



The Constitution of the Appalachian State University Staff Senate as Amended November 15, 2017

Preamble

We, the staff of Appalachian State University, in order to create a system of governance which will permit the exercise of such authority as may be granted to us and the sharing thereof with other elements of the University community, do establish this Constitution for the Staff Senate of Appalachian State University.

The term “division senator” as used in this document refers exclusively to those members elected or appointed by a division on campus to represent staff on the Staff Senate.

The term “Executive Board” as used in this document refers exclusively to the officer positions (Past Chair, Chair, Chair-elect, Secretary, Treasurer, University of North Carolina Staff Assembly Primary Alternate Delegate, and University of North Carolina Staff Assembly Secondary Alternate Delegate).

Article I: Membership

Any permanent SPA or EPA-Administrative full-time or part-time employee of the University is a member of the Staff Senate.

Article II: Mission

The mission of Staff Senate shall be to provide representation for the staff and to be a voice in decision making processes of the Appalachian community.

Staff recognize their increasing role of providing professional services to the University. The Staff Senate shall seek new opportunities for staff, and ensure that staff work in a positive, respectful atmosphere with opportunities for their own professional and personal development.

Article III: Purpose and Authority

The Chancellor has delegated to the Staff Senate the authority and responsibility to bring matters of general staff concern to the administration and to take such actions as necessary to meet those responsibilities. The Staff Senate shall have the authority to enact such By-laws deemed necessary to conduct its affairs. Such By-laws shall be consistent with this Constitution.

Article IV: Officers, Duties, and Powers

Chair: The Chair of the Staff Senate shall be elected from the current division senators, shall preside over all meetings of the Staff Senate and shall serve as Chair of the Executive Board.

Chair-elect: The Chair-elect shall be elected from the current division senators and is responsible for assisting the Chair as needed while preparing for his or her term as Chair. The Chair-elect shall assume the duties of the Chair in his or her absence. The Chair-elect is also responsible for ensuring that the Staff Senate operates according to the By-laws and Robert’s Rules of Order.

Secretary: The Secretary shall be elected from the current division senators and is responsible for recording and distributing the agenda and minutes for each meeting. The Secretary shall assume the duties of the Chair-elect in his or her absence.

Treasurer: The Treasurer shall be elected from the current division senators and is responsible for depositing, distributing, and recording Staff Senate funds according to University and State regulations. The Treasurer shall assume the duties of the Secretary in his or her absence.

UNC Staff Assembly Primary Alternate Delegate: The Staff Assembly Primary Alternate Delegate shall be elected from the current division senators, represent University staff, and convey communications between the University and the University of North Carolina Staff Assembly. The Staff Assembly Primary Alternate Delegate shall assume Staff Assembly voting privileges upon the vacancy of a voting delegate.

UNC Staff Assembly Secondary Alternate Delegate: The Staff Assembly Secondary Alternate Delegate shall be elected from the current division senators, represent University staff, and convey communications between the University and the University of North Carolina Staff Assembly. The Staff Assembly Secondary Alternate Delegate shall assume the duties of the Staff Assembly Primary Alternate Delegate in his or her absence.

Past Chair: The Past Chair serves as an ex-officio of the Executive Board to advise them for a period of one to two years.

Article V: Authority of the Officers

The officers of the Staff Senate shall have the authority to conduct the affairs of the staff, as provided in Article III.

Article VI: Budget and Appropriations

Officers shall have the sole authority to approve expenditures of funds available to Staff Senate from the operating account(s). All other expenditures must be approved by a simple majority of division senators present and voting at the time of the meeting. For further information on accounts, please refer to Article VI of the By-laws.


Article VII: Meetings of the Staff Senate

Meetings shall be held in accordance with the By-laws of the Staff Senate.

Article VIII: Constitutional Amendments

Any Staff Employee may propose an amendment to the Constitution. The proposal shall be in writing and directed to the Executive Board. The Constitution Committee shall distribute any proposed Constitutional amendments or revisions to the Staff Senate at least ten (10) working days prior to the meeting at which the membership shall vote on the proposed amendments or revisions. Amendments to the Constitution of the Staff Senate shall become effective only upon approval by two-thirds (2/3) of the members present and voting at the meeting and the subsequent approval by the Chancellor.

APPROVED:



Sheri N. Everts, Chancellor

8.27.18

Date