

M E M O R A N D U M

TO: MSU Staff Members

FROM: Velma Campbell *VE*
 Gene Caudill *GC*
 Ruth Davis *RD*
 Sue Fannin *SF*
 Bill Huie *BH*
 Ron Jones *RJ*
 Wanda Mayse *WM*
 Betty Moran *BM*
 Vic Ramey *VR*
 Bill Rosenberg *BR*

DATE: April 8, 1987

SUBJECT: Staff Senate Constitution

The Steering Committee for the proposed Staff Senate have been involved in preparing a proposed Constitution which would equally represent the interests of all staff members. We are now presenting the proposed Staff Senate Constitution for your review.

Once the Constitution has been approved by the staff of Morehead State University, it will be presented to President Albright and the Board of Regents for approval.

A meeting for staff members is scheduled for April 15 at 3 p.m. in Breckinridge auditorium. The purpose of this meeting will be to discuss and vote on the proposed Constitution. We encourage you to attend and support these efforts to establish your Staff Senate. Your attendance and support are needed.

The goal of the Steering Committee is to have the Constitution approved and the Staff Senate members in place by the start of the fall semester of 1987.

A copy of the proposed Constitution is attached.

Enclosure

CONSTITUTION

Morehead State University Staff Senate

PREAMBLE

In order to create a stronger bond within the staff, to promote cooperation among the administration, faculty, students, and staff of Morehead State University; we, the staff of this University, do establish a Senate as our representative body. Further, we pledge to determine responsibly and to administer faithfully the policies and objectives which best fulfill the needs, concerns, and interests of the staff and to exert to the utmost our efforts to assist this University in achieving its educational goals.

ARTICLE I - NAME

This organization shall be known as the Morehead State University Staff Senate.

ARTICLE II - PURPOSE

The Morehead State University Staff Senate shall be the official representative of the staff of the University, and shall be responsible for eliciting and expressing opinions, suggestions, and recommendations of the staff on all matters of concern to the staff ~~as a whole.~~ The Staff Senate shall be responsible for continual review of University policies, documents, and decisions affecting staff and shall make recommendations concerning these matters, when appropriate, to the University administration. The Staff Senate shall seek representation in all aspects of University governance.

ARTICLE III - REPRESENTATION

The Staff Senate shall represent all staff employees at Morehead State University. A staff employee shall be defined as a permanent employee who is not (1) President, (2) Vice President, (3) Academic Dean, (4) Department Chair, (5) in a tenure-track

position, or (6) teaching more than three hours per term as part of her/his regular assignment. Staff employment categories and representations are further defined in the Bylaws.

ARTICLE IV - MEMBERSHIP AND ELIGIBILITY

Section 1. The Staff Senate shall consist of Senators elected from their respective employment categories by eligible staff members. The date and manner of elections shall be determined in the Bylaws of the Staff Senate.

Section 2. The total membership of the Staff Senate shall consist of not more than thirty Senators.

Section 3. Each permanent staff member with a minimum of one year continuous University employment shall be considered eligible to seek election to the Staff Senate.

Section 4. Senators shall be elected for a term of three years. Each Senator shall retain his/her Senate seat until an election has been conducted to elect a successor, and the successor has been seated.

Section 5. Each Senator shall have one vote.

Section 6. Any Senator may be removed from the Staff Senate for cause, as defined in the Bylaws, by a two-thirds vote of his/her constituency.

Section 7. The Staff Senate may add, at its discretion, nonvoting ex officio members.

ARTICLE V - OFFICERS

Section 1. The Staff Senate shall elect three officers from its membership: Chair of the Morehead State University Staff Senate; Vice Chair of the Morehead State University Staff Senate; and Secretary of the Morehead State University Staff Senate.

Section 2. Eligibility. Each member elected to the Staff Senate shall be eligible for election to the offices described in Section 1 of this Article, and only elected members of the Staff Senate may nominate and cast ballots in the election of any officer.

Section 3. Duties. The officers described in Section 1 of this Article shall perform those duties as defined in the Bylaws of the Staff Senate and such other duties as are designated by the Staff Senate.

Section 4. Term of Office. Officers of the Staff Senate shall be elected to serve for a term of one year in the manner defined in the Bylaws of the Staff Senate. Officers shall remain in office until an election has been conducted to elect their successors and their successors have been seated.

Section 5. Limitation. No Senator shall hold more than one office at any one time. No Senator may serve more than two successive terms in the same office.

Section 6. Removal from Office. Any officer may be removed from office for cause as defined in the Bylaws by a two-thirds vote of the Staff Senate members.

ARTICLE VI - MEETINGS

The Staff Senate shall meet at least monthly at a convenient time and day as defined in the Bylaws of the Staff Senate.

ARTICLE VII - STANDING COMMITTEES

Standing committees of the Staff Senate shall be defined in the Bylaws of the Staff Senate.

ARTICLE VIII - QUORUM

7 A quorum for conducting business at meetings of the Staff Senate shall be fifty-one percent of the current elected membership.
50% plus 1

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1. The Staff Senate shall be governed by procedures contained in Robert's Rules of Order, latest edition, in the consideration of all matters properly referred.

Section 2. Any conflict between the source cited in Section 1 of this Article and the Constitution and Bylaws of the Staff Senate shall be resolved in favor of the Constitution and Bylaws of the Staff Senate.

Section 3. Where necessary and proper, interpretation and application of governing procedures outlined in the source cited in Section 1 of this Article shall be the responsibility of the Staff Senate Parliamentarian who shall be appointed by the Chair of the Staff Senate.

ARTICLE X - AMENDMENTS AND BYLAWS

Section 1. The Staff Senate shall have the power to enact Bylaws to implement the provisions of this Constitution.

Section 2. A proposal to amend or change the Bylaws shall be signed by five members of the Staff Senate and shall require approval by two-thirds of the membership of the Senate.

Section 3. Any proposal to amend or change this Constitution shall be signed by five Senators of the Staff Senate or twenty-five percent of the staff. Proposals must be submitted to the Secretary of the Staff Senate for placement on the agenda of the next regular meeting of the Staff Senate at least two weeks prior to said meeting of the Staff Senate.

Section 4. First consideration of a proposal to amend or change this Constitution shall be voted on at a regular meeting of the Staff Senate. If the proposal receives an affirmative vote by two-thirds majority of those members present and voting, it shall be placed on the agenda of the next regular meeting of the Staff Senate for final consideration. Final consideration of a proposal to amend or change this Constitution shall be adopted upon an affirmative vote by two-thirds majority of the total membership of the Staff Senate and upon to approval of the Morehead State University Board of Regents.

ARTICLE XI - RATIFICATION

This Constitution shall be ratified upon approval by a simple majority of the staff in a special election called for the purpose of ratifying this Constitution and upon approval of the Morehead State University Board of Regents.

MEMORANDUM

91A19-1-3-6

TO: MSU Staff Members

FROM: Ruth Davis *rd*
Chair, Steering Committee of the Staff Senate

DATE: April 15, 1987

Last week you received a copy of the proposed constitution for the Staff Senate. The following paragraph should replace the paragraph entitled Article III - Representation in the Constitution.

ARTICLE III - REPRESENTATION

The Staff Senate shall represent all staff employees at Morehead State University. A staff employee shall be defined as per the Personnel Policy Manual, PG - 2, items 3 and 4. Staff employment categories and representations are further defined in the Bylaws.