staff Senate shall be open to all full-time Staff. Minutes of these meetings will be available to members of the Staff upon request. With a majority vote, the Senate may declare a session closed; minutes of these sessions will also be closed.
4. Any Staff member may present to the Staff Senate in person or in writing any matter that, in his or her judgment, merits consideration of this body.
5. Any member of the University community, with permission of the Chair of the Senate, may present to the Staff Senate in person or in writing any matter that his or her judgment merits consideration of this body.

C. The Chair of the Staff Senate shall report any communication from administration to the Staff at its regular meetings. Copies of these reports shall be entered in the minutes of Staff meetings and filed in the permanent records of the Staff Senate.

IV. Standing Committees:

All standing Staff Senate Committees are elected annually by the Senate; each considers matters within its purview, referred to it by the Senate or of its own volition, and makes recommendations to the Senate or to other appropriate offices as detailed below:

- A. Executive Committee: includes Chair, Vice-Chair, Secretary, Treasurer, and one (1) other Senator; prepares an agenda for Senate meetings.

V. Parliamentary Procedure:

In the absence of any special rules of order that the Senate may adopt, Robert's Rules of Order shall govern the conduct of meetings of the Staff Senate and its committees. A majority vote, only when quorum is met, shall determine passage of action.

VI. Abolishing or Amending the Constitution and By-Laws:

- A. The proposed substantive amendment changes will be communicated to all full-time staff for consideration.
- B. A proposal amends or abolishes any or all sections of the constitution must be presented to the staff senate. The change must then be approved by three-fourths majority of all staff senate members. A simple majority of this membership will be sufficient too affect the passage of an amendment.