



## 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: Initial elections were based on nominations and campus-wide voting per area at a rate of one senator per 20 employees with the intended size of Staff Senate being 20 senators.

Paragraph A: Areas having at least 35 employees were rounded up to 40 in order to have two senators for the initial election.

Section 2: Eligibility: Full-time employees in non-supervisory roles are eligible for service on the Staff Senate.

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

- Vice Presidents/Members of Executive Council
- Deans, Associate or Assistant Deans
- Department Heads or those acting in that capacity

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 two years.

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 October 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

Officers will be elected during the November 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 Wednesday of every month at 10 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:

- 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 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.