



# University Support Staff Senate Archives

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Classified Senate

Academic year 2002-2003

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## **Classified Senate Constitution and By-Laws**

As revised February 12, 2003

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37

**CLASSIFIED SENATE CONSTITUTION and BY-LAWS  
of WICHITA STATE UNIVERSITY**  
(As revised February 12, 2003)

**ARTICLE I**

**Name:**

This organization shall be called the Classified Senate of Wichita State University (hereinafter referred to as the Senate and the University).

**ARTICLE II**

**Purpose:**

The Senate shall exist to promote the interests of all classified employees of the University, to provide an open forum for the expression of these interests, and to regularize the exchange of information between administrators/faculty/students and classified staff of the University.

**ARTICLE III**

**Membership:**

The Senate shall consist of thirty members elected by the state classified permanent or probationary employees of the University. The thirty senators, each having one vote in the Senate, shall be elected in proportion to the number of classified permanent or probationary employees in the Equal Employment Opportunity (hereinafter referred to as EEO) categories. Senators shall be elected for a term of two years. After serving two full terms, a senator shall not be eligible for election for one Senate year. Senators whose EEO classifications change during their terms may serve until the next election.

**By-Law 1** -- Ties in election will be resolved in any/either of the following ways:

- 1) Elected individuals who have tied for a seat in the Senate may resolve the matter between themselves.
  
- 2) Elected individuals who have tied for a seat on the Senate may draw lots for the seat.

3) Barring solution in either of the above manners, the Executive Council will appoint the member to fill the seat.

**By-Law 2** -- Under representation of any EEO category will default by the Executive Council in any of the following ways:

1) If the EEO category is represented by KAPE, the WSU Chapter President of KAPE will be asked to provide sufficient membership in that EEO category.

2) If the EEO category has no outside representation, the Executive Council will appoint membership to fill seats representing the EEO category.

3) If neither of the above solutions provides representation, the Assistant Director of Employee Relations and Training will be asked to provide sufficient representation from that EEO category.

#### ARTICLE IV

**Conflict of Interest:**

Voting members of the Senate who choose to retain membership in an alternative employee association or committee should be constantly aware of the problems of conflict of interest and maintain sound ethical practice in Senate duties.

#### ARTICLE V

**Eligibility and Voting Rights:**

Eligibility for voting membership to the Senate shall be extended to all state classified permanent or probationary employees of the University. All employees so described have the right to nominate and vote for candidates for the Senate to represent their appropriate EEO category. (See Article III, By-Law 2, Paragraphs 1, 2 and 3.) Non-voting members representing auxiliary groups, such as the Campus Activities Center, Board of Trustees, Intercollegiate Athletic Association and the WSU Foundation, are welcome.

#### ARTICLE VI

**Elections:**

General elections for all senators shall take place in the spring, and senators elected shall take office in May. To insure continuity, approximately one-half of

the Senate shall be elected each year.

The **President** of the Senate shall be elected ~~annually~~ by a majority of the Senate Executive Council at its first meeting following the general election.

The **Vice-President** of the Senate shall be elected annually by a majority of the Senate Executive Council at its first meeting following the general election.

The **Secretary** of the Senate shall be elected annually by a majority of the Senate at its first session.

~~The Clerk of the Senate shall be elected by a majority of the Senate and shall serve until removed from office by a majority of the Senate. Election of a new Clerk shall be conducted as soon as practical after the Senate becomes aware of a vacancy in the office of Clerk.~~

*The President-Elect shall be elected annually by a majority of the Senate in January of each year. The President-Elect will assume the role of Senate President in June of the year elected.*

## ARTICLE VII

### Executive Council:

#### **Section A. Composition.**

The Executive Council of the Senate shall be composed of one senator from each EEO category represented in the Senate. If President and Secretary are not elected members of the Executive Council, they shall serve as ex officio members. The individual receiving the largest number of votes within that member's respective EEO category shall represent that category on the Executive Council the second year of that senator's term. If the senator receiving the largest number of votes is unable to serve, the person receiving the next largest number of votes shall be appointed. (See Article III, By-Law 1, Paragraphs 1, 2 and 3.)

#### **Section B. Responsibilities.**

The Executive Council shall oversee the work of the Classified Senate and be open to their respective EEO category constituents. It shall be responsible for the democratic election of senators according to their appropriate EEO categories. The Executive Council has the option of combining sparsely populated EEO categories for the purpose of proportional representation. It shall appoint members to the Senate to replace those unable/unwilling to complete a term; senators so appointed shall serve until the next election.

**Section C. Voting.**

The members of the Executive Council shall each have one vote. If the President is not an elected member of the Executive Council he/she shall vote only in the case of a tie. The *Vice President and Secretary* shall not vote, unless ~~he/she is an~~ *they are* elected ~~member~~ *members* of the Executive Council.

