



Pulaski Technical College Staff Senate Constitution 2007

To improve coordination between the departments, staff members, and the leadership of Pulaski Technical College, We the Staff of Pulaski Technical College, to enhance our professionalism and better fulfill our commitment to the advancement of the College's mission hereby adopt this Staff Senate Constitution. We join together in dedication to the betterment of the College and the communities we serve.

Article I: Name

Article II: Authority

Article III: Purpose

Article IV: Membership

Article V: Meetings

Article VI: Officers

Article VII: Elections

Article VIII: Amendments

Article I: Name

The name of this organization shall be the Pulaski Technical College Staff Senate, hereafter referred to as "the Senate."

Article II: Authority

The Senate is a unit of Pulaski Technical College, hereafter referred to as "the College," and will continue to be so until such time as the Senate dissolves itself or the College withdraws recognition. The Senate will act in a manner accountable to the President of the College and the staff in furthering the mission of the institution.

Article III: Purpose

Section I- The primary purposes of the Senate shall be:

- A.** To serve as a representative body for staff employees of the College in such policy matters of the College as may directly affect the staff.
- B.** To consider methods and means by which employment conditions may be improved and operating efficiency of the College increased; however, not to act as a grievance board on individual cases.
- C.** To act in an advisory capacity to the President of the College.
- D.** To foster a spirit of unity and cooperation among all employees of the college and to support and participate in student life on campus.

Section II- The goal of the Senate is to better serve the student population by facilitating and maintaining effective coordination among College departments, Administration, and Faculty.

Article IV: Membership

Section I- Membership to the Senate shall be limited to full-time classified/non-classified staff members. No person eligible to serve on the College's Faculty Senate, Cabinet, or Board of Trustees will be considered for membership.

Section II- The Senate must include four representatives from each of the Cabinet member's divisions/units.

Article V: Meetings

Section I- The Senate will meet once a month.

Section II- The Senate's year shall coincide with the College's fiscal year.

Section III- All meetings shall follow Robert's Rules of Order.

Section IV- A quorum shall exist when fifty percent of the Senate is present.

Section V- Special Meetings may be called by the President of the Senate with a minimum of (48) forty-eight hours notice via e-mail.

Article VI: Officers

The Senate will maintain the following officer positions: President, Vice-President/President-Elect, Secretary/Treasurer, and Parliamentarian.

Section I- Terms for officers:

- **President:** One year term
- **Vice President/President-Elect:** One year term and will become the senate president after the president's term has ended.
- **Secretary/Treasurer:** Two year term to be elected in even numbered years.
- **Parliamentarian:** One year term to begin upon appointment during the first meeting of the new Senate Year.

Section II- Duties of the officers:

- **President:** Preside over all meetings of the Senate, prepare an agenda for all meetings and distribute to the senate via e-mail at least 5 working days prior to the meeting, and act as spokesperson for the Senate.
- **Vice President:** Assist the president and fill in for the president when not available. Shall succeed the president at the conclusion of their term or earlier if the President is unable to serve the remaining time in their term of office.
- **Secretary/Treasurer:** Record and archive minutes from each meeting. Produce & distribute a copy of the previous meeting's minutes no later than (5) five working days prior to the next meeting. Maintain financial records for the Senate and provide a report of the Senate's financial condition at each meeting. Assist the President of the Senate in developing a budget no later than the second meeting of the term.
- **Parliamentarian:** Shall assist the president in maintaining order of meetings following Robert's Rules of Order.

Article VII: Elections

Section I- Election Guidelines

The Senate will oversee all of the staff-elected positions and carry out the election of all staff-elected positions with the exception of the committee chairs, which are elected internally by each committee. In March of each year, the Senate shall notify the staff divisions concerning annual elections to the Staff Senate. Elections shall be held during April of each year. The outgoing President will serve as the chairperson of the Election Committee.

The Vice-President/President-Elect and the Secretary/Treasurer of the Staff Senate shall be elected by eligible members of the staff. The Parliamentarian shall be appointed by the new president at the first meeting of the new Senate Year. Senators shall be elected/appointed by their designated divisions.

Voting shall be by secret ballot. Candidates receiving a plurality of the votes cast will be declared winner of said election.

The Staff Senate will notify the faculty and administration of the election results within five working days of the end of the voting period. The report will include the number of votes and cumulative results.

Election rules and procedures not covered in this constitution shall be made by a majority of the Staff Senate as necessary.

Section II– Senate Terms of Office

Senators shall serve a one year term, except the initial convening body in which the officers of each division will draw for undetermined terms. The term of a member of the Staff Senate shall expire upon the seating of his or her successor at the first meeting of the Senate Year after the elections in April.

Article VIII: Amendments

Amendments to this Constitution shall be made after two separate readings and an affirmative vote of at least (¾) three-fourths of the Senate membership present at a regularly scheduled meeting.

President of the College Date

President of the Staff Senate Date

Vice-President of the Staff Senate Date

Secretary of the Staff Senate Date