

STAFF SENATE CONSTITUTION

Mission Statement

The mission of the Staff Senate is to represent Arkansas State University non-faculty employees of the University 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 full-time employees with fringe benefits and part-time employees. 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 seven (7) categories of staff on the ASU-Jonesboro campus:

- I. Staff Senate representation is based on the six EEO categories for full-time employees. The senator apportionment shall be one (1) senator for each 35 employees. No EEO category shall have fewer than two (2) senators.
- II. An associate membership category with one (1) representative shall represent the part-time employees of the University.
- III. 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 March 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.

STAFF SENATE BYLAWS

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**

These Bylaws 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 or Bylaws 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 full-time non-faculty employees with fringe benefits and part-time employees up to the level of Vice President. The Chancellor, Vice Chancellor's and/or Vice President(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.
- Part-time employees who are also students are represented by the Student Government Association or the Graduate Student Council.
- Part-time employees working at the Jonesboro campus who are not enrolled as students at any Arkansas State University campus are represented through associate membership with Staff 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. Part-time employees are immediately eligible to exercise representation privileges through their associate membership.

Point 4 - **Associate Membership**

The Staff Senate shall provide a forum for all part-time employees of the University through an associate membership. Associate members of the Staff Senate represent the part-time employees shall have the privileges of exchanging dialogue during meetings, discussing issues with campus constituencies, and/or conferencing with members of the Staff Senate or the staff at-large. Associate members have voting rights within their assigned committee(s) only.

ARTICLE 5 - REPRESENTATION

Point 1 – Representative Classifications

Employees of the University are represented in seven categories:

- Six (6) categories defined by the equal employment opportunity (EEO) job classifications shall represent the full-time employees.
- An associate membership category shall represent the part-time employees of the University

Point 2 - Representative Apportionment

The appointment of representatives for each EEO category is based on the numbers of staff employees within each EEO job classification. Part-time employees shall be apportioned a set number of associate representatives. Numbers are to be verified annually by examining lists provided by the Office of Human Resources. The lists are to be provided to the Staff Senate as of March 1. Representative apportionment will be adjusted by the Staff Senate each election year through the nomination and election process.

Point 3 - Ratio of Representation

The ratio of representation shall be one (1) senator representative per every 35 full-time employees within the six EEO categories, with no fewer than two representatives per category. Part-time employees shall be represented by one (1) associate member. The categories are:

Service/Maintenance
Skilled Crafts
Technical/Para-professional
Secretarial/Clerical
Professional Non-Faculty
Executive Managerial/Administrative
Part-time Employees

ARTICLE 6 - 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 for representatives shall take place in March of each term year prior to the new term year which begins May 1. Nomination ballots will be distributed to employees based on their EEOC classification as of March 1. The nomination ballots will list all employees classified in that respective EEO category. Nomination ballots will be tabulated by the Staff Senate Election Committee.

The election ballot will be distributed upon completion of the nomination process. Ballots will be tabulated by the Staff Senate and ranked in order by the number of votes. The individuals receiving the highest number of votes shall be elected to serve as Senator of the Staff Senate. Employee(s) receiving the next

highest number of votes will be elected to fill remaining open seats within their category. All other names will be placed on a ranked list of alternatives.

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 Staff Senate recommends a replacement from the category in which the vacancy resides from the ranked list of alternates from the most recent election. With the advice and consent of the Staff Senate, a temporary replacement member will be asked to serve until the expiration of the vacant term. The position will be permanently filled in the next regular election. The appointment representative may stand for election.

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 Article 6, 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.

ARTICLE 7 - OFFICERS AND DUTIES

Point 1 - 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 2 - 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 3 - 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 Article 6, 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 4 - 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;
- serve as ex-officio member of all Staff Senate committees;
- appoint committees 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, and 2) supervise the counting of ballots and notification to elected representatives;
- notify the Staff Senate of senator absences according to Article 6, Point 4 - Senate Vacancies;
- serve as ex-officio member of all Staff Senate committees;
- other duties as deemed necessary.

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

- maintain email distribution list of non-faculty employees;
- maintain Staff Senate's Accesspoint Group;
- 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;
- other duties as deemed necessary.

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

- serve in an advisory capacity as a non-voting, ex-officio member;
- assist with transition of new officers and archival information;
- other duties as deemed necessary.

D. 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;
- 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.

ARTICLE 8 - EXECUTIVE COMMITTEE

Point 1 - 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), and a representative from the Office of Human Resources (ex-officio member).

Point 2 - 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.

Point 3 - 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 9 - 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.

Part-time employee representatives hold associate memberships, which have voting privileges *with their assigned committee(s) only*.

ARTICLE 10 - COMMITTEES

Point 1 - **Standing Committees**

- A. Election Committee
- B. Recognition and Awards Committee
- C. Special Events Committee
- D. General Assembly Committee
- E. Educational Stipend Award Committee

Point 2 - **University Committees**

- A. Representative members appointed as necessary.

Point 3 - **Ad Hoc Committees**

- A. Bylaws Committee
- B. As deemed necessary

Point 4 - **Membership**

Committee members may be appointed from within the Staff Senate, as well as from staff members at-large. Committee members appointed from the staff at-large have voting rights *within their assigned committee(s) only*.

ARTICLE 11 - ACTION ON BYLAWS

Point 1 - **Adoption**

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

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 bylaws.

ARTICLE 12 - 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.

A parliamentarian is to be appointed by the President each year. This person does not have to be a Senator.

POLICIES AND PROCEDURES:

1. Approved minutes are to be broadcast to the campus community after each meeting to inform campus of what is going on and decided.
2. Notice of meetings with agenda listed sent broadcast to the campus community before the monthly meetings.
3. Awards Ceremony: Certificates will be given to 10 and 20 years of services. Twenty-five and up will be given plaques.
4. Notification to the campus community in March that Staff Senate elections are about to take place. Include what categories elections will be held.
5. Appointment of part- time employee representative needs to be no later than the September meeting.
6. Secretary should keep the Vice President aware of any absentees to ensure that absence abuse is addressed promptly.
7. All past records should be kept in a permanent location (Administration Building, ground floor) in a filing cabinet.

Amended - April 1999, May 2001, September 2004, March 2007, January 2008, October 2010