



## **Staff Senate Constitution for Louisiana State University at Eunice**

**Current as of October 30, 2019**

### **ARTICLE I: Purpose**

The Louisiana State University at Eunice Staff Senate is made up of duly elected representatives from the staff employees of the University. To this end, the Staff Senate shall:

- A. Promote and protect the welfare of the LSU Eunice staff to the extent that the Staff Senate policies are consonant with Civil Service regulations and University Bylaws.
- B. Complement and support the academic life of the University.
- C. Review policies proposed or previously adopted by others that may affect the welfare of the staff, and make recommendations about them to the Chancellor.
- D. Promote the effective exchange of information between the LSU Eunice staff, administration, and faculty.
- E. Propose and maintain programs to enhance the personal and professional well-being of the staff as well as encourage their vocational and educational development.

### **ARTICLE II: Authority**

The Staff Senate is empowered in matters appropriate to its authority to take any action necessary and proper to the effective function of the Staff Constitution and Bylaws. After adoption, all formal recommendations of the Staff Senate shall be forwarded to the Chancellor for review, recommendation, and approval where appropriate.

### **ARTICLE III: Organization**

#### Section 1. Representation

The LSU Eunice Staff Senate shall represent all non-faculty personnel who are employed at least half time in established positions.

#### Section 2. Senate Membership

LSU Eunice staff senators will be elected by the various categories of non-faculty employees as defined by the University's EEO-6 Guidelines.

Each category with 1 to 7 employees will be represented by one senator and each category with 8 or more employees will be represented by two senators, and so forth. No single category will have majority representation on the Staff Senate.

Changes in the number of representatives for any category will occur at election time.

A. Qualifications

Senators must be qualified under Article III, Section 1 of this Constitution. In addition, the staff members must have completed at least one full year of continuous employment at LSU Eunice immediately before the Staff Senate election.

B. Terms In Office

Senators will be elected for two-year terms. Terms in office will be staggered to insure that one-half of the Staff Senate is elected each year. Senators may serve multiple terms, not to exceed two consecutive terms. Senators may run for election after sitting out one term.

C. Senate Officers

The Staff Senate shall elect from its membership a Chair, a Vice-Chair, and a Secretary. Each shall be elected in accordance with the Staff Senate Bylaws.

**ARTICLE IV: Meetings**

Section 1. Regular Meetings

Monthly meetings of the Staff Senate shall be held and will be open to the public. The Staff Senate reserves the right, upon majority vote, to go into executive session if sensitive or personal items are to be discussed, but no final action can be taken in executive session.

A majority of the membership of the Staff Senate, with at least 3 of the categories represented must be present to constitute a quorum. Once this quorum is met, written proxy (written authorization of representation) submitted to the Chair is permitted. Each member of the Staff Senate will have one vote.

Section 2. Special Meetings

Special meetings may be called by: A. the Chair; B. written petition of five senators; C. written petition of 20% of the staff members. Special meetings will be open to the public, with the exception of executive sessions. Five working days notice will be given for a special meeting except in case of an emergency. In emergency cases, members will be notified by telephone, cc: Mail, or campus mail.

Section 3. Agenda

Meetings of the Staff Senate will follow an agenda prepared in advance by the Chair. Request for items to be placed on the agenda must be presented in writing to the Chair at least ten calendar days before the meeting. Notice of the meeting will be emailed to all staff.

#### Section 4. Release Time

Senators will be released from normal work duties without loss of pay or other benefits to attend official Staff Senate meetings.

### **ARTICLE V: Committees**

#### Section 1. Standing Committees

The Staff Senate shall establish standing committees as follows: Elections; Information and Governmental Relations; Benefits and Policies; and Grievance. Other standing committees may be established by majority vote of the senate as needed. Each standing committee shall be composed of one representative from each category nominated from within the group and confirmed by the Senate for a term of one year. In general, Staff Senator should not serve on these committees.

#### Section 2. Ad Hoc Committees

Additional special committees may be established by the majority vote of the Senate as needed. Any member of the staff community may be invited to serve on an ad hoc committee.

#### Section 3. Executive Committee

The Executive Committee will consist of four voting members of the Staff Senate as follows: Chair, Vice-Chair, Secretary, and Parliamentarian. The immediate past chair will serve as an ex-officio member for a period of one year.

#### Section 4. University Committees

The Staff Senate shall request representation on University committees, which affect the welfare of the staff and the University. The representative(s) to serve on these committees shall be recommended by the Staff Senate.

#### Section 5. Release Time

Committee members will be released from normal work duties without loss of pay or other benefits to attend official standing and ad hoc committee meetings, and meetings with liaison groups dealing with items of concern to LSU Eunice and state employees.

### **ARTICLE VI: Ratification**

This constitution shall be considered ratified and official upon approval by a two-thirds majority of the total votes cast by qualified staff members as defined in Article III, Section 1, and approval by the Chancellor.

### **ARTICLE VII: Amendments**

#### Section 1. Proposals

An amendment to the Constitution may be proposed either by the Staff Senate or by a petition signed by at least ten qualified staff members and presented to the Staff Senate.

## Section 2. Senate Approval

A proposed amendment must be introduced at least one month before being voted on. To pass, the proposed amendment must receive the vote of a two-thirds majority of the senators present.

## Section 3. Vote By Staff

An amendment approved by two-thirds of the Staff Senators shall be submitted to the staff for a vote. To become effective, the amendment must receive two-thirds of the votes cast by qualified staff members.

## Section 4. Chancellor's Approval

An amendment, which has been approved by the Staff Senate and qualified staff members, shall be submitted to the Chancellor for review and approval. All such copies of the approved amendment will be distributed to the staff members.