

MURRAY STATE UNIVERSITY
Staff Congress
Constitution

Preamble

In order to more effectively direct the talents, energies, and efforts of the Murray State University staff, to promote better cooperation among the administration, faculty, students, and staff; we, the staff of Murray State University, do establish this representative body to be called the Murray State University Staff Congress. Further, we pledge to determine responsibly and to administer faithfully the policies and objectives which best fulfill the needs, concerns, and interests of the staff and to exert to the utmost our efforts to enhance the University family and help the University achieve its educational goals.

Article I - Name

This organization shall be known as the Murray State University Staff Congress.

Article II - Representation

The Staff Congress represents all staff employees at Murray State University. A staff employee shall be defined as a regular employee who is classified as staff but is not employed in any of the following administration positions (1) President, (2) Provost/Vice President, (3) Associate Provost, (4) Assistant Provost, (5) Vice President, (6) Assistant Vice President, (7) Associate Vice President, (8) Dean, or (9) Assistant Dean.

Article III - Purpose

The Murray State University Staff Congress shall: create a stronger bond within the staff, solicit and express opinions, represent staff concerns, and make suggestions and recommendations for the entire staff on matters of their concern. The Staff Congress shall make recommendations, when appropriate, to the University administration, the university staff regent and the Board of Regents.

Article IV - Membership and Eligibility

Section 1. The Staff Congress shall consist of representatives elected from their respective constituencies by eligible 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 representatives.

Section 3. All regular 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 an ex-officio member as determined in the Bylaws of the Staff Congress.

Section 4. Representatives shall be elected for a term of three years. 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.

Section 6. Any representative may be removed from the Staff Congress for cause (as defined in the Bylaws of Staff Congress) by a two-thirds vote of the membership of Staff Congress.

Article V – Staff Regent

Section 1. The non-teaching personnel of Murray State University shall elect a Staff Regent to the University Board of Regents representing all non-teaching university employees including, but not limited to, building facilities and clerical personnel according to KRS 164.321.

Section 2. Eligibility

Regular Staff Employees, excluding the president, provost/vice president, associate provost, assistant provost, vice president, assistant vice president, associate vice president, dean, and assistant dean, who have been employed three consecutive years at Murray State University are eligible.

Section 3. Duties

The Staff Regent 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 designated by the Staff Congress and the Board of Regents.

Section 4. Term of office

The Staff Regent shall be elected to serve a term of three years in the manner determined by the Bylaws of the Staff Congress. The term of office no matter the timing of the swearing in meeting shall begin on July 1 of the year in which an election was held. The Regent shall remain in office until an election to select his/her successor has been conducted and the successor has been seated.

Article VI – Officers

Section 1. The Staff Congress shall elect three officers from its own membership: President of the Murray State University Staff Congress; Vice President of the Murray State University Staff Congress; and Treasurer of the Murray State 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 office.

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 designated by the Staff Congress.

Section 4. Term of office

Officers of the Staff Congress shall be elected to serve for a term of one year 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 one time. No officer may be elected to more than two successive terms in the same office. An exception may be made provided no eligible candidate is identified to hold an office. This term then may be extended one year with a 2/3 affirmative vote of the elected Staff Congress membership.

Section 6. Removal from office

Any officer may be removed from office for cause (as defined in the Bylaws) by a three-fourths vote of the elected Staff Congress members.

Article VII – Meetings

The Staff Congress shall meet regularly at a convenient time and day as determined in the Bylaws of the Staff Congress.

Article VIII – Standing Committees

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

Article IX – 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 X – 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.

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 XI – Amendments and Bylaws

Section 1. The Staff Congress shall have the power to enact Bylaws to implement the provisions of the Constitution. Any proposed changes in the Bylaws shall be determined in a manner prescribed in said Bylaws.

Section 2. Any proposal to amend this Constitution shall be submitted by a petition signed by five representatives of the Staff Congress or twenty-five percent of the staff as defined in Article II of this Constitution. Amendment petitions must be submitted to the secretary of Staff Congress at least two weeks prior to said meeting of the Staff Congress.

Section 3. A proposal to amend the Constitution shall be voted on at a regular meeting of the Staff Congress. If the proposal receives an affirmative, two-thirds majority vote from those members present and voting, it shall be placed on the agenda of the next meeting of the Staff Congress for final consideration. The said meeting shall be held within thirty business days of the first reading. Amendments to the Constitution shall be adopted upon an affirmative vote of two-thirds of the total membership of the Staff Congress, subject to approval of the Murray State University Board of Regents..

Article XII- Ratification

This Constitution shall be ratified by a two-thirds vote of the entire elected body of the Staff Congress, subject to the approval of the Murray State University Board of Regents.

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Submitted: June 22, 1983
Approved: July 14, 1983 - Murray State University Staff Congress
Approved: October 7, 1983 - Murray State University Board of Regents
Amended: September 12, 1992, February 18, 1995 and March 14, 2001.
Revised/Amended: July 2006 – MSU Staff Congress Constitution and Bylaws Ad-Hoc Committee
Approved: December 12, 2007 – Murray State University Staff Congress
Approved: **February 29, 2008 – Murray State University Board of Regents**