



THE CONSTITUTION OF THE STAFF SENATE OF ARKANSAS TECH UNIVERSITY

ARTICLE I: NAME AND MISSION

Section 1: Name --- The name of this organization shall be the Staff Senate of Arkansas Tech University.

Section 2: Mission – The mission of the Staff Senate is to fairly represent Arkansas Tech University’s non-faculty employees and to serve in an advisory capacity to the President with respect to all matters concerning our diverse staff.

ARTICLE II: MEMBERSHIP AND TERMS OF OFFICE

\*\*\*\*Section 1. Organization and Terms of Office

- A. Division Senators - senate members shall be elected from each of the administrative divisions of the university. The administrative divisions shall include all departments under the jurisdiction of the President or a Vice President that serves as a part of the Executive Council.

The following scale shall become the base used to ensure representation of the number of staff employed within each administrative division:

Staff in Division	Senators Needed	Staff in Division	Senators Needed
1-20	1	101-120	6
21-40	2	121-140	7
41-60	3	141-160	8
61-80	4	161-180	9
81-100	5	181+	10

- B. At Large Classification Senator – senate members shall be elected from the classification groups of the university. The classification groups shall be divided as follows:

Class 101 through 103	Class 113 through 124
Class 104 through 109	Non-Classified
Class 110 through 112	Provisional

All classification groups shall elect one senate member per 100 staff members up to two senate members max.

\*\*\*Section 2: Eligibility: Full-time employees with the following exceptions are eligible for service on Staff Senate.

Paragraph A: Employees serving in the following positions cannot vote nor serve as a senator:

- Vice Presidents/Members of Executive Council / Deans
- Department Heads or those acting in that capacity
- Staff members that report directly to the President

Paragraph B: Staff Senate will continue to seek feedback and ideas from all staff members, regardless of the staff members' eligibility to serve.

### Section 3: Terms of Office

Paragraph A: All elected members of the Senate, except those initial members who drew one- and three-year terms, shall serve for \*\*\*three-year terms.

Paragraph B: The terms of membership of all initial members of the Senate shall be considered as having begun on November 1, 2014.

Paragraph C: Members of the Senate have a limit of two consecutive terms before a break in service is required. After a two-year break in service, the individual is again eligible for election.

### Section 4: Vacancies in the Senate

Paragraph A: Vacancies at the end of the senator's term will be filled during the regular \*\*\*\* May elections, which will consist of campus-wide nominations and voting for the positions vacated.

Paragraph B: Vacancies occurring during the middle of a senator's term will be filled with the individual who received the next highest votes during the previous election.

Paragraph C: Should there be no individual willing or able to serve after a Senate vacancy, the Staff Senate shall vote on how or if to fill the vacancy.

## ARTICLE III: OFFICERS ----- THEIR DUTIES AND MANNER OF ELECTION

### Section 1: Executive Officers of the Staff Senate

#### Paragraph A: President

- Presides over meetings
- Serves as official spokesperson for Senate
- Prepares agenda

#### Paragraph B: Vice President

- Acts in President's Absence
- Supervises nomination and election process
- Counts votes during motions or ballots in secret ballot voting

#### Paragraph C: Secretary

- Keeps accurate minutes
- Maintains attendance record for meetings
- Distributes minutes for approval
- Helps maintain Senate website



Paragraph D: Reporter

- Creates Senate newsletter
- Helps maintain Senate website
- Acts in Secretary's absence

Section 2: Manner of Election of Officers

\*\*\*Staff Senate elections will follow a Fiscal year election process. Staff Senate terms will start July 01 and end on June 30 at the end of their three-year term. Officers will be elected during the \*\*\*April meetings using nominations and secret ballots.

Paragraph A: Officers will serve one-year terms.

Paragraph B: There are no consecutive term-limits for officers other than those noted in Article II, Section 3.

Section 3: Filling officer vacancies

Paragraph A: Vacancy in the President's position will be filled by the Vice President until the next officer election.

Paragraph B: Vacancies in officers other than the President will be filled via special election during the regular Staff Senate meeting.

ARTICLE IV: MEETINGS

Section 1: Regular meetings: First \*\*\*Thursday of every month at \*\*\*\*9 am, unless that day falls on a designated holiday.

Section 2: Called meetings: Can be made at the request of the Senate President or of at least three senators.

ARTICLE V: RATIFICATION AND AMENDMENT OF THE CONSTITUTION

Section 1: Ratification --- Ratification upon majority vote of Staff Senate and approval by Board of Trustees.

Section 2: Amendment - The Constitution or the By-Laws of the Senate may be amended in the following manner:

- The proposed amendment shall be drafted and presented in duplicated form to each member of the Senate at least one week before the meeting in which it is to be considered.
- The proposed amendment shall be approved by two-thirds of the members of the Senate in a regular meeting.
- The proposed amendment shall be approved by the Board of Trustees of the University.



\*Approved by the Arkansas Tech University Board of Trustees on 12-18-14.

\*\*Amendment approved by Board of Trustees on 10-17-15.

\*\*\*Amendment approved by Board of Trustees on 08-19-2021.

\*\*\*\*Amendment approved by Board of Trustees on 10-19-2023.