**ARTICLE VIII**

**Officers:**

**Section A. President.**

The President shall be an elected senator, although not necessarily elected as a member of the Executive Council, and shall serve no more than two consecutive one-year terms. After serving two consecutive terms, the President shall not be eligible for election for one Senate year.

The President shall be the official representative of the Senate and shall preside over all meetings of the Senate and the Executive Council.

**Section B. Vice-President.**

The Vice-President shall be an elected senator, although not necessarily elected as a member of the Executive Council and shall serve no more than two consecutive one-year terms. After serving two consecutive terms, the Vice-President shall not be eligible for election for one Senate year.

The Vice-President shall assist the President and will attend such meetings and/or functions as the President may be unable or deem necessary to attend, and in the absence of the President, the Vice-President shall be the official representative of the Senate.

In the event the President is unable to perform the duties of the Office of the President, the Vice-President shall assume the responsibilities of the office.

*In addition to the above responsibilities, it shall be the responsibility of the Vice-President to keep accurate records of budget expenses. It will be the responsibility of the Vice-president to manage all financial obligations of the Senate and to reconcile them monthly.*

**Section C. President-Elect.**

*The President-Elect will be an elected senator, although not necessarily elected as a member of the executive council, and should have at least one year remaining as a senator upon the close of the senate year in which elected. The President-Elect will have no administrative authority or responsibility unless already serving in an elected officer capacity. It shall be the responsibility of the President-Elect to attend meetings with the President in order to gain insight and knowledge as to the duties and responsibilities of the President. This office is an on the job training office only. In the absence of the President, all administrative authority and responsibility will lie with the Vice-President.*

**Section CD. Secretary.**

The Secretary shall be an elected senator, although not necessarily elected as a member of the Executive Council, and shall serve no more than two consecutive one-year terms at one time.

The Secretary shall keep accurate Minutes of all motions made, passed or failed, maintain attendance and election records, maintain a file of all committee reports and other documents of interest to the Senate.

The Secretary shall be responsible for mailings, the purchasing, storing, and dispensing of supplies, and such other duties as the Senate may assign. The Secretary shall attend all Senate sessions and those Executive Council and committee meetings for which the Secretary's services are deemed necessary.

**~~Section D. Clerk.~~**

~~The Clerk does not have to be an elected member of the Senate, shall be responsible to the Senate, and shall serve at the pleasure of the Senate for an unspecified term. The Clerk shall be either a current or retired state classified employee of the University.~~

~~The Clerk shall be responsible for mailings, the purchasing, storing, and dispensing of supplies, and such other duties as the Senate may assign. The Clerk shall attend all Senate sessions and those Executive Council and committee meetings for which the Clerk's services are deemed necessary.~~

**ARTICLE IX**

**Meetings, Quorum, and Attendance:**

**Section A. Senate Meetings.**

The Senate shall meet at least three (3) times annually at a time and place specified by the Executive Council. Other meetings may be called by a simple

majority of the Senate. All meetings are open to all classified employees, students, faculty, administrators and auxiliary employees. Only senators may vote.

**Section B.**

**Executive Council Meetings.** The President shall convene the Executive Council when deemed necessary by the President or two-thirds of the Executive Council.

**Section C. Quorum.**

A simple majority of sixteen (16) senators shall constitute a quorum of the Senate at any session. A simple majority shall constitute a quorum of the Executive Council at any session.

**Section D. Attendance.**

Senators unable to attend meetings are to notify the Secretary or the President. Two unexcused absences in one Senate year (June - May) will result in the senator being replaced. (See Article III, By-Law 2, Paragraphs 1, 2 and 3.)

**By-Law 1** -- Senators with more than two unexcused absences will be notified by the Secretary that they will be replaced. The President will notify the Executive Council of a vacancy in that EEO category.

Executive Council members unable to attend meetings are to notify the President. Two unexcused absences from Executive Council meetings in one Senate year will result in the Executive Council member being replaced by the senator in that EEO category with the next highest number of votes who is willing to serve.

## ARTICLE X

**Committees:**

The President, with the advice of the Executive Council, shall appoint committees to investigate, document, and report to the Senate on topics of interest to the classified employees of the University.

## ARTICLE XI

### By-Laws:

In order to ensure the proper conduct of Senate business, by-laws may be enacted to supplement this Constitution. A two-thirds vote in the Senate is necessary to enact a by-law.

## ARTICLE XII

### Amendments:

This Constitution may be amended by a simple majority vote of the state classified permanent or probationary employees of the University voting on a proposed change to the Constitution.