Article I. Name

Section 1. The name of the organization shall be the Gaston College Staff Senate.

Article II. Purpose

Section 1. The Staff Senate shall serve as an advisory body representing the staff, facilitating communication between administration and other groups.

Section 2. The Senate shall have the responsibility for making recommendations which it deems advisable to the administration for changes in any policies and procedures affecting the staff.

Section 3. The Senate is the official vote of the staff.

Article III. Membership

Section 1. Membership in this organization is open to all full-time or permanent part-time staff of Gaston College who hold positions through Level 20.

Article IV. Meetings

Section 1. Regular meetings of the Staff Senate shall be scheduled at least each month at a time and place designated by the executive committee. Notice of such regular meetings shall be distributed at least five working days prior to the meeting.

Section 2. General staff meetings shall be scheduled at least once annually at a scheduled time and place designated by the executive committee. Notice of a general staff meeting shall be distributed at least five working days prior to the meeting.

Section 3. Special meetings may be called by: the Staff Senate President, any two Staff Senate members, or 10% of Gaston College staff. The Staff Senate President shall cause a meeting of the membership to be called not less than five nor more than 10 working days after the said petition is presented to the President.

Section 4. Robert's Rules of Order Revised will govern the conduct of all business.

Article V. Officers

Section 1. The officers of this organization will be President, Vice President/President-elect, and Secretary and shall be known as the Executive Committee.
Section 2. The Executive powers of the Staff Senate shall be vested in an executive committee composed of the Staff Senate officers.

Section 3. The Executive Committee is authorized to appoint a senator to complete a term when a vacancy has been deemed to exist.

Section 4. The officers will be elected as provided in the bylaws.

Section 5. A majority of all votes cast will be necessary to constitute an election.

Article VI. Senators

Section 1. Representatives consisting of at least 15 staff members, with a minimum of one member from the Lincoln Campus and a minimum of one member from Kimbrell Campus, shall be elected to act on matters of concerns to the general membership of the association of staff members. In the event that the elected Vice President/President Elect is serving as a senator from the Lincoln or Kimbrell campus, a replacement senator shall be elected to fill the vacancy for the remainder of the seat’s term per the bylaws of this constitution.

Section 2. The Senators will be elected as provided in the bylaws.

Section 3. A vacancy exists when a member submits his/her resignation or is no longer employed by Gaston College.

Section 4. When a Senator fails to attend three consecutive regular Senate meetings for reasons other than an excused absence, and unless the individual sends a proxy/substitute, a vacancy will exist.

Article VII. Quorum

Section 1. A quorum constitutes 51% of the Staff Senate.

Article VIII. Amendments

Section 1. Proposed amendments to the Gaston College Staff Constitution must be submitted in writing to the Staff Senate Executive Committee.

Section 2. Upon receipt of proposed amendment, the Staff Senate Secretary will distribute to Staff Senate members.

Section 3. Proposed amendments to the Constitution and Bylaws must be approved by the Executive Council, then voted on by general staff, where a majority of staff voting must approve the amendment. The amendment must then be approved by the Board of Trustees before it is considered ratified.
Section 4. The Staff Senate President shall wait at least seven working days, but not more than 14 working days, after the secretary distributes the proposed amendment to the general staff before setting the date to vote on the proposed amendment by ballot, either paper or electronic.

Section 5. Two-thirds of the votes cast by the general staff members are necessary to ratify an amendment.

BYLAWS

Article I. Officers

Section 1. The duties of the officers will be such as are implied by the respective titles and such as are specified by these bylaws.

Section 2. The Staff Senate President will preside at all meetings of the Staff Senate, will represent the Senate in meetings with the President, President's Cabinet, the Board of Trustees, and other administrative officers of the college and will act as liaison with other organizations.

Section 3. In the absence of the President, the Vice President/President-elect will preside and will assume and discharge all the duties of the President. The Vice President/President-elect shall also be the point of contact regarding any funds allotted to the organization and shall work with the Gaston College Business Office to ensure that receipts are properly submitted.

Section 4. The Secretary will record and distribute the minutes of all Staff Senate meetings to the general staff membership and to the college webmaster who will place the minutes on the Staff Senate web page. The Secretary will maintain all Staff Senate records in a convenient form and transfer them to the new secretary.

Section 5. Should a member of the executive committee resign during a term of office, the remaining members of the executive committee will appoint a member to fill the un-expired term.

Section 6. The Vice-President/President Elect shall be elected by the senators to a two year term, the first year as vice president and the second year as president. The Secretary shall be elected to a two year term.

Article II. Committees

Section 1. The President may appoint other standing or ad hoc committees as he/she deems necessary or as directed by the Staff Senate.
**Article III. Elections**

Prior to candidacy for Staff Senate election, a staff employee should first consult with his or her supervisor to ensure the time commitment will not adversely affect the duties, responsibilities, and priorities of their position at the College.

**Section 1.** Elections for vacant senate seats will be held in May.

**Section 2.** No later than April 15 the President will appoint a nominating committee of three staff members, which will be responsible for preparing a slate of candidates for vacant senate positions. The number of senators to be elected in a given year shall be sufficient to bring the number of total senators to 15.

**Section 3.** Elected senators serve a two-year term for a maximum of two consecutive terms. At the completion of the initial two-year term, a senator who wishes to continue serving for a second two-year term must submit his or her name for candidacy per secret ballot and voting for available senate seats. After serving two consecutive two-year terms (i.e., four years), a senator must wait one year before seeking re-election.

**Section 4.** The nominating Committee will present the slate of candidates for election at the May Staff Senate meeting.

**Section 5.** The Vice President/President Elect and Secretary will be elected by secret ballot at the June meeting from among the elected members of the Senate. Individuals under consideration for these positions shall have a minimum of one year experience as a senator; prior experience on Staff Senate will satisfy this requirement for eligibility. Senators who are elected to be the Vice President/President Elect and Secretary will have their two-year senate term extended, if necessary, to fulfill their duties as members of the Executive Committee.

**Section 6.** Voting for available senate seats will be by secret ballot, either a paper or an electronic voting format. The nominating committee will prepare the ballots and distribute them no less than five nor more than 10 working days after the nominations. General Staff members will have five working days to cast a vote from date of ballot distribution. Those received after this period will be null and void. The Staff Senate Nominating Committee will be responsible for counting the ballots and publishing the results.

**Section 7.** A vacancy may be deemed to exist: when a member submits his/her resignation from the Senate or when a member is no longer employed by Gaston College. The Executive Committee will appoint a replacement to fill out the unexpired term for any senate vacancy.

**Section 8.** The newly elected senators will take office July 1.
Article IV. Administrative Liaison

Section 1. The Executive Council will appoint a vice president as an ex-officio member to serve as liaison to the Executive Council.

Revised May 2015