CONSTITUTION

PREAMBLE

Recognizing the value of involving staff as the University of Central Oklahoma (UCO) progresses toward the accomplishment of its goals and solution of its challenges, the staff, faculty, and administration established the UCO Staff Senate.

ARTICLE I - NAME

This organization shall be known as the Staff Senate of UCO, hereafter referred to as the Senate.

ARTICLE II - PURPOSE

The purpose of the Senate is to examine matters affecting all represented employees of UCO, to act as an advocate for said employees, and to advise and communicate with the UCO administration and governance structure. The functions of the Senate include, but are not limited to, the following:

- Provide official representation for all staff members of UCO in matters which affect the enhancement of the student experience and the goals of UCO;
- Receive and consider recommendations from, and consult with the UCO President and the campus community on matters of concern to staff;
- Receive proposed policies or policy changes for review and make recommendations regarding interests and concerns that affect staff;
- Encourage the professional growth and development of staff members;
- Facilitate and enhance communication between the staff and the UCO President; and
- Act as a collective voice for presenting the concerns and needs of the staff to the UCO President.

ARTICLE III - ORGANIZATION

Section 1 Representation

The Senate shall represent UCO full-time benefitted staff and faculty.
Section 2 Membership

2.1 Voting Members

An election unit for each division of UCO (as defined by the President's Cabinet) shall be represented with one (1) voting Senator per twenty-five (25) full-time benefited staff. Divisions with fewer than twenty-five (25) full-time benefited staff may be combined with other divisions to form a unit for representation.

An election unit of full-time benefited faculty members shall be represented with three (3) voting Senators from said election unit.

2.2 Non-Voting Members

The Faculty Senate shall be invited to send one of its members to the Senate as a representative of the Faculty Senate.

The University of Central Oklahoma Student Association (UCOSA) shall be invited to send one of its members to the Senate as a representative of the student body.

The most recent past president of the Senate, if no longer serving as a Senator, shall be a non-voting member of the Senate for one year.

A senior administrator from the Human Resources Department shall be a non-voting member of the Senate.

2.3 Senator Eligibility

Senators must be full-time benefited staff or faculty and have been employed with UCO for a minimum of six (6) consecutive months.

Section 3 Terms of Office

Senators may succeed themselves, but may not serve more than two (2) consecutive terms. After the absence of one (1) year, nominees become eligible for reelection. Each term will begin July 1. The term for Senators shall be three (3) years or until a successor is elected. Terms of office will be staggered to ensure that one-third of the Senate is elected each year.

Section 4 Elections

Election of members to the Senate shall be conducted by the Constitution, Parliamentary Procedure, and Elections Committee in accordance with the Senate Constitution and Bylaws.
Section 5 Officers

The Senate shall elect from its voting membership a President, Vice-President, and Secretary/Treasurer. Each shall be elected and serve in accordance with the Senate Bylaws.

A Webmaster/Historian and a Parliamentarian shall be appointed by the Senate President from the voting membership subject to the approval of the Executive Committee.

Section 6 Excused Time

Senators will be excused from normal work duties without loss of pay or other benefits to attend Regular and Special meetings of the Senate, Executive, Standing, Ad Hoc, and University committee meetings, and meetings with liaison groups dealing with items of concern to UCO and state employees.

ARTICLE IV - MEETINGS

Section 1 Meeting Procedures

Meetings will be open to the public; however, only members of the Senate and invited speakers will be eligible to speak.

More than one-half (1/2) of the voting Senators shall constitute a quorum. Each voting Senator will have one vote.

Meetings of the Senate will be governed by an agenda established by the Executive Committee.

Section 2 Regular Meetings

Regular meetings of the Senate shall be held on the first Tuesday of each month unless ordered by the Senate Executive Committee. The time and place shall be selected by the Senate Executive Committee.

Section 3 Special Meetings

Special meetings may be called by (a) the President; (b) the Executive Committee; or (c) written petition of at least one-sixth (1/6) of the voting Senators.

The purpose of the special meeting shall be in the call, and at least five (5) business days’ notice will be posted, except in case of emergency.
ARTICLE V - COMMITTEES

Section 1 Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary/Treasurer, Webmaster/Historian, Parliamentarian and the most recent past president. The President, Vice President, Secretary/Treasurer shall serve as voting members and the Webmaster/Historian and Parliamentarian shall serve as non-voting members. The most recent past president may serve as non-voting member for one year.

Section 2 Standing And Ad Hoc Committees

Any member of the UCO community may be invited to serve on a Senate committee.

With the exception of the Executive Committee, the President shall be a non-voting member of all Senate committees.

Ad Hoc committees may be established by the Senate, as needed.

Section 3 University Committees

The Senate shall request representation on University committees which affect the welfare of the staff and UCO. The representative to serve on these committees shall be recommended in accordance with the Bylaws.

ARTICLE VI - AMENDMENTS TO THE CONSTITUTION

Section 1 Proposals

Any proposed amendment must be submitted to the Parliamentarian at least one (1) regular meeting prior to the meeting at which it will be presented for a vote. A copy shall be sent to each Senator along with the agenda for the meeting at which the vote on the amendment is taken.

Section 2 Senate Approval

The Constitution of the Staff Senate shall be amended only at a regular meeting by two-thirds (2/3) vote.

Section 3 President Approval

An amendment which has been approved by the Senate shall be submitted to the UCO President for review and approval. The UCO President shall provide
a written response to the proposed amendment within thirty (30) business days.

Section 4 Amendment Ratification

An amendment which has been approved by the UCO President shall carry the amendment date at the end of the Constitution.

ARTICLE VII - RATIFICATION

This Constitution shall be considered ratified upon approval of the Staff Senate and the UCO President.

APPROVED BY:

University of Central Oklahoma Staff Senate, August 5, 2014

Don Betz
President, University of Central Oklahoma

Date 9/2/14