

LSU Staff Senate Constitution for Louisiana State University and Agricultural and Mechanical College

ARTICLE I

Mission

The Louisiana State University Staff Senate promotes and protects the welfare of the LSU staff by representing the interest of and the issues impacting all staff members.

Vision

The Staff Senate seeks to enhance its visibility as a vital governance organization, recognized as the voice of the LSU staff. The Staff Senate will be an essential partner in University planning and viewed as a valued resource by the administration when critical decisions are made that affect staff members. The Staff Senate seeks to continually support the vision, mission, and Flagship Agenda of Louisiana State University.

Purpose

The Louisiana State University and Agricultural and Mechanical College Staff Senate is made up of duly elected representatives from the staff employees of the University. To this end, the Staff Senate will:

- Promote and protect the welfare of the LSU staff to the extent that the Staff Senate policies are consonant with State Civil Service regulations, Bylaws and Regulations of the Board of Supervisors, University Policy Statements, and System Permanent Memorandum (PM), and do not impinge on the academic life of the University.
- Review policies proposed or previously adopted by others that may affect the welfare of the staff and make recommendations about these to the LSU President.
- Promote the effective exchange of information between the LSU administration and staff.
- Propose and maintain programs to enhance the personal and professional well-being of the staff, as well as encourage their vocational and educational development.

ARTICLE II

Authority

Within the bounds of this Constitution, the Staff Senate will have the authority to adopt bylaws, rules, and resolutions to fulfill its responsibilities. After adoption, all formal actions of the Staff Senate shall be forwarded to the LSU President for review, recommendation, and approval.

ARTICLE III

Organization

Section 1: *Representation*

The LSU Staff Senate will represent all staff who are employed at least half-time and who have been with the University for a minimum of six consecutive months. Those represented must be in one of the following groups of employees as defined in the *LSU Staff Handbook*:

Professional Employees: Professional employees include administrative officers and professional staff, as well as all employees in positions exempt from the provisions of the State Civil Service System. Employees in this category are sometimes termed “unclassified.”

Classified/Civil Service Employees: Classified/civil service employees are all employees in positions covered by the provisions of the State Civil Service System. All actions affecting classified employees are made in accordance with civil service rules and regulations.

Other Academic Employees: Other academic employees include part-time members of the academic staff and full-time members of the academic staff below the rank of instructor, or equivalent. Employees with academic responsibilities who do not hold faculty rank are also included in this classification.

Section 2. *Senate Membership*

The LSU Staff senators will be elected by the various categories of non-faculty employees, as currently defined as Classified, Unclassified, and other academic by the University's Office of Human Resource Management.

There will be one senator representing every 75 employees, with a minimum of two senators from each category. If the final count is less than 75 but greater than 30, an additional senator will be elected from that category.

There shall be one Staff Senate Member-at-Large elected by members of all non-faculty employee groups.

a. Qualifications

Senators must be qualified as staff:

1. as defined under Article III, Section 1;
2. who are employed at least 75% effort;
3. who must have completed at least one year of continuous employment at LSU immediately prior to the qualifying date of the Staff Senate election.

b. Terms in Office

Senators will be elected for three-year terms. Terms of office will be staggered to ensure that one-third of the Staff Senate is elected each year.

c. Senate Officers

The Staff Senate will elect from its membership a President, a President-Elect, a Secretary, a Treasurer and one At-Large member. Each will be elected in accordance with the Staff Senate Bylaws.

1. To ensure diversity, equity and inclusivity, Staff Senate shall have a standing seat for LSU staff-centered caucuses. Each caucus shall have an elected member that will serve as the representative of the group and have a standing seat on Staff Senate. Caucuses included but are not limited to:
 - i. Black Faculty and Staff
 - ii. LGBTQ+
 - iii. LatinX
 - iv. Persons with Disabilities
2. Each caucus seat shall be elected by their caucus peers and will be required to follow the same standards pursuant to the Staff Senate Constitution and By-laws.
3. Caucus seat shall have voting rights as long as their primary appointment is classified as staff. All other appointments shall be considered 'ex-officio'.
4. Caucus seat shall have an appointment of one year.
5. Caucus seat shall provide a report to the Staff Senate on the behalf of their respective caucus regarding e.g., activities, projects, events and/or areas of interest at each monthly Staff Senate meeting.
6. Should the caucus seat be unable to join meetings then he/she shall name a proxy from the caucus to represent him/her that shall retain voting rights. The proxy must have a primary appointment as a staff member as defined by the Staff Senate Constitution and By-laws. Should absences exceed the defined requirement pursuant to the Staff Senate Constitution, the Senate shall notify the executive board of the caucus for disciplinary action(s).

ARTICLE IV

Meetings

Section 1: Regular Meetings

Regular meetings of the Staff Senate will be held monthly at a time and place specified by the Executive Committee, which is empowered to cancel or re-schedule meetings. With the exception of executive sessions, these meetings will be open to the public. Only members of the Staff Senate or their proxies and invited speakers will be eligible to speak.

A simple majority of the membership of the Staff Senate will constitute a quorum. Each member of the Staff Senate will have one vote. Voting by proxy is permitted.

Section 2: *Special Meetings*

Special meetings may be called by (a) the President; (b) the Executive Committee; (c) written petition of five senators; (d) telephoned requests of five senators. Special meetings will be open to the public, with the exception of executive sessions. Only members of the Senate and invited speakers will be eligible to speak.

Section 3: *Agenda*

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

Section 4. *Release Time*

Senators will be released from normal work duties without loss of pay or other benefits to attend official Staff Senate meetings.

ARTICLE V

Committees

Section 1: *Executive Committee*

The Executive Committee will consist of five voting members of the Staff Senate as follows: President, President-Elect, Secretary, Treasurer, and one At-Large Member. The Past-President will serve as ex-officio. The Executive Committee will establish standing committees as defined in Article VI of the Bylaws.

Section 2: *Standing Committees*

Standing committees will be established by the Executive Committee as defined in Article VI of the Bylaws. Any member of the University community may be invited to serve on a standing committee.

Section 3: *Ad Hoc Committees*

Additional committees may be established by the Executive Committee as needed. Any member of the University community may be invited to serve on an ad hoc committee.

Section 4: *University Committees*

The Staff Senate will request representation on, and appoint members to, University committees which affect the welfare of the staff and the University.

Section 5: *Release Time*

Committee members will be released from normal work duties (without loss of pay or other benefits) to attend official Staff Senate Executive, Standing, or Ad Hoc-Committee meetings, University Committee meetings and meetings with liaison groups dealing with items of concern to LSU and state employees.

ARTICLE VI

Ratification

This constitution will be considered ratified and official upon approval by a majority of the total votes cast by qualified staff members as defined in Article III, Section 1.

ARTICLE VII

Amendments

Section 1: *Proposals*

An amendment to this Constitution may be proposed by either the Staff Senate or by a petition signed by at least 100 qualified members and presented to the Staff Senate.

Section 2: *Senate Approval*

A proposed amendment must be introduced at least one month prior to being voted on. To pass, the proposed amendment must receive the vote of a simple majority of the senators present.

Section 3: *Vote by Staff*

An amendment approved by the Staff Senate will be submitted to the staff for a vote. To pass, the amendment must receive two-thirds of the votes cast by qualified staff members.

Section 4. *LSU President's Approval*

An amendment which has been approved by the Staff Senate and qualified staff members will be submitted to the LSU President for review and approval.

APPROVED AS AMENDED APRIL 6, 2021 BY:

Jonathan Levesque, President, LSU Staff Senate

Thomas Galligan, Interim President, Louisiana State University