

# **STAFF CONGRESS**

Northern Kentucky University Highland Heights, Kentucky 41076

## **CONSTITUTION**

### **NORTHERN KENTUCKY UNIVERSITY**

#### **STAFF CONGRESS**

In order to create a stronger bond within the support staff, to promote cooperation among the administration, faculty, students, and support staff of this University; we the support staff of Northern Kentucky University do establish this Congress as the representative body of the support staff of Northern Kentucky University. Further, we pledge to determine responsibility and to administer faithfully the policies and objectives which best fulfill the needs, concerns and interests of the support staff and to exert to the utmost our efforts to help the University achieve its educational goals.

#### **ARTICLE I - NAME**

This organization shall be known as the Northern Kentucky University Staff Congress. The Staff Congress represents all staff employees at Northern Kentucky University. Support staff is defined as employees who are neither a faculty member, academic department chairperson, work study student, academic dean, or member of the Central Staff, or personnel in the administrative category as defined in the Personnel Policy and Procedure Manual.

## ARTICLE II - PURPOSE

The Northern Kentucky University Staff Congress shall: create a stronger bond within the staff, solicit and express the opinions, suggestions, and recommendations of the staff on all matters of concern to the various staff constituencies and to the staff as a whole. The Staff Congress shall continually review all University policies and documents affecting staff affairs and welfare and make recommendations concerning these matters to the President's Office and to the Director of Personnel Services. Likewise, the Staff Congress shall seek representation in all aspects of Northern Kentucky University governance.

## ARTICLE III - VOTING ELIGIBILITY

All support staff members who have successfully completed the probationary period as determined by the Office of Personnel Services shall be eligible to vote in all Staff Congress general elections.

## ARTICLE IV - MEMBERSHIP AND ELIGIBILITY

Section 1. The Staff Congress shall consist of Representatives elected from their respective constituencies by eligible support staff members. The constituencies, the date of, and the manner of the elections shall all be determined in the Bylaws of the Staff Congress.

Section 2. The number of Representatives shall be prescribed by the formula determined in the Bylaws of the Staff Congress; the total membership of the Staff Congress shall consist of not more than thirty-five Representatives.

Section 3. All support staff members with a minimum of one year continuous University employment shall be considered eligible to seek election to the Staff Congress, provided they are not a member of any other University governing body or an ex-officio member as determined in the Bylaws of the Staff Congress.

Section 4. Representatives shall be elected for a term of two years with the following exception: when a person serving the second year of term is elected as President-Elect, the term will be extended for one year. Each Representative shall retain his Congress seat until an election has been conducted to select a successor and the successor has been seated.

Section 5. Each Representative shall have one vote only.

#### **ARTICLE V - OFFICERS**

Section 1. Duly Elected Officers. The Staff Congress shall elect two officers from its own membership: President-Elect and Secretary/Treasurer of the Northern Kentucky University Staff Congress.

Section 2. Eligibility. All members duly elected to the Staff Congress shall be eligible for election to the offices described in Section 1 of this Article, and only duly elected members of the Staff Congress may nominate or cast ballots in the election of any officer.



Section 3. Duties. The officers described in Section 1 of this Article shall perform the duties determined in the Bylaws of the Staff Congress and such other duties as are approved by the Staff Congress.

Section 4. Term of Office. Officers of the Staff Congress shall be elected to serve in the manner determined in the Bylaws of the Staff Congress. Officers shall remain in office until an election to select their successors has been conducted and the successors have been seated.

Section 5. Limitation. No Representative shall hold more than one office at any time. No officer may be elected to more than two successive terms in the same office.

#### **ARTICLE VI - MEETINGS**

The Staff Congress shall meet at least once each month at a convenient time and day as determined in the Bylaws of the Staff Congress.

#### **ARTICLE VII - STANDING COMMITTEES**

Standing committees of the Staff Congress shall be established in the Bylaws of the Staff Congress.

#### **ARTICLE VIII - QUORUM**

A quorum for conducting all business of the meetings of the Staff Congress within the scope of this Constitution shall be fifty-one percent of the current elected membership.

## ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1. The Staff Congress shall be governed by the procedures contained in Robert's Rules of Order (latest revision) in the consideration of all matters properly referred.

Section 2. Any conflict between the source cited in Section 1 of this Article and the Constitution and Bylaws of the Staff Congress shall be resolved in favor of the Constitution and Bylaws of the Staff Congress.

Section 3. Where necessary and proper, the interpretation and application of the governing procedures outlined in the source cited in Section 1 of this Article shall be the responsibility of the Staff Congress Parliamentarian, who shall be appointed by the President of the Staff Congress.

## ARTICLE X - AMENDMENTS

Section 1. Any proposal to amend this Constitution shall be submitted by a petition signed by five Representatives of the Staff Congress. Amendment petitions must be submitted to the Secretary/Treasurer of the Staff Congress for placement on the agenda of the next regular meeting of the Staff Congress two weeks prior to said meeting of the Staff Congress.

Section 2. A proposal to amend the Constitution shall be voted on at a regular meeting of the Staff Congress at which a quorum is present. If the proposal receives an affirmative, majority vote from those members present and voting, it shall be submitted by means of a mailed, paper ballot to all eligible

(5)

support staff members as identified in Article III by the Secretary/Treasurer of the Staff Congress within thirty days of the meeting at which the proposed amendment was voted on. Amendments to the Constitution shall be adopted upon an affirmative vote of two-thirds of the total eligible support staff members voting.

#### ARTICLE XI - RATIFICATION

This Constitution shall be submitted for ratification by means of a mailed paper ballot to all eligible support staff members as identified in Article III, by the Secretary/Treasurer of the Staff Congress after the proposed Constitution has received an affirmative, majority vote from those Staff Congress Representatives present and voting at a Staff Congress Meeting. This Constitution shall go into effect when ratified by an affirmative vote of two-thirds of the total eligible support staff members voting, and approved by the Board of Regents.

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