

**CONSTITUTION AND BY-LAWS OF THE STAFF SENATE
OF
NORTH CAROLINA CENTRAL UNIVERSITY**
(REVISED February 2011)

PREAMBLE:

The Staff Senate of North Carolina Central University hereby accepts its responsibility for the growth and development of the University believing that the governance of the University not only affects its academic life, but the life of its Chancellor and concerns relevant to the staff of the University.

Article I – Establishment:

The North Carolina Central University Employee Senate was established through the urging of the Chancellor during the summer of 1998. The objective was to assist the University in its policy of encouraging open and effective communication among all levels of employees and administration. The first meeting of the Employee Senate was held on May 15th, 1999.

Article II – Name:

The name of the North Carolina Central University Employee Senate was renamed North Carolina Central University Staff Senate on September 18th, 2008.

Article III – Purpose:

The Staff Senate serves at the request of and in an advisory capacity to the Chancellor and his/her designees. It represents SPA and EPA non- faculty staff, who are designated herein as “University Employees”. The Staff Senate has three primary purposes; they are as follows:

1. To provide a regular, open forum to facilitate communication among all levels of employees and the university administration concerning general employment interests and concerns, current university operation problems, and university plans and prospects. The Staff Senate is not intended to act as a vehicle to deal with individual issues, grievances, or complaints, except as

may be decided collectively by the Staff Senate. The Senate is not to be used as a means to circumvent regular administrative channels.

2. To inform the Chancellor and his/her designees on issues requiring the Chancellor's consideration and advice.
3. To encourage the development of constructive suggestions for more efficient and effective University operations.

Article IV – Participation:

All employees are encouraged to participate in Senate activities with the following provisions:

1. Attendance and participation by employees in the Senate's monthly meeting is on a voluntary basis, is reported as work time, but must not conflict with work assignments.
2. Participation in the Senate's committee meeting by employees is at the discretion of individual employees, who must obtain support and approval from their supervisors to have this service treated as work time.

Article V – Delegates:

Eligibility – Senate Delegates shall be appointed by University Division Heads from a group of permanent employees who have completed his/her probationary requirements.

1. The Senate shall be comprised of two (2) delegates (1 SPA and 1 EPA non-faculty) and two (2) Alternates (1 SPA and 1 EPA non-faculty)
2. Delegates and alternates shall serve a two (2) year term beginning July 1st and end June 30th.
3. The Chancellor, at his/her discretion, may appoint up to five additional delegates (restricted to SPA and EPA non-faculty) for a one (1) year term only.

Article VI – Quorum and Voting:

Fifty percent (50%) of the Senate Delegates shall constitute a quorum, excluding Ex-Officio members. A simple majority of delegates present is required to rule on measures EXCEPT amendments to the Constitution and By-Laws. The chair shall abstain from voting except when necessary to break a tie.

Article VII – Election of Officers:

The following are elected officers: Chair, Vice Chair, Secretary, Assistant Secretary, Parliamentarian and Treasurer.

Eligibility – Officers must be permanent employees at the time of elections.

When and By Whom – Election of Officers shall be held in May and shall be elected for a two (2) year term to begin July 1st and end June 30th.

Nominations – A call for nominations shall be made in March by the Senate Secretary. The Nomination Committee shall present a slate of nominees for each office at the April meeting. The meeting shall include time for a two (2) minute introductions. There will be no nominations taken from the floor.

The Senate Parliamentarian shall keep time during introductions and will notify the Chair when a speaker has run out of time.

Election – Elections shall be by electronic ballot only (however, paper ballot will be provided on a case-by-case basis and only for those who do not have access to a computer), during the month of May. A candidate must win a majority vote to gain election; in cases when no candidate gains a majority, the two candidates with the most votes in the first round of balloting shall participate in a run-off election. If there is but one nominee for each office, then by general consent, the ballot will be dispensed with a voiced vote taken.

Term of Office – Each Officer shall serve a two (2) year term and assume his/her duties beginning July 1st and ending June 30th. Officers may run for re-election.

Ex – Officio - The Immediate Past Chair of the Senate shall serve as an Ex-Officio, a non-voting member of the Senate for one (1) year and will be required to attend designated committee meetings and full body Staff Senate meetings.

Article VIII – Operating Procedures:

Operating year – The employee Senate’s operating year shall begin July 1st and end June 30th.

Monthly Meeting – The Senate shall meet monthly at a date, time and place set by the Executive Committee. The Chancellor shall be invited to all Senate meetings.

Delegate and Alternate Responsibility – It is the responsibility of each Senate Delegate to be aware of the needs and concerns of those whom he or she represents and to present to the Senate those items that are pertinent to his or her unit of representation of the University at large.

Attendance – Each Officer, Delegate and Alternate is expected to attend monthly Senate meetings. The Officers, Delegates and Alternates are required to notify the Secretary, Chair and Vice Chair of their absence.

If an Officer, Delegate, or Alternate is absent two (2) consecutive meetings or three (3) within the nine (9) month meeting period (Sept-May), he/she shall be notified in writing and removed from office unless such absences are duly excused for just cause as determined by the Executive Committee.

