

# STAFF SENATE | CONSTITUTION

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## **ARTICLE I** PURPOSE AND DEFINITION OF THE STAFF SENATE

**SECTION 1.** The Staff Senate is an advisory body to the President of the University. The President may refer matters to the Senate and expect a response from that body. The Staff Senate is established as the official means by which university staff may be actively involved in and contribute to the governance of the institution. It shall explore, consider, and act upon any matter its members think appropriate or relevant to concerns and interests of university staff. It shall report fully to the staff, and to other elements of the University when appropriate, on all deliberations and actions of the Staff Senate.

**SECTION 2.** The University staff shall consist of all regular full-time and permanent part-time employees defined as staff according to Human Resources.

**SECTION 3.** The Staff Senate shall be empowered to organize itself, establish its own bylaws, and discipline its own members, except as restricted by this Constitution.

## **ARTICLE II** COMPOSITION OF THE STAFF SENATE

### **SECTION 1. ELECTED MEMBERS**

- a) Eligibility. Any member of the support staff as defined in Article I, Section 2 shall be eligible for election to membership in the Staff Senate.
- b) Term of Office. The term of office for an elected member shall be three (3) consecutive years. A former elected member can be reinstated after he/she has been out of the office for one (1) year.
- c) Nominations. Nominations shall be made in accordance with the Bylaws (Article IV, Section 2).
- d) Election. Regular elections shall be held in April of each year with the term commencing the beginning of the fiscal year (July 1) and concluding at the end of the fiscal year (June 30).
- e) Voting Privilege. Representatives have equal voting rights. The President of the Staff Senate does not exercise voting privileges except to break a voting tie.

### **SECTION 2. REPRESENTATION**

- a) Representation in the Staff Senate shall be based on a ratio of 1 representatives per 10 employees, or major fraction thereof (6 or more), as identified in each of the Austin Peay State University divisions below:
  - Academic Affairs
  - Advancement, Communication, and Strategic Initiatives
  - Finance and Administration
  - Student Affairs
  - Other & Athletics
- b) Appointment for elected representative vacancies follow the procedures outlined by Article IV Section 5.

- c) Reapportionment shall take place in March of each year, except that no representative shall be required to abandon his/her seat before the term has expired.

### **SECTION 3. OFFICERS OF THE STAFF SENATE**

The Officers of the Staff Senate shall be elected from the members of the Senate by a quorum of votes cast by the members at the regular meeting in May. The Officers of the Staff Senate shall be

#### **a) PRESIDENT OF THE STAFF SENATE**

- i. The President of the Staff Senate shall be the presiding officer of the Staff Senate.
  - Which includes, but is not limited to, presiding over all meetings of the Staff Senate, initiate projects as deemed necessary for the welfare of the organization, acts as the liaison between the Staff Senate and campus community.
- ii. The President shall meet and confer regularly with the President of the University concerning matters of interest to the support staff.
- iii. The President shall have served as the Vice President during the preceding year.
- iv. If the President resigns or leaves Austin Peay State University, the Vice President will assume the duties of the President for the remainder of the year and serve as President the succeeding year.

#### **b) VICE PRESIDENT OF THE STAFF SENATE**

- i. In the absence of the President of the Staff Senate, the Vice President shall be the presiding officer.
- ii. The Vice President shall be elected from the representatives of the Senate serving the first year of the two-year term and shall assume the office of President for the succeeding year.
- iii. In the case of the resignation of the Vice President or the Vice President assuming full-time responsibilities of the President, a new Vice President shall be elected.
- iv. To be nominated and elected to serve in this position, one must complete one year service in Staff Senate as an elected senator within the current elected term. Exception, see Article 2. Section III. a. iii.

#### **c) SECRETARY OF THE STAFF SENATE**

- i. The Secretary shall be responsible for recording and distributing the minutes of regular Senate meetings to representatives and other appropriate University individuals.
- ii. Other duties as agreed upon by the Executive Committee may be assigned to the Secretary.
- iii. To be nominated and elected to serve in this position, one must complete one year service in Staff Senate as an elected senator within the current elected term.

#### **d) IMMEDIATE PAST PRESIDENT EX-OFFICIO**

- i. The immediate past president is a member ex-officio with voice but no vote.
- ii. His or Her responsibilities include external recruitment for Staff Senate.
- iii. This position is to help with the image of Staff Senate.
- iv. In an event where the President is absent the immediate past president can serve in place of the President for non-decision making representation.

