North Dakota University System Staff Senate Constitution

The Staff Senates of the campuses in the North Dakota University System (NDUS), in order to organize a representative body of college and university staff employees with a foundation of a spirit of cooperation; issues of mutual interest; and a desire to partner with the State Board of Higher Education (SBHE), the North Dakota University System Chancellor, administrators, faculty and students for the betterment of the System, do establish this Constitution of the North Dakota University System Staff Senate.

I. NAME
1. The name of this organization shall be North Dakota University System State Staff Senate, referred to hereafter as the State Staff Senate (SSS).

II. PURPOSE
1. The State Staff Senate shall serve the staff employees of the NDUS colleges and universities. The NDUS Staff Senate shall identify interests and issues shared among the staff of the System’s institutions, and it shall be a forum to consider matters, concepts and developing trends related to staff.
2. The State Staff Senate shall strive to promote communication among the SBHE, the NDUS Chancellor and staff employees of the System’s institutions.
3. The State Staff Senate desires staff representation to the SBHE. With SBHE approval of staff representation, the State Staff Senate President, or designee, shall advise and counsel the SBHE and the Chancellor with respect and clarity in purpose of issues concerning System staff. The communication shall reflect discussion and approved motions by the Senate.

III. MEMBERSHIP

Section 1. Composition
1. The State Staff Senate membership shall consist of staff representatives from each of the North Dakota University System campus staff senates as selected by procedures defined by and for each campus in the System.
2. One representative member and two alternates from each NDUS campus staff senate shall have full rights to discussion and deliberation. An alternate may vote only in the absence of the representative member from that campus.
3. Each representative and alternate shall serve a three-year term. Terms shall be staggered to allow one-third of the members from each NDUS campus to be retired at the end of each academic year.
4. The NDUS Human Resources Council is invited to provide a non-voting representative to attend and participate in the State Staff Senate meetings.

Section 2. Liaison to Other Governance Organizations
1. Representatives shall act as a liaison between the State Staff Senate and their respective campus staff-governance organizations.
IV. MEETINGS

Section 1. Academic Year
1. A State Staff Senate academic year shall span from July 1 to June 30.

Section 2. Meeting times
1. The State Staff Senate shall meet at least four times throughout the academic year, including a meeting to be held on the third Wednesday of June. Additional meetings may be called as deemed necessary by the President of the State Staff Senate or by two-thirds of the membership.

Section 3. Quorum
1. Two-thirds of the representative membership shall constitute a quorum.

V. OFFICERS

Section 1. Officer Composition
1. The elected officers shall consist of president, vice president, secretary/treasurer, communication officer, representative to the State Board of Higher Education and immediate past president.

Section 2. Terms and Vacancies
1. Election of officers for the next academic year will occur at the June meeting with the exception of the representative to the State Board of Higher Education who will be nominated at the December meeting and elected at the January meeting.
2. The terms of office shall be for one year commencing July 1, unless approved by a majority vote at the June meeting except for the representative to the State Board of Higher Education who shall be elected for a re-electable one-year term.
3. Vacancies occurring during a term of office shall be filled by a vote at the next scheduled meeting after the vacancy occurs.

VI. QUALIFICATIONS, NOMINATION AND ELECTION OF OFFICERS

Section 1. Qualifications
1. Any representative or alternate member of the State Staff Senate shall be eligible to hold any office.

Section 2. Nominations
1. Nominations shall be made from the floor or in writing at any meeting prior to the June meeting of the academic year. All nominations shall be received by the Secretary/Treasurer no later than May 2, except for the representative to the State Board of Higher Education who will be nominated at the December meeting and elected at the January meeting.

Section 3. Election
1. The election of officers shall be by majority vote of the representative members voting at the June meeting except for the representative to the State Board of Higher Education who will be nominated at the December meeting and elected at the January meeting. If more than two candidates are vying for an office, and no one receives a majority, a runoff between the top two shall be held at the same meeting.
VII. RATIFICATION AND AMENDMENTS

Section 1. Ratification
1. This constitution must be approved by at least two-thirds of the members of the State Staff Senate.
2. After approval by the State Staff Senate, this constitution must be submitted to the staff-governing bodies of the North Dakota University System campuses and ratified by two-thirds of those bodies.

Section 2. Amendments
1. Amendments to the constitution may be introduced for consideration by the Senate Bylaws Committee or any member of the State Staff Senate at any regularly scheduled meeting. Amendments presented from the floor shall be forwarded to the Senate Bylaws Committee for its input and expeditiously returned to the State Staff Senate for its consideration. Proposed amendments shall be distributed to all members of the State Staff Senate at least 10 days before the meeting at which they are to be considered.
2. Amendments must be approved by at least two-thirds of the members of the State Staff Senate. After approval by the State Staff Senate, amendments must be submitted to the staff-governing bodies in the North Dakota University System and approved by two-thirds of them.
3. After consideration and approval by the SBHE, amendments shall become effective immediately.

VIII. BYLAWS

Section 1. Establishment of Bylaws
1. The State Staff Senate may establish bylaws consistent with this constitution.