

ARTICLE I - NAME

The name of the organization shall be the Salt Lake Community College Staff Senate ("Staff Senate").

ARTICLE II - PURPOSE

The Staff Senate shall represent the staff of Salt Lake Community College ("SLCC"). The Staff Senate shall seek to:

- A. Provide the influential voice for addressing problems and concerns of its members through shared governance.
- B. Promote open communication, collaboration, understanding, and cooperation among all members.
- C. Promote professional growth and development of its members.
- D. Strive to improve the working conditions, benefits, salaries, and professional status of its members by working with College leadership to support suggestions and insights.
- E. Foster a harmonious and cooperative relationship between SLCC administrative employees, faculty, staff, and students.
- F. Provide recommendations for implementing policies concerning the needs of SLCC employees.

ARTICLE III - MEMBERSHIP

All full-time and part-time non-faculty staff of SLCC are members of the Staff Senate. Members of the Executive Cabinet and their direct first reports are not eligible for membership. All administrative assistants are members of the Staff Senate.

ARTICLE IV - OFFICERS

Section 1 - Officers

- A. Staff Senate Officers: The Staff Senate Officers shall consist of the following:
 1. President
 2. Vice President
 3. Immediate Past-President
 4. Secretary, non-voting member as appointed by sitting President.
 5. Each campus receives the following number of delegates:
 - Taylorsville/Redwood- 2
 - a. South City/Community Writing Center- 1
 - b. Jordan- 1
 - c. Miller-1

Staff Senate Constitution

- d. Herriman- 1
 - e. Airport, Westpoint, and West Valley- 1
 - f. Part Time- 2
6. Committee Chairpersons:
- a. Benefits and Employee Welfare
 - b. Staff Development
 - c. Employee Connections (Orientations, staff scholarships)
 - d. Employee Recognition (Outstanding Staff Awards, Staff Star)
 - e. Events
 - f. Communications
7. Ex-officio Membership:
- a. Representative from College recognized Employee Resource Groups.
 - b. Faculty Senate and Student Senate representatives.
8. The Presidents, Delegates, and Committee Chairpersons shall be referred collectively as Officers.
9. Term: All Officers, except for the immediate past president, shall serve a term of two years which shall begin on July 1, and ends on June 30.
10. Staggered Term Service: The delegates and committee chairpersons shall have staggered terms. One-half of the delegates and chairpersons will be elected in even numbered years while the remaining one-half of the delegates and chairpersons will be elected in odd number years.

Section 2 – Officer Term and Role Eligibility

- A. The Presidents, Delegates, and Committee Chairpersons shall be referred collectively as Officers.
- B. Term: All Officers, except for the immediate past president, shall serve a term of two years which shall begin on July 1, and ends on June 30.
- C. Staggered Term Service: The delegates and committee chairpersons shall have staggered terms. One-half of the delegates and chairpersons will be elected in even numbered years while the remaining one-half of the delegates and chairpersons will be elected in odd number years.

Staff Senate Constitution

- D. Officer Position Term: Officers can serve a maximum of two (2) consecutive terms in any Officer term.
1. A member who has served two (2) consecutive terms may be elected to a third term if there has been a five-year lapse from the end of the second term. Under these circumstances, the Officer is once again limited to two consecutive terms.
 2. If a special election is needed to fill a particular role and the election results in open seats, a past Officer may be appointed to serve for the rest of the term to fill the seat.
- E. Eligibility to Serve as Officer: The following criteria must be met for a board member to qualify and be in good standing for services as an Officer:
1. 75% full-time equivalent ("FTE") or greater so that they are eligible for employee benefits unless Part time Delegate, which must be less than 75% FTE.
 2. Must successfully complete their initial probationary period when beginning college employment.
 3. No level 2 or level 3 corrective action within the past two years; and
 4. Supervisory authorization to serve as Officer.
- F. Eligibility Authorization: The President and Vice President will coordinate with People and Workplace Culture ("PWC") to ensure that staff seeking to become Officers comply with these eligibility requirements. This must occur prior to being placed on the elections ballot or appointed.

