

**STAFF SENATE
CONSTITUTION OF THE STAFF SENATE
AT
JACKSON STATE UNIVERSITY**

**ARTICLE I
NAME AND PURPOSE**

- A. The name of this organization is the Staff Senate of Jackson State University.
- B. The purposes of this organization are:
1. To provide official representation for all staff members of the University in matters which affect the general welfare of the University.
 2. To provide a channel through which staff positions on University practices and policies may be placed before the Administration.
 3. To serve as an instrument by which information of University-wide interest and concern may be freely collected, discussed by members of the staff.
 4. To encourage the professional growth and development of staff members.
 5. To promote the material well-being of staff members.
 6. To stimulate and strengthen the bonds of personal friendship among members of the staff and other University employees.
 7. To spell out distinct channels of communication among staff members themselves.
 8. To promote relevant services and policies for the University.
 9. To consider non-instructional matters affecting the professional status and performance of the staff.

**ARTICLE II
MEMBERSHIP**

- A. The staff personnel of the University are those persons engaged in supporting the mission of the institution. They are non-instructional personnel-skilled, unskilled professional and technical - who perform the myriad tasks necessary for the efficient conduct of the teaching, research and public service programs of the University.

- B. The Staff Senate consist of 29 members of the defined in Article II, Section A. All staff personnel may be elected to the Staff Senate in accordance with rules governing the election of members.
1. The elected and appointed members shall be chosen from the following position classification areas:

Ten percent (10%) to be elected from Executive Administrative Managerial employees;

Forty percent (40%) to be elected from Professional and Non-Faculty employees;

Nineteen percent (19%) to be elected from Clerical and Secretarial employees;

Eight percent (8%) to be elected from Technical and Para Professional employees;

Three percent (3%) to be elected from Skilled Crafts employees;

Twenty percent (20%) to be elected from Service Maintenance employees;
 2. The election of Staff Senate Members shall be held in May of the appropriate year, with members assuming office in succeeding July.

**ARTICLE III
OFFICER OF THE SENATE**

- A. The Staff Senate shall have the following officers: President, Vice President, Secretary, Treasurer and Parliamentarian.
- B. The term of office shall be two years, with the privilege of re-election to one additional consecutive term.
- C. The nomination and election of officers shall take place in the July organizational meeting of each succeeding Staff Senate, with nominations from the floor. ROBERT'S RULES OF ORDER shall govern the nomination and election process.

**ARTICLE IV
EXECUTIVE COMMITTEE**

- A. There shall be an Executive Committee of the Staff Senate with the following duties:
 1. To plan the agenda for the meeting of the Staff Senate.
 2. To recommend all committee appointments to be made by the Staff Senate.
 3. To recommend the formation and/or elimination of committees.

4. To establish the calendar of regular meetings of the Staff Senate each year.
 5. To establish procedures whereby the policy-forming activities of the Staff Senate and its committee and councils may be expedited.
 6. To discharge other duties as may be delegated to it by the Staff Senate.
- B. The Executive Committee shall consist of the current officers of the Staff Senate, the immediate Past President and the immediate Past-Secretary-Treasurer, with the President of the University as ex-officio member.
 - C. The current President of the Staff Senate shall serve as Chairperson of the Executive Committee.

ARTICLE V OPERATIONS OF THE STAFF SENATE

- A. The Executive Committee shall prepare, publish and distribute the agenda for each meeting of the Staff Senate at least three days prior to the date of the meeting.
- B. All committees will submit their recommendations to the Executive Committee for inclusion on the agenda.
- C. The Staff Senate may, by a two-third majority vote of those present and voting, bring a matter up for consideration from the floor of the Senate without previous recommendation of the committee studying the matter of the Executive Committee.
- D. Policy recommendation shall require a simply majority vote of those present and voting to become the official recommendation of the Staff Senate when the minutes are approved.
- E. There shall be at least three meetings per year. Special meetings may be called by the Executive Committee.
- F. Robert's Rules of Order shall govern the conduct off all business by the Senate not covered in the Constitution of the Staff Senate.
- G. A quorum for a meeting of the Staff Senate shall consist of twelve (12) members of the Staff Senate.

ARTICLES VI AMENDMENTS

The constitution for the Staff Senate may be amended by: (1) reading and presenting a written statement of

the proposed amendment at a regular meeting of the Staff Senate, and (2) securing approval by a two-thirds vote of the those present at the next regular Staff Senate Meeting.

ARTICLES VII RATIFICATION

This constitution shall be in effect when approved by a simple majority of the staff senate voting.