

THE CONSTITUTION OF THE STAFF SENATE OF ARKANSAS TECH UNIVERSITY-OZARK

ARTICLE I: NAME AND MISSION

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

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

ARTICLE II: MEMBERSHIP AND TERMS OF OFFICE

Section 1: The Ozark Campus Staff Senate will have six members representing staff. Senators shall be elected to represent the following positions:

Position #1 shall be a Senator elected to represent Fiscal Affairs and Computer Services.

Position #2 shall be a Senator elected to represent Maintenance.

Position #3 shall be a Senator elected to represent Academic Affairs, Adult Education, Business and Community Outreach, and the Chancellor’s Office.

Position #4 shall be a Senator elected to represent Student Services.

Position #5 shall be a Senator elected to represent the Arkansas Tech Career Center.

Position #6 shall be a Senator elected at-large from the staff of ATU – Ozark.

Section 2: Eligibility

Full-time employees are eligible for service on the Staff Senate. Senators shall be a member of the department their position represents unless elected in the at large position.

Section 3: Terms of Office

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

Paragraph B: The terms of membership of all initial members of the Senate shall be considered as having begun on July 1, 2015.

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 June 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. Voting records will be kept by the Secretary.

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
- Maintains list of Senators and Positions they serve in

Paragraph C: Secretary / Reporter

- Keeps accurate minutes
- Maintains attendance record for meetings
- Distributes minutes for approval
- Keeps voting records
- Helps maintain Senate website
- Creates Senate newsletter

Section 2: Manner of Election of Officers

Officers will be elected during the July 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 Friday of every month at 9 a.m., unless that day falls on a designated holiday. In event of lack of quorum, another date and time will be scheduled.

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

ARTICLE V: RATIFICATION AND AMENDMENT OF THE CONSTITUTION

Section 1: Ratification - After ratification by majority vote, the Staff Senate will make a recommendation to the Chancellor, who will make a recommendation to the President, who will make a recommendation to the Board of Trustees for approval.

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

- a. 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.
- b. The proposed amendment shall be approved by two-thirds of the members of the Senate in a regular meeting.
- c. The proposed amendment shall be approved by the Chancellor.

BY-LAWS OF THE STAFF SENATE OF
ARKANSAS TECH UNIVERSITY-OZARK

ARTICLE I: ELECTION OF MEMBERS

Section 1: Time of elections and appointments

During June of each year, elections shall be held to fill the vacancies on the Staff Senate which shall come into existence on the following July 1.

Section 2: Conduct of elections

All elections of members shall be by secret ballot.

Section 3: Tie

In the event of a tie the Staff Senate candidate with the longest tenure will be elected to serve.

ARTICLE II: AGENDA

Section 1: The President of the Staff Senate shall distribute among the members of the Senate, at least one week before each regular meeting, an agenda for the consideration of the Senate in that meeting. Absence from this agenda of any matter of concern to the Senate, however, shall not preclude the Senate's consideration of or action upon that matter in the meeting.

Section 2: Called meeting agendas will be emailed at the time the meeting is requested.

ARTICLE III: CONDUCT OF MEETINGS

Section 1: Parliamentary Procedure

All meetings of the Staff Senate shall be conducted according to standard parliamentary procedure.

Section 2: Quorum

Two-thirds of the senators shall constitute a quorum and shall have the power to transact business as the Staff Senate at any regular or called meeting.

Section 3: Method of Voting

In presenting a motion before the Senate, any member may stipulate that the motion be voted upon by secret ballot. Otherwise, voting in the Staff Senate shall be conducted in whatever parliamentary manner may be called for by the acting president. Each senator present shall have one vote except for the President and Ex-Officio. Any motion shall be considered as having been passed by the Senate only if it shall have received the votes of a majority of the voting members present. In the event of a tie, the president shall cast the deciding vote.

Section 4: Attendance at Meetings

Paragraph A: Official meetings called by the Staff Senate President are open to the general university staff and invited guests.

Paragraph B: Senators are expected to be present at all regular meetings. Senators who have more than three absences in a year may be subject to dismissal from the Senate.

ARTICLE IV: MINUTES OF MEETINGS

The Secretary of the Staff Senate shall keep accurate minutes of each meeting and distribute among the members of the Senate for approval, after which the approved minutes shall be distributed among the entire staff via the Staff Senate website.