

Constitution of the Staff Senate

Chadron State College Chadron, Nebraska

Preamble

In recognition of the College's mission to serve the educational needs of its students and the College President's authority per Board Policy 2030, the Constitution of the CSC Staff Senate is established.

Through this Constitution, the College President, Professional Staff, and Support Staff affirm a commitment to the mission of the College, the success of its students, and the meaningful participation of Support Staff and Professional Staff in the life and shared governance of the institution.

I. Organization

A. Name

1. The name of the organization shall be Staff Senate.

B. Functions

1. The Staff Senate shall serve, among other purposes, as a forum for the discussion of relevant matters concerning College operations, students, Support Staff and Professional Staff development.
2. The Staff Senate shall serve as a channel of communication through which Support Staff and Professional Staff may provide advice and recommendations to the College President.
3. The Staff Senate shall serve as the representative body through which Support Staff and Professional Staff may meet on common ground with the Faculty Senate and other College constituencies to address shared concerns and seek solutions to matters of mutual interest.

C. Membership

1. Membership in the Staff Senate constituency shall be open to all Support Staff and Professional Staff currently employed by Chadron State College.

The Staff Senate constituency shall exclude members of the President's Cabinet, including, but not limited to, the College President, Vice President, and Chief Information Officer; Deans; the Human Resources Director, Assistant Director, and Coordinator; the Chadron State Foundation; and faculty.

2. The Faculty Senate may appoint one (1) member from its membership to attend regularly scheduled meetings of the Staff Senate as a nonvoting representative.

D. Meetings

1. The Staff Senate shall hold regularly scheduled meetings at times approved by the College President. Such meetings shall be held during regular working hours and shall be considered work time. Attendance shall not require the use of lunch periods, paid time off, or other personal leave.
2. The Staff Senate President shall have the authority to call special meetings of the Staff Senate as necessary or upon receipt of a petition signed by at least ten (10) members of the Staff Senate constituency. Special meetings must also be approved by the College President.
3. The College President shall have the authority to convene a meeting of the Staff Senate.

E. Officers

1. Elected officers of the Staff Senate shall be the Staff Senate President, Staff Senate Vice President, and Staff Senate Secretary; appointed officers of the Staff Senate shall be the Representative to the Faculty Senate, Support Staff Grant Committee Chair and the Professional Staff Grant Committee Chair.
2. The Staff Senate President, Staff Senate Vice President, Staff Senate Secretary, Representative to the Faculty Senate, Support Staff Grant Committee Chair, and the Professional Staff Grant Committee Chair shall comprise the Executive Committee of the Staff Senate.
3. Officers shall be elected in May and shall serve a term of one (1) year beginning in June. Officers shall remain in office until their successors assume their duties.
4. The Staff Senate President shall appoint a Nominating Committee consisting of three (3) members of the Staff Senate constituency. The committee shall attempt to present a representational slate of candidates for the offices of Staff Senate President, Staff Senate Vice President, and Staff Senate Secretary.
5. Additional nominations for any elected office may be made from the floor. Any eligible member of the Staff Senate constituency may be nominated, subject to the qualifications established by this Constitution and its bylaws.
6. Outside of the annual elections, officers may only be removed at the discretion of the College President.
7. The Staff Senate President may appoint an interim officer should a role become vacant mid-term.

F. Duties of the Staff Senate President

The Staff Senate President shall:

1. Call and preside over all regular and special meetings of the Staff Senate.
2. Serve on other College committees as needed or appoint an appropriate representative from the Staff Senate constituency.
3. Vote only when necessary to break a tie.
4. Receive reports and recommendations from Staff Senate committees and transmit them, as appropriate, to the College President or to the appropriate College office, committee, or governing body for consideration and further action.
5. Ensure that the Staff Senate website is maintained and kept current, including information regarding membership, officers, meetings, governing documents, and other official Staff Senate business. The Staff Senate President may delegate responsibility for website updates as appropriate.
6. Perform such other duties as may be assigned by this Constitution, the Bylaws, or the Staff Senate.

G. Duties of the Staff Senate Vice President

The Staff Senate Vice President shall:

1. Perform the duties of the Staff Senate President in their absence or temporary inability to serve.
2. Assume the office of Staff Senate President and complete the unexpired term if the Staff Senate President resigns, is removed from office, or is otherwise unable to complete the term.
3. Perform such other duties as may be assigned by this Constitution, the bylaws, the Staff Senate President, or the Staff Senate.

H. Duties of the Staff Senate Secretary

The Staff Senate Secretary shall:

1. Keep complete and accurate records of all proceedings of the Staff Senate.
2. Notify members of the date, time, location, and other relevant details of Staff Senate meetings.
3. Prepare and present minutes of each meeting to the Staff Senate for review and approval at or before the next regularly scheduled meeting.

4. Upload approved meeting minutes to the Staff Senate SharePoint site in a timely manner and maintain an organized and accessible archive of such minutes.
5. Perform such other duties as may be assigned by this Constitution, the bylaws, the Senate President, or the Staff Senate.

I. Standing and Special Committees

1. The Staff Senate may act as a Committee of the Whole when considering matters assigned by this Constitution or by action of the Senate.
2. The Staff Senate shall maintain separate Support Staff and Professional Staff Grant Committees.
3. The Staff Senate may establish or disband standing or special committees as necessary to carry out its responsibilities, gather information, study issues, address concerns, and develop recommendations for consideration by the Senate.
4. The purpose, membership, leadership, and duties of each committee shall be established by the Staff Senate at the time the committee is created or as otherwise provided in the bylaws or standing rules.
5. Committees shall report their findings and recommendations to the Staff Senate and shall not act on behalf of the Senate unless specifically authorized to do so.

J. Bylaws of the Staff Senate

1. The Staff Senate shall adopt and maintain its own rules of operation, which shall be known as the Bylaws of the Staff Senate.
2. The Bylaws shall be consistent with this Constitution and with the policies of Chadron State College and the Nebraska State College System.
3. The Staff Senate may amend its Bylaws by a two-thirds vote of the members present and voting at a meeting at which a quorum is present, provided that the proposed amendment has been distributed to the Staff Senate constituency at least one (1) week before the meeting.

II. Amendments to This Constitution

Amendment Process

1. An amendment to this Constitution may be proposed by any member of the Staff Senate constituency.
2. A proposed amendment may be advanced for consideration by a simple majority vote of the members present and voting at a meeting at which a quorum is present.

3. The advanced proposed amendment shall be presented in writing to the Staff Senate constituency at least one (1) week before the meeting at which the final vote will occur.
4. This Constitution may be amended by a one-fourth vote of the Staff Senate constituency.

III. Parliamentary Procedure

Quorum and Voting

1. Ten (10) members of the Staff Senate constituency shall constitute a quorum for regular or special meetings of the Staff Senate.
2. A quorum for a standing or special committee shall consist of a majority of the appointed members of that committee.
3. Unless otherwise specified in this Constitution or the Bylaws, an action, motion, or election shall require a simple majority of the votes cast, provided that a quorum is present.
4. A two-thirds vote of the members present and voting shall be required for amendments to the Bylaws.
5. Members who abstain from voting shall be counted when determining whether a quorum is present but shall not be counted among the votes cast.
6. Unless otherwise specified in this Constitution or the Bylaws, the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Staff Senate and its committees.

IV. Ratification

This Constitution shall become effective upon approval by the College President and the Staff Senate.

Jodi Kupper

Jodi Kupper, College President

8-11-26

Date

Jessy Marie Roberts

Jessy Roberts, Staff Senate President

11 Aug '26

Date