

STAFF SENATE CONSTITUTION

Mission Statement

The mission of the Staff Senate is to represent Arkansas State University non-faculty employees and to serve in an advisory capacity to the Chancellor of ASU-Jonesboro with respect to all matters concerning staff.

The Staff Senate is intended to provide a forum for all employees with fringe benefits. The Staff Senate will endeavor to participate constructively in matters that benefit the University and the staff it represents.

Organizational Structure

The Staff Senate is representative of the following six (6) categories of staff on the ASU-Jonesboro campus:

- I. Staff Senate representation is based on the six Equal Employment Opportunity (EEO) categories for full-time employees, with categories EEO 10 (Executive Managerial/Administrative) and EEO 30 (Professional Non-Faculty) combined. The senator apportionment shall be one (1) senator for each 35 employees. No section shall have fewer than two (2) senators.
- II. The specific number of senators sitting on any Staff Senate will be determined prior to each election by polling the Office of Human Resources by February 1. The number of senators will be determined by dividing each category number by 35. Any portion over a whole digit will result in another senator for that category.

ARTICLE 1 - NAME

This governance organization shall be known as the Staff Senate of Arkansas State University- Jonesboro.

ARTICLE 2 - OBJECTIVE

The objective of the Staff Senate is to represent the non-faculty employees of Arkansas State University- Jonesboro in an advisory capacity to the Chancellor of ASU-Jonesboro with respect to all matters pertaining to non-faculty employee relations and to provide a means of communication to disseminate information to non-faculty employees of the University.

ARTICLE 3 - AUTHORITY

Point 1 - Powers

The Staff Senate shall exercise general legislative powers for the staff.

Point 2 - Governance

This Constitution shall govern the Staff Senate and shall be modified with a two-third majority vote to support the purpose of the Staff Senate.

Point 3 - University Approval

Any change in the Constitution adopted by the Staff Senate shall be enacted with the approval of the Chancellor.

Point 4 - University-Wide Actions

University-wide actions determined and adopted by the Staff Senate shall be approved by the Chancellor prior to enactment, except in matters where the Chancellor has given sole jurisdiction to the Staff Senate.

ARTICLE 4 - MEMBERSHIP**Point 1 - Criteria**

The membership of this organization shall be open to all non-faculty employees with fringe benefits up to the level of Vice Chancellor. The Chancellor and Vice Chancellor(s) shall not be eligible for membership.

Point 2 - Membership in Other Governance Organizations

University employees who are eligible to be represented by the Staff Senate may not be represented by other campus governance organizations. Employees who hold both a staff position and faculty rank are, according to the Faculty Handbook, section I.b.5, defined as members of the faculty and are therefore represented by Faculty Senate.

Point 3 - Activation of Membership

Employees are eligible to be represented or hold membership in the Staff Senate upon activation of their fringe benefits.

ARTICLE 5 - REPRESENTATION**Point 1 – Representative Classifications**

Employees of the University are represented in six categories which are defined by the equal employment opportunity (EEO) job classifications and shall represent the benefitted employees.

Point 2 - Ratio of Representation

The ratio of representation shall be one (1) senator representative per every 35 benefitted employees within the six EEO categories, with no fewer than two representatives per category. The categories are:

Service/Maintenance
 Skilled Crafts
 Technical/Paraprofessional
 Secretarial/Clerical

Professional Non-Faculty
 Executive Managerial/Administrative (This category is combined with Professional Non-Faculty)
 HR Ex-Officio

Point 3 - The **Human Resource Representative's duties:**

- serve in an advisory capacity as a non-voting, ex-officio member
- verify staff employee numbers by EEO category according to Article 5, Point 2 - Representative Apportionment
- other duties as deemed necessary

STAFF SENATE BYLAWS

ARTICLE 1 - REPRESENTATIVE ELECTION AND ATTENDANCE

Point 1 - Term of Office

A "term year" is defined as May 1 through April 30. Representatives will be elected to serve a three-year term beginning May 1, and ending April 30. In order to establish a staggered term of office, the charter representatives within each category will serve staggered terms where approximately one-half of the representatives serve a two-year term and the remaining representative(s) in each category serve a three-year term. Representatives will serve their term in reclassification and/or promotion.

Point 2 - Election of Representatives

The election process will be coordinated by the Vice President and the election committee. Every year the Vice President will present the election calendar to the Staff Senate at the November meeting. This calendar will provide dates of the EEO list collection, the nomination process, and the election process; culminating with the notification of all new senators of their election by April 1. New senators will attend the April meeting as guests in order to introduce themselves to the Senate and assist in the transitional process.

