

# *Staff Senate Constitution*

## **ARTICLE ONE MEMBERSHIP**

### **A. Composition**

The Senate will be comprised of Senators representing each of the University's six divisions:

Academic Affairs  
Business Affairs  
Student Affairs  
Information Technology  
University Advancement  
Chancellor's Staff

The number of Senators from each division will be determined by the number of permanent SPA and EPA non-faculty employees within the division based on a ratio of 1 senator per 30 employees. The Elections Committee will review the dispensation of senators annually to ensure equitable distribution. Determinations will be made in January of each year and announced prior to the call for nominations.

### **B. Elections**

Election of Senators shall be conducted on or before April 1 of each year. The immediate Past-Chair of the Staff Senate, as Chair of the Elections Committee, supervises the election process and selects a committee to assist with the process. The committee will be comprised of at least one senator from each division. Nominations shall be solicited from the University community. Ballot elections shall be held with ballots being returned to the Elections Committee Chair. Separate ballots will be drawn for each division. Members of a division may vote only on the ballot for their division.

### **C. Terms**

**For the year 2007-2008 only:** Approximately *half* ( $\frac{1}{2}$ ) of all representatives will continue to complete the second year of their term. The remaining vacant seats will be filled by election based on divisional representation. Continuing non-voting delegates will be offered voting status by March 1, 2007.

**For all succeeding years:** Senators will be elected to serve two-year terms. Approximately *half* ( $\frac{1}{2}$ ) of a division's Senators will be elected in even years and the other *half* ( $\frac{1}{2}$ ) will be elected in odd years, in order to maintain continuity of leadership and activity.

Terms of Senators begin July 1 and end June 30 of the second year of the term.

No Senator shall represent more than one division at a time. If a Senator moves to a different division from which they were elected to represent, the Senator will resign and a replacement will be appointed to complete the term of the vacancy. It is the responsibility of each Senator to notify the Chair of any change in his/her employment status.

No Senator shall be eligible to serve more than two consecutive terms unless elected to serve as Chair of the Senate. For these purposes, the term limit is waived to allow for completion of the term of office as Chair and Past-Chair.

Senators may be reelected for a new term after a one year absence from the Senate.

The Immediate Past Chair shall serve as an ex officio member of the Senate.

The Associate Vice Chancellor for Human Resource Services, the Associate Vice Provost for EPA Human Resources, the Chair of the Faculty Senate, the Student Government Association (SGA) President, the Graduate Student Association (GSA) President, and the Chancellor – or a designee – shall serve as ex officio members of the Senate without voting privileges.

#### **D. Meetings**

A regular meeting of the Senate shall be conducted once per calendar month in accordance with a schedule published and distributed no later than July 1 of each year to the University and the Senate members by the Secretary of the Senate. These meetings shall be open to all members of the University community, with gallery speaking privileges granted by the Senate on a speaker-by-speaker basis.

A quorum of 50% of the delegation is required for voting. A simple majority of those present is required to pass any action taken by the Senate, except for Constitutional Amendments (See Article Six).

Within 5 days of the receipt of a request signed by at least six senators, the Chair shall be required to schedule a special meeting of the Senate. This special meeting shall be conducted within 10 working days of the notice of special meeting.

#### **E. Attendance**

The Secretary shall keep records of attendance at each meeting of the Senate. Any Senator who misses two consecutive meetings shall be contacted by the Executive Committee (or designee). Any Senator who misses three consecutive meetings of the Senate, with or without notice, will be replaced.

If for any reason a vacancy occurs after the annual election, the vacancy shall be filled by appointment from the pool of election runners-up within the same division in the most recent election.

If a nominee is not available to fill the vacancy then the Elections Committee, in consultation with the Executive Committee and the division/department in need of representation, will appoint a Senator to complete the term of the vacancy.

## **ARTICLE TWO OFFICERS OF THE SENATE**

### **A. Definition and Responsibilities:**

#### **1. Chair**

The Chair will be responsible for calling and conducting meetings of the Senate and of the Executive Committee. The Chair shall represent the Senate, the Executive Committee, and the University staff to the administration and faculty. The Chair will appoint committee chairs and committee members.

#### **2. Vice Chair/Chair-Elect**

The Vice Chair/Chair-Elect shall conduct meetings in the absence of the Chair and shall represent the Senate, the Executive Committee, and the University staff in the absence of the Chair. Should a vacancy occur in the office of the Chair, the Vice Chair/Chair-Elect shall fill the remainder of the Chair's term of office.

#### **3. Secretary**

The Secretary will record the minutes and attendance of meetings of the Senate and of the Executive Committee. The Secretary will be responsible for communication of UNCG Staff Senate business to Senate members and the University staff through appropriate University publications and direct mail. The Secretary shall serve as custodian of the historical records of the Senate and will maintain an archive to chronicle activities of the Senate

#### **4. Immediate Past Chair**

The Immediate Past Chair shall serve as Parliamentarian of the Senate and the Executive Committee, and shall serve as Chair of the Nominations/Elections Committee.

### **B. Election of Officers**

A meeting shall be called every year by the Executive Committee for the express purpose of electing Officers of the Senate for the following year. This meeting shall be held on or before May 1 (following elections for Senate membership), and the current year's Senate Chair shall preside. Those having a vote at this meeting shall be limited to individuals who will serve on the Senate in the following year.

**C. Terms of Office**

The officers shall serve for one year. Terms of elected office shall begin July 1 and end June 30 the following year.

