

APSU Staff Senate Constitution

Article I: Purpose and Definition of the Staff Senate

Section 1. The Staff Senate is an advisory body to the President of Austin Peay State University. The President may refer matters to the Staff Senate. The Staff Senate is established as the official means by which university staff may be actively involved in and contribute to the governance of Austin Peay State University. It shall explore, consider, and act upon any matter its members think appropriate or relevant to concerns and interests of the university staff. It shall report fully to the staff, and to other elements of the University when appropriate, on all deliberations and actions of the Staff Senate.

Section 2. The Staff Senate shall consist of regular full-time and permanent part-time employees defined as “staff” according to [APSU Policy 5:011 Position Management & Recruitment](#).

Section 3. The Staff Senate shall be empowered to organize itself, establish its own bylaws, and discipline its own members, except as restricted by this Constitution.

Article II: Composition of the Staff Senate

Section 1. Elected Members

- a) Eligibility: Any member of the Austin Peay State University staff, as defined in Article I, Section 2, who has completed the six-month probationary period shall be eligible for election to membership in the Staff Senate.
- b) Term of Office: The term of office for an elected member shall be three (3) consecutive years. A former elected member can be reinstated after they have been out of the office for one (1) year.
- c) Nominations: Nominations shall be made in accordance with the Staff Senate Bylaws (Article IV).
- d) Election: Regular elections shall be held in April of each year, with the term commencing the beginning of the fiscal year (July 1) and concluding at the end of the fiscal year (June 30).
- e) Voting Privilege: Representatives have equal voting rights. The President of the Staff Senate does not exercise voting privileges except to break a voting tie.
- f) Quorum: A quorum is required for each Staff Senate vote. A quorum consists of fifty percent (50%) of the Senate body. If a quorum is not achieved in a Staff Senate meeting, voting may not occur, and the meeting will be informational only. Approval is based upon 50% + 1 vote. In the event of a tie, the Staff Senate President will vote to break the tie.

Section 2. Representation

- a) Representation in the Staff Senate shall be based on a ratio of 1 representative per 10 employees, or a major fraction thereof (6 or more), as identified in each of the Austin Peay State University divisions below:
 - i. Academic Affairs
 - ii. Alumni, Engagement, and Philanthropy
 - iii. Athletics

- iv. Finance & Administration
 - v. Legal Affairs & Organizational Strategy
 - vi. Military and Veterans Affairs
 - vii. President's Office
 - viii. Student Affairs
- b) Appointment for elected representative vacancies follows the procedures outlined by Article IV Section 4 of the Staff Senate Bylaws.
 - c) Reapportionment shall take place in March of each year. No representative shall be required to abandon their seat before the term has expired.

Section 3. Officers of the Staff Senate

The Officers of the Staff Senate shall be elected from the members of the Senate at the regular meeting in May. The Officers of the Staff Senate shall be:

- a) President of the Staff Senate
 - i. The President of the Staff Senate shall be the presiding officer of the Staff Senate.
 - This includes but is not limited to, presiding over all meetings of the Staff Senate, initiating projects as deemed necessary by the Senate, acts as the liaison between the Staff Senate and the campus community.
 - ii. The President shall meet and confer regularly with the President of Austin Peay State University and report back to the Senate body.
 - iii. The President shall have served as the Vice President during the preceding year.
 - iv. If the President resigns or leaves Austin Peay State University, the Vice President will assume the duties of the President for the remainder of the year and serve as President the succeeding year.
- b) Vice President of the Staff Senate
 - i. In the absence of the President of the Staff Senate, the Vice President shall be the presiding officer.
 - ii. The Vice President shall be elected from the representatives of the Senate serving the first year of the two-year term and shall assume the office of President for the succeeding year.
 - iii. In the case of the resignation of the Vice President or the Vice President assuming full-time responsibilities of the President, a new Vice President shall be elected as directed by the Staff Senate Bylaws Article V Section 3.
 - iv. To be nominated and elected to serve in this position, one must complete one year of service in Staff Senate as an elected senator within the current elected term.
- c) Secretary of the Staff Senate
 - i. The Secretary shall be responsible for recording and distributing the minutes of regular Senate meetings to representatives. Minutes from regular Senate meetings will also be posted on the Staff Senate website.
 - ii. Other duties as agreed upon by the Executive Committee may be assigned to the Secretary.
 - iii. To be nominated and elected to serve in this position, one must complete one year of service in Staff Senate as an elected senator within the current elected term.
- d) Immediate Past President Ex-Officio
 - i. The immediate past president is a non-voting ex-officio member.
 - ii. In an event where the President and Vice President are absent, the Past President Ex-Officio can serve in place of the President for non-decision-making representation.