Committees – Committees will meet, usually at least monthly, at a mutually acceptable time. Members who must miss a meeting because of reasonable work or other unavoidable reasons are required to notify the chair of the committee in order to have an excused absence.

Resignations – In the event an Officer, Delegate or Alternate feels that he/she cannot fulfill his/her responsibilities, it is his/her obligation to notify the Senate Chair immediately, in writing, of this decision.

Change in information – Any change in Officer, Delegate or Alternate information (Campus address, telephone number, job title, etc.) should be reported immediately to the Senate Secretary.

Annual Report – A report of the business of the Staff Senate and standing committees shall be prepared and made public annually at the May meeting.

Article IX – Officers:

Chair – The Chair is responsible for conducting the Senate meetings and the Executive Committee Meetings. The Chair will serve as an Ex-Officio member of all committees however; the Chair is not required to attend unassigned committee meetings. Informal duties of the chair include meeting periodically with the Chancellor and other appropriate University officials.

Vice-Chair – The Vice-Chair will chair the Senate in the Chair's absence. He or she will serve as the Chair of the Personnel Policies/Compensation & Benefits Committee.

Secretary – The Secretary of the Senate is responsible for taking accurate minutes of all Senate monthly meetings, Executive Committee Meetings and any other meetings assigned by the Chair. The Secretary will serve as the Chair of the Nominating Committee. The Secretary is responsible for the publication and distribution of minutes from the previous monthly meeting as well as the agenda for the upcoming monthly meeting and maintaining the Senate Delegate Roster. The Secretary shall issue all written warnings and termination's resulting from non-compliance with attendance policies.

Assistant Secretary – The Assistant Secretary of the Senate is responsible for aiding the Secretary with his/her responsibilities. The Assistant Secretary will serve as the Chair of the Public Affairs/Communication Committee.

Parliamentarian - The Parliamentarian of the Senate is responsible for keeping the Senate in order and enforcing Robert's Rule of Order. The Parliamentarian will serve as the advisor to the Chair. The Parliamentarian will serve as Chair of the Constitution and By-Law Committee.

Treasurer - The Treasurer of the Senate is responsible for keeping accurate and up to date records for all Senate funds. In addition, the Treasurer will be responsible for recording, processing and filing all Senate purchase requisitions.

Succession – In the event the Chair cannot continue with the duties of the office, the Vice-Chair will succeed. The Parliamentarian will succeed the Vice-Chair, and the Secretary will succeed the Parliamentarian. Should the Vice-Chair be unable to assume this post, the Parliamentarian will become Chair the Secretary will succeed as Vice-Chair and the Assistant Secretary will succeed as the new Secretary with the Senate holding a special election for a new Assistant Secretary. If this is not possible, the Senate will authorize the Chair to designate someone for the position of Assistant Secretary.

Staff Assembly – The Senate Chair shall represent NCCU Staff Senate at all Staff Assembly Meetings. The Senate Chair shall appoint two (2) Delegates and one (1) Alternate to serve on the Staff Assembly Committee.

Article X – Committees:

Nominating – A Nominating Committee will be comprised of a minimum of five (5) persons and chaired by the Senate Secretary. The committee is responsible for soliciting nominations for the Senate and conducting Senate elections.

Executive Committee – An Executive Committee will be comprised of Senate Officers and Committee Chairs. Executive Committee will meet monthly to set the agenda for the monthly Senate Meetings and to handle business between meetings of the Senate. Decisions made for the Senate by the Executive Committee are subject to approval of the full Senate at the next regular scheduled Senate meeting. The Senate Chair will serve as Chair of this committee.

Constitution and By-Laws Committee – The Constitution and By-Laws Committee will be comprised of a minimum of five (5) persons and chaired by the Parliamentarian. The committee is responsible for developing the Constitution and By-Laws for the Senate. This committee will present the Constitution, the By-Laws and any amendments for ratification at Senate meetings. This committee will also maintain and update the Constitution and its By-Laws as needed.

Personnel Policies/Compensation & Benefits Committee – This Committee will be comprised of a minimum of five (5) persons and chaired by the Vice Chair. This committee is responsible for considering Senate concerns related to personnel policies and practices and will make recommendations to the Senate body for action.

Public Affairs/Communication Committee – This Committee will be comprised of a minimum of five (5) persons and chaired by the Assistant Secretary. This Committee is responsible for promoting the mission and vision of the Senate. This will be accomplished through action-oriented contacts with the Senate’s external constituencies, plans, and coordinated activities. This Committee will work in tandem with the NCCU Public Relations Office.

Article XI – Amendments and Recommendations:

Adoption of any proposed amendment shall require a majority vote by the entire Executive Committee and Delegates. Recommendation for changes to the Senate Constitution and By-Laws must be approved by two-thirds vote of the delegates present (quorum required) provided that the measure be given to delegates in writing prior to the vote being taken. In keeping with the spirit of cooperation and communication, all recommendations for changes to the staff Senate Constitution and By-Laws should be communicated to the Chair of the Constitution and By-Laws Committee.