



## **North Dakota State Staff Senate Constitution**

The Staff Senates of the campuses in the North Dakota University System (NDUS) and the Core Technology System Office (CTSO), in order to organize a representative body of college, university, and 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 State Staff Senate.

### **I. NAME**

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

### **II. PURPOSE**

1. The ND SSS shall serve the staff employees of the NDUS colleges, universities, and CTSO. The ND SSS shall identify interests and issues shared among the staff of the System's institutions and CTSO, and it shall be a forum to consider matters, concepts and developing trends related to staff.
2. The ND SSS shall strive to promote communication among the SBHE, the NDUS Chancellor and staff employees of the System's institutions and CTSO.
3. The ND SSS desires staff representation to the SBHE. With SBHE approval of staff representation, the ND SSS 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 ND SSS membership shall consist of staff representatives from each of the NDUS campuses and the CTSO staff senates as selected by procedures defined by and for each campus in the System and CTSO.
2. Membership may be granted to recognized representative bodies of the NDUS operating independently from the System's individual campuses at the discretion of the ND SSS membership.
3. One representative member and two alternates from each NDUS campus and CTSO 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.
4. The NDUS Human Resources Council is invited to provide a non-voting representative to attend and participate in the ND SSS meetings.

#### Section 2. Liaison to Other Governance Organizations

1. Representatives shall act as a liaison between the ND SSS and their respective staff-governance organizations.

## **IV. MEETINGS**

### Section 1. Academic Year

1. A ND SSS academic year shall span from July 1 to June 30.

### Section 2. Meeting times

1. The ND SSS shall meet at least four times throughout the academic year, including a face-to-face meeting to be held in June. Additional meetings may be called as deemed necessary by the President of the ND SSS 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 SBHE 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 SBHE 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 SBHE 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 ND SSS shall be eligible to hold any office.

### Section 2. Nominations

1. Nominations shall be made from the floor or in writing. Nominations may occur at any meeting prior to the June meeting or from the floor of the June meeting except for the representative to the SBHE who will be nominated at the December meeting and elected at the January meeting

### Section 3. Election

The election of officers shall be by majority vote of the representative members voting at the June meeting except for the representative to the SBHE 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 ND SSS.
2. After approval by the ND SSS, this constitution must be submitted to the staff-governing bodies of the NDUS campuses and CTSO 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 ND SSS 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 ND SSS for its consideration. Proposed amendments shall be distributed to all members of the ND SSS 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 ND SSS. After approval by the ND SSS, amendments must be submitted to the staff-governing bodies in the NDUS 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 ND SSS may establish bylaws consistent with this constitution.