ARTICLE V - ELECTIONS

- A. Frequency: Elections will be held every year for delegates and committee chairpersons and every two years for President and Vice President.
- B. Election Committee: The Vice President will serve as chairperson and organize an ad hoc Election Committee by the third Friday in February of each year.
- C. Election Committee Membership shall be approved by the Executive Board and must be comprised of the following:
1. Vice President; and
 2. Up to three additional members of the Staff Senate Executive Board.
 3. If the Vice President is not able to serve in this role, the Executive Board can appoint an Election Committee chairperson.
- D. Election Ballot Procedure: By the third Thursday in March, the Election Committee or any Staff Senate member may nominate a Staff member to serve on the Executive Board. The

Staff Senate Constitution

Election Committee will screen nominations to ensure that the nominees are eligible and consented to them. Prior to finalization of the ballot, the Executive Board must review and approve the ballot.

- E. Distribution of Vote: By the first Friday in April, the Election Committee shall electronically distribute the ballot of nominees for members to elect. The ballot shall include the candidate's biographical data. The electronic voting period shall be open for ten business days.
- F. Membership Voting: Each current Staff Senate member shall be eligible to vote for:
 - 1. One vote for President,
 - 2. One vote for Vice President,
 - 3. All delegates; and
 - 4. All Committee chairpersons.
- G. Ballot Count: All votes will be confidential. By the fourth Thursday in April, the Election Committee shall tabulate all votes. The candidate with the highest vote count shall be declared the winner of each category.
- H. Election Result: The Elections Committee will notify each candidate who received the highest vote count of the result, and each victorious candidate will have until the following Tuesday to accept the vote and position. If the candidate does not accept the position, the candidate with the second highest vote total will be declared the winner.
- I. Vacancies: If there is no second candidate or all candidates decline the position, the Executive Board may move for a special election or appoint an Officer.
- J. Notification: The Election Committee shall announce the results to the Staff Senate Executive Board via email. By April 30, the Executive Board, through the Senate President, shall provide email notice to all Staff Senate members and the campus community.

ARTICLE V - COMMITTEES

- A. College-wide Committees: The Staff Senate provides representation to several college-wide committees which meet at least once during each the Fall and Spring semester. These college-wide committees are as follows:
 - 1. Employee Recognition Committee.
 - 2. Health Insurance Advisory Committee.
 - 3. Student Center Advisory Committee: Participation is limited to representation from Senate members who work at the Taylorsville Campus.
 - 4. Retiree Committee.
 - 5. Policy Review Committee.
 - 6. Other committees may be added over time and officers will be selected to serve on these as needed.
- B. Staff Senate Standing Committees:

Staff Senate Constitution

1. Benefits and Employee Welfare Committee.
2. Staff Development Committee.
3. Employee Connections Committee.
4. Employee Recognition Committee.
5. Events Committee.
6. Communications Committee.

ARTICLE VI – MEETINGS

- A. Meeting Operations: All Staff Senate General membership and Executive Board meetings (“Senate Meetings”) will be convened and governed by this Constitution and Bylaws. Senate meetings are not subject to the Open and Public Meetings Act. The Executive Board may close a meeting to non-Senate members.
- B. Meeting Frequency: Senate Executive Board meetings will be held monthly. Senate General membership meetings will be held once during the Fall and Spring semesters. These can be in the form of general meetings or topical forums, as needed. Other Senate meetings may be convened by the President or by a majority of the Executive Board.
- C. Notice: Senate Meetings may be held electronically. The President or designee will distribute by email, notice of Senate meetings, and post this notice and agenda to the Senate website.

ARTICLE VIII - ADOPTING AND AMENDING THE CONSTITUTION AND BYLAWS

The Constitution shall be adopted or amended by a majority vote of returned ballots of the Staff Senate members in favor of the proposed changes. Any Staff Senate member may propose an amendment to the Constitution and Bylaws. This proposal must be submitted in writing to the Executive Board. Upon receipt of the written proposal the Executive Board will review the proposed amendment following the process set forth in Article IV, Section 3.E addressing the Referendum Process.

If College policy, local, state, or federal laws require changes to the Constitution or Bylaws, then the Staff Senate may make those technical changes without a vote. However, they must make the staff body aware of the changes made through an All-Staff Email within 10 business days of making the changes.