#### **e) TREASURER OF THE STAFF SENATE**

- i. The Treasurer of the Staff Senate will maintain and report the balance of the Staff Senate Funds.
- ii. The Treasurer shall also maintain a ledger of transactions to report to the Executive Council upon request.

- iii. To be nominated and elected to serve in this position, one must complete one year service in Staff Senate as an elected senator within the current elected term.

**f) EXECUTIVE COMMITTEE CHAIRS**

- i. Committee Chairs will:
  - To propose agenda items for Staff Senate meetings;
  - To act on behalf of the Staff Senate when needed between regular meetings and to report such actions to the Staff Senate at the next scheduled meeting; and
  - Other such duties as are needed to conduct the business of the Staff Senate.
- ii. Senators at Large are elected by a majority vote of the active membership of the Staff Senate. No more than two first-year senators may serve in a given term.

**g) EXECUTIVE COMMITTEE OF THE STAFF SENATE**

- i. The Executive Committee of the Staff Senate shall be composed of the President, the Vice President, the Secretary, the Treasurer, and the Staff Senate Committee Chairs.
- ii. The responsibilities of the Executive Committee shall be as follows:
- iii. To propose agenda items for Staff Senate meetings;
- iv. To conduct the elections of the Staff Senate;
- v. To advise the President of the Staff Senate;
- vi. To act on behalf of the Staff Senate when needed between regular meetings and to report such actions to the Staff Senate at the next scheduled meeting;
- vii. To act as chair of at least one standing committee; and
- viii. Other such duties as are needed to conduct the business of the Staff Senate.

**h) SUCCESSION PLANNING**

- i. Incoming members of the Executive Committee will require assistance getting acclimated to their new positions. As such, the outgoing Executive Committee members will be expected to assist these new Executive Committee members during this time of transition. This transition time period will be held during May, June, and July.

**SECTION 4. REMOVAL OF STAFF SENATE MEMBERS**

- a) Officers. Any officer may be removed from office by a two-thirds majority vote of "no confidence." To be considered, a petition of "no confidence" must be submitted for inclusion in the next regular meeting agenda, where the petition must be approved by a majority vote. If approved by majority vote, at the next regular meeting the petition must be approved by a two-thirds majority vote by secret ballot cast by the eligible voting. Upon approval, a new officer must immediately be chosen to complete that term of office.
- b) Committee Assignments. Any senator assigned to a committee by a previous or current Staff Senate President can be removed from their assignment at Staff Senate president's discretion.
- c) Attendance. All members are subject to removal according to Article III.

**ARTICLE III MEETINGS OF THE STAFF SENATE**

**SECTION 1.** Meetings of the Staff Senate shall be scheduled in accordance with Article I.

**ARTICLE IV AMENDMENTS**

**SECTION 1.** Amendments to the Staff Senate Constitution shall be made under the following provisions, executed in sequence:

- a) Reviewed annually.
- b) Initiation of amendments shall be made by the university staff upon petition of Ten (10%) percent of the support staff; or by twenty (20%) percent of the Executive Committee; or by fifty (50%) percent of the Staff Senate.
- c) Amendments shall be submitted to the Staff Senate at a general body meeting.
- d) Action on proposed amendments shall be delayed until at least the next general body meeting of the Staff Senate. The amendment brought forth requires a quorum, defined as 50% of the voting staff senators present. Approval is based upon 50% plus one vote of the quorum established above. In the event of a tie the president should cast a deciding vote, reference Constitution Article II Section 1 E.

## **ARTICLE V** RATIFICATION OF THE CONSTITUTION

**SECTION 1.** The Staff Senate Constitution shall become effective immediately following a vote at the current general body meeting of the Staff Senate. The constitution requires a quorum. In the event of a tie the president should cast a deciding vote, reference Constitution Article II Section 1 E.

## **ARTICLE VI** AMENDMENT OF THE CONSTITUTION

**Section 1.** Amendment of the Constitution shall become effective immediately following a vote during a general body meeting of the Staff Senate. The constitution requires a quorum. The amendment is based upon two-thirds (2/3) vote of the majority of the quorum. In the event of a tie the president should cast a deciding vote, reference Constitution Article II Section 1 E.