- e) Treasurer of the Staff Senate
 - i. The Treasurer of the Staff Senate will maintain and report the balance of the Staff Senate Funds.
 - ii. The Treasurer shall also maintain a ledger of transactions to report to the Senate Body when the balance has changed.
 - iii. To be nominated and elected to serve in this position, one must complete one year of service in Staff Senate as an elected senator within the current elected term.
 - iv. The Treasurer will prepare and present the budget for voting in the full Senate in the September meeting.
- f) Communication Officer
 - i. The Communications Officer shall maintain the Staff Senate pages on the APSU website
 - ii. The Communications Officer will have access to the staffsenate@apsu email account.
- g) Executive Committee Chairs
 - i. Committee Chairs
 - Propose agenda items for Staff Senate meetings;
 - Act on behalf of the Staff Senate when needed between regular meetings and to report such actions to the Staff Senate at the next scheduled meeting; and
 - Other such duties as are needed to conduct the business of the Staff Senate.
 - ii. Executive Committee Chairs are elected by a majority vote of the active membership of the Staff Senate.
- h) Executive Committee of the Staff Senate
 - i. The Executive Committee of the Staff Senate shall be composed of the President, the Vice President, the Secretary, the Treasurer, and the Staff Senate Committee Chairs.
 - ii. vi. The responsibilities of the Executive Committee shall be as follows:
 - To coordinate agenda items for Staff Senate meetings;
 - To conduct the elections of the Staff Senate;
 - To advise the President of the Staff Senate;
 - To act on behalf of the Staff Senate when needed between regular meetings and to report such actions to the Staff Senate at the next scheduled meeting;
 - To act as chair of at least one Senate standing committee; and
 - Other such duties are needed to conduct the business of the Staff Senate.

Succession Planning: Incoming members of the Executive Committee may require assistance getting acclimated to their new positions. As such, the outgoing Executive Committee members are expected to assist the new Executive Committee members during this time of transition. This transition will be held during May, June, and July.

Section 4. Removal of Staff Senate Members

- a) Officers: Any officer may be removed from office by a two-thirds majority vote of the Senate by “no confidence.” To be considered, a petition of “no confidence” must be submitted for inclusion in the next regular meeting agenda. If approved by a majority vote, at the next regular meeting the petition must be approved by a two-thirds majority vote by secret ballot. Upon approval, a new officer must immediately be chosen to complete the term of office.
- b) Committee Assignments. Any senator assigned to a committee by a previous or current Staff Senate President can be removed from their assignment at the Staff Senate president’s discretion.
- c) Attendance. All members are subject to removal according to Article III of the Staff Senate Bylaws.

Article III: Meetings of the Staff Senate

Section 1. Meetings of the Staff Senate shall be scheduled in accordance with Staff Senate Bylaws Article I.

Article IV: Amendments

Section 1. Amendments to the Staff Senate Constitution shall be made under the following provisions, executed in sequence:

- a) The Constitution shall be reviewed annually.
- b) Initiation of amendments shall be made by the Staff Senate Constitution and Bylaws Committee or by fifty (50%) percent of the Staff Senate.
- c) Amendments shall be submitted to the Staff Senate at a general body meeting.
- d) Staff Senate voting on proposed amendments shall be delayed until at least the next general body meeting of the Staff Senate. The amendment brought forth requires a quorum.

Article V: Ratification of the Constitution

Section 1. The Staff Senate Constitution shall become effective immediately following a vote at the current general body meeting of the Staff Senate. The constitution requires a quorum. In the event of a tie, the president should cast a deciding vote, per the Staff Senate Constitution Article II Section 1 E.

Article VI: Amendment of the Constitution

Section 1. Amendment of the Constitution shall become effective immediately following a vote during a general body meeting of the Staff Senate.

Amended April 2020

Amended December 2022

Amended November 2023