Point 3 - Re-election of Representatives

Representatives may not hold two consecutive elected terms. Re-elections may take place one year after the expiration of an elected term.

Point 4 - Senate Vacancies

When a vacancy occurs on the Staff Senate for reason(s) other than the expiration of a term, the Vice President will appoint the top vote recipient from a ranked list of alternates within the EEO category from the most recent election. If no alternates are available, there will be a new election within the EEO category. Once the Staff Senate is notified of the vacancy and is aware that no alternates are available, the Vice President will send a notification to all members of the EEO Category to contact the Staff Senate if they are willing to serve. Those who respond will be part of an election within that category only, and the winner will fill the vacant seat. The other respondents will be placed on an alternate list for future vacancies. In either case, the temporary replacement member will be asked to serve until the expiration of the vacant term, and the position will be permanently filled in the next regular election. The appointed representative may stand for election at that time.

Point 5 - Attendance Abuse

If in a term year, a representative accumulates three absences, the Staff Senate will be notified of the absences. The Staff Senate may then determine if the absences are excused and may declare the position vacant. Vacancies will be filled according to Staff Senate Bylaws Article 1, Point 4 - Senate Vacancies. If absences are determined excused, the member may remain on the Staff Senate.

Appropriate action may be taken by the Executive Committee, with the advice and consent of the Senate, if attendance abuse is identified.

Point 6 - Assignment of Proxies

Senators forced to be absent from a Staff Senate meeting may assign their proxy to another staff member from the same EEO category. To encourage staff to be more involved in the Staff Senate, the proxy must be assigned to a non-Senator employee.

Point 7 - EEO Category Changes

A job change that results in the shift of a senator's EEO category will not result in a vacancy in the senator's original category. The senator will continue to represent and serve the EEO category that originally elected him or her for the rest of the term.

ARTICLE 2 – DUTIES OF SENATORS AND OFFICERS OF THE EXECUTIVE COMMITTEE

Point 1 – Senators

All senators are responsible for the following:

- attend all meetings; however, if an absence is necessary, the senator should identify and send a proxy to the meeting
- participate in Staff Senate and/or SGOOC Committees
- communicate through e-mail all Staff Senate notifications, including agendas and meeting minutes
- assist with Staff Senate events

Point 2 - Executive Officers

The executive officers of the Staff Senate are the President, Vice President, Vice President for Communication, Secretary, Treasurer, Immediate Past President and a representative from the Office of Human Resources.

Point 3 - Elected Officers

The officers to be elected each term year are the President, Vice President, Vice President for Communication, Secretary, and Treasurer. The officers are elected by secret ballot at the May Staff Senate meeting. Only new and continuing members are eligible to vote. Those receiving the greatest number of votes for each position are declared the officers.

Point 4 - Officer Vacancy

Should any officer's position, other than the President, become vacant during the term year, a senator

will be elected by the Staff Senate to fill the vacant officer position for the remaining term year. (A temporary replacement from the appropriate EEO category will be appointed to fill any senator vacancy, according to Staff Senate Bylaws Article 1, Point 4 - Senate Vacancies.) If the position for President becomes vacant, the Vice President assumes the duties of the President for the remainder of the term year.

Point 5 – Officers’ Duties

A. The **President's** duties:

- act as official spokesperson for the Staff Senate
- preside over all regular meetings of the Staff Senate
- organize the agenda for each meeting
- share the responsibility of serving as ex-officio member of all Staff Senate committees with the Vice-President
- appoint committees as deemed necessary
- A pool of parliamentarians is to be identified by the President each year. These individuals should not be Staff Senators, and their responsibility shall be to answer questions concerning procedure and to resolve any procedural conflicts
- other duties as deemed necessary

B. The **Vice President's** duties:

- execute the duties of the President in the President's absence
- supervise the nomination and election process, including: 1) adjust representative apportionment, if necessary, 2) create the election calendar in order to fill open seats by April 1, and 3) supervise the counting of ballots and notification to elected representatives
- maintain and keep current the roster of Senators with name, EEO category, term expiration; noting Senators filling vacancies
- implement the Senator replacement process if there is a vacancy
- notify the Staff Senate of senator absences according to Staff Senate Bylaws Article 1, Point 4 - Senate Vacancies
- share the responsibility of serving as ex-officio member of all Staff Senate committees with the President
- other duties as deemed necessary