If a vacancy occurs in the office of Secretary after the annual election, the Chair, with the approval of the Executive Committee, shall appoint a replacement. If a vacancy occurs in the office of Vice Chair/Chair-Elect after the annual election, the Chair shall ask the Elections Committee to secure nominees for replacement, and an election for a replacement shall be conducted at a regular meeting of the Senate within 90 days of the date of vacancy.

No officer shall hold the same office for more than twelve consecutive months. Officers can be reelected or reappointed after a one year absence from that office. The Secretary serves a one-year term but may serve one additional year, as approved by the Executive Committee.

No officer shall hold more than one office at a time. With the exception of Immediate Past Chair, no officer shall chair a committee.

**ARTICLE THREE  
EXECUTIVE COMMITTEE**

**A. Definition**

The Executive Committee shall be composed of elected officers (Chair, Vice Chair/Chair-Elect, and Secretary) who will serve one year or, in case of a vacancy, until a successor is named. The Executive Committee shall also include chairs of standing committees and the UNC Staff Assembly delegation. The Immediate Past Chair, Associate Vice Chancellor for Human Resource Services, and the Associate Vice Provost for EPA Human Resources shall serve ex officio on the Executive Committee without voting privileges.

**B. Meetings of the Executive Committee**

A regular meeting of the Executive Committee shall be conducted once per calendar month in accordance with a schedule published and distributed to the University no later than July 1 annually. Regular meetings are open with gallery speaking privileges granted by a majority of the Executive Committee on a speaker-by-speaker basis. Items for discussion should be submitted in writing to the Chair ten working days in advance of the scheduled meeting.

The Executive Committee shall meet in special session on the call of the Chair with a required notice of 5 working days. Within 5 days of the receipt of a request signed by at least two voting Executive Committee members, the Chair shall be required to schedule a special meeting of the Executive Committee. The special meeting shall be conducted within 10 working days of the notice of the meeting.

Any member of the Executive Committee missing three consecutive meetings of the Executive Committee shall be dismissed from his/her office.

A quorum of the Executive Committee must be present to vote. Any tie votes will be decided by the membership of the Senate at the next scheduled Senate meeting.

**C. Powers and Duties**

The Executive Committee shall represent the UNCG Staff Senate in matters involving the UNCG Staff Senate and University policy; shall fix the hour and place of meetings; shall appoint special committees to study specific issues brought before it by members of the Senate; shall make recommendations to the Senate; shall make all financial decisions for the Senate; and shall perform any other related duties. The Executive Committee shall prepare and submit to the Associate Vice Chancellor for Human Resource Services, a budget request in February of the fiscal year preceding the year for which the request is prepared. No actions shall be taken by the Executive Committee in the name of the UNCG Staff Senate without prior Senate discussion and vote.

**ARTICLE FOUR  
OTHER COMMITTEES OF THE SENATE**

No action shall be taken by any committee without Senate approval.

Every Senator shall serve on a least one committee. University staff at large (not elected to the Senate) are eligible to serve on committees as well and are encouraged to do so.

The Immediate Past Chair shall chair the Elections Committee and the Former Chairs Committee. All other standing committees shall be chaired by Senators appointed by the Chair of the Senate. It shall be the duty of the committee chair to convene committee meetings, to submit proposals to the Executive Committee prior to any action taken, and to submit a report to the Executive Committee prior to the end-of-year Executive Committee meeting in June.

**A. Standing Committees**

**1. Communications**

The Communications Committee shall be responsible for regularly disseminating information from the Senate to the University staff. This committee shall include a representative from each standing committee.

**2. Elections**

The Elections Committee shall ensure the willingness of each nominee to serve if elected and shall oversee the annual voting process in accordance with the following schedule:

- a). solicit nominations by March 1,
- b). conduct general elections by April 1,
- c). solicit officer nominations by April 15, and
- d). conduct officer elections by May 1.

### **3. Employee Enrichment**

The Employee Enrichment Committee shall be responsible for coordinating educational opportunities for staff development. This committee shall also oversee the Employee Enrichment Fund and the Staff Scholarship Fund and make recommendations for expenditures from these specific funds.

### **4. Employee Recognition**

The Employee Recognition Committee shall be responsible for the administration of the Staff Stars program and the University Staff Excellence Awards.

### **5. Former Chairs**

The Former Chairs Committee shall include all past Chairs of the Staff Senate who are on the University staff or who are retired from the University. The committee shall meet at least once per year to discuss constitutional maintenance issues and provide advice to the Executive Committee.

### **6. Service**

The Service Committee shall identify community service activities or initiatives on campus and off campus that are relevant to UNCG staff and shall coordinate staff participation in these activities.

## **B. Special Committees of the Senate**

Special Committees may from time to time be established by the Executive Committee to address matters not under the purview of standing committees.

## **ARTICLE FIVE PROCEEDINGS OF SENATE AND COMMITTEES**

Rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Senate and its committees insofar as they are not inconsistent with the established rules of order that the UNCG Staff Senate may adopt.

**ARTICLE SIX  
AMENDMENTS TO CONSTITUTION**

Amendments to the UNCG Staff Senate Constitution may be recommended by the Senate to the Chancellor by a two thirds vote of those Senate members present at a regularly scheduled Senate meeting, provided the amendment was introduced and discussed at the regular meeting immediately prior to the meeting at which a vote on the recommended amendment is taken. If two thirds of the Senate (present at the meeting) vote to approve a proposed amendment, the Secretary of the Senate shall forward the proposed amendment to the Chancellor for approval.

Endorsed by UNCG Interim Staff Council  
November 18, 1998

Approved by Chancellor Patricia A. Sullivan  
November 30, 1998

Revisions approved by Chancellor Patricia A. Sullivan  
February 17, 1999  
April 18, 2001  
November 16, 2004  
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