C. The **Vice President for Communication's** duties:

- maintain email distribution list of non-faculty benefitted employees
- maintain Staff Senate's social media groups
- make all Staff Senate postings on ASU Daily Digest
- relay information to non-faculty employees as directed by Staff Senate President
- be designated recipient of emails sent via “contact Staff Senate” link on our website
- be designated “reply to” person for all input requested from employees unless otherwise determined by President
- maintain archived copies of the approved minutes of at least three years’ meetings on Staff Senate website
- other duties as deemed necessary

D. The **Immediate Past President's** duties:

- serve in an advisory capacity as a non-voting, ex-officio member of both the Senate and Exec

Committee

- assist with transition of new President and archival information
- other duties as deemed necessary

E. The **Secretary's** duties:

- Prepare minutes of each Staff Senate meeting
- distribute approved minutes to appropriate parties
- maintain a record of senator absences
- maintain Staff Senate records
- maintain permanent copies of Staff Senate approved minutes
- other duties as deemed necessary

F. The **Treasurer's** duties:

- maintain and present monthly statements to the Staff Senate to ensure accurate financial statements are maintained
- verify and present all bills to the Staff Senate President for approval
- pay approved bills promptly
- other duties as deemed necessary

G. The **Human Resource Representative's** duties:

- serve in an advisory capacity as a non-voting, ex-officio member;
- verify staff employee numbers by EEO category according to Article 5, Point 2 - Representative Apportionment;
- other duties as deemed necessary.

Point 6 – Executive Committee

A. Members

The following individuals constitute the Executive Committee of the Staff Senate: President, Vice President, Vice President for Communication, Secretary, Treasurer, Immediate Past President (ex-officio member).

B. Responsibilities

The Executive Committee meets regularly to develop agendas for the Staff Senate, to respond to requests for information and advice, and to develop goals and policies which the Staff Senate seeks to implement.

C. Powers

The Executive Committee has the power to:

- call special meetings
- approve expenditures of the Staff Senate
- perform duties as are specified in the Bylaws
- set the hour and date of meetings

ARTICLE 3 - MEETINGS

Point 1 - Frequency

The Senate meets monthly, upon the request of the executive committee, or by a 2/3 majority request of the members.

Point 2 – Attendance

All meetings of the Staff Senate are open meetings.

Point 3 - General Assembly

A campus-wide open meeting may be held each year with an assembly of employees representative of all work shifts *while maintaining adequate coverage* in appropriate duty areas.

Point 4 - Time Provision

Members are allowed reasonable time away from regular duties to attend Staff Senate meetings and functions, University meetings, and to conduct Staff Senate business.

Point 5 - Quorum

A simple majority, one-half plus one ($1/2 + 1$) of the Staff Senators constitutes a quorum authorized to transact business.

Point 6 - Voting

Voting by Staff Senators shall be by voice, except when deemed otherwise by the President.

ARTICLE 4 - COMMITTEES

Point 1 - Standing Committees

- A. Distinguished Performance Award and Recognition Committee
- B. Staff Picnic Committee
- C. Educational Stipend Award Committee
- D. Election Committee

Point 2 - University Committees

Representative members appointed as necessary.

Point 3 - Ad Hoc Committees

- A. Constitution & Bylaws Committee
- B. Special Events Committee

Point 4 - Membership

Committee members may be appointed from within the Staff Senate, as well as from staff members at-large. Effort should be made to include employees from different EEO categories and divisions throughout the university. Committee members appointed from the staff at-large have voting rights *within their assigned committee(s) only*.

ARTICLE 5 - ACTION ON BYLAWS

Point 1 - Adoption

Adoption of Bylaws is by 2/3 majority vote of the Senate.

Point 2 - Amendment

These Bylaws can be amended at any regular meeting of the Staff Senate by a 2/3 majority vote of the members provided that the amendment has been submitted in writing at the previous regular meeting.

Point 3 - Review

An ad-hoc committee of three (3) representatives appointed by the President every three (3) years reviews the constitution and bylaws.

ARTICLE 6 - PARLIAMENTARY AUTHORITY

Point 1 - Written Authority

The latest edition of *Robert's Rules of Order, Newly Revised*, governs the Staff Senate in all cases where the Bylaws are silent.

Point 2 - Deviation of Authority

If the Staff Senate wishes to deviate from an adopted parliamentary rule of order, the Staff Senate may create a special rule of order by a simple 2/3 majority vote of its members, which supersedes any conflicting rule of parliamentary authority.

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