

Missouri Western State University
Staff Association Constitution
Appendices

Approved: 04/08/2025

STAFF ASSOCIATION CONSTITUTION
OF MISSOURI WESTERN STATE UNIVERSITY

Article I: NAME

The name of this organization shall be the Missouri Western State University Staff Association.

Article II: PURPOSE

Section 1. It shall be the purpose of the Staff Association of Missouri Western State University (hereafter referred to as the Association) to promote and contribute to the mission and the goals of the university.

Section 2. It shall be the purpose of the Association to serve as a representative of its members in such matters as may directly affect staff employees and to recommend changes in existing policy as needed.

Section 3. It shall be the purpose of the Association to promote high professional standards and to collaborate with the administration to encourage and assist staff members in their pursuit of professional development.

Section 4. It shall be the purpose of the Association to foster and enhance communication and interaction between members of the association and the university community in pursuit of a spirit of unity and cooperation.

Section 5. It shall be the purpose of the Association to encourage members to participate in university activities.

Article III: MEMBERSHIP

Membership in the Association will be those Missouri Western employees who are classified as full and part-time benefit eligible employees who hold a non-administration and non-faculty position (herein after referred to as staff).

Article IV: GOVERNING BODY OF THE ASSOCIATION

Section 1. The representative body of the Association shall be the Staff Senate.

Section 2. The Staff Senate will be comprised of 12 members to be chosen by the election process as outlined in the Bylaws. From the Senate, there shall be three (3) elected officers: President, Vice President, and Secretary. These officers will make up the Executive Committee. The immediate past President will serve in a non-voting, advisory capacity to the Executive Committee.

Section 3. The Executive Committee shall be elected for a one-year term, not to exceed two consecutive terms, per office held. The Staff Senate shall be elected for a two-

year term, one half in even years, and the other half in odd years. The Staff Senate members may succeed themselves.

Section 4. Staff Senate vacancies are filled by the runners-up from the last election for the balance of the vacated term. If a vacancy cannot be filled through the above means, it will be filled with a similarly qualified (that is exempt or nonexempt) person, appointed by the Election Committee and approved by the Staff Senate. A vacancy can be created by the senator leaving employment of the University, resigning from the Staff Senate, or by change in classification of job, i.e., exempt or nonexempt.

Article V: ELECTION OF EXECUTIVE COMMITTEE AND STAFF SENATE

Section 1. The Staff Senate shall be elected and the Association shall be informed by the end of the fiscal year.

Section 2. Election of President, Vice President, and Secretary will be determined as outlined in the Bylaws.

Section 3. The Staff Senate and Executive Committee shall take office at the beginning of the fiscal year.

Article VI: MEETINGS

Section 1. The Staff Senate will meet once a month as scheduled by the Executive Committee. Meetings are open to all staff employees unless otherwise specified. The President of the Association may call special meetings of the Staff Senate when there is a need.

Section 2. Official action on proposals either initiated by or referred to the Staff Senate can only be taken with a quorum consisting of two-thirds of the membership of the Staff Senate. A simple majority of a positive vote will be necessary to pass any proposal.

Section 3. Meetings of the Association may be called by the President of the Association, a simple majority of the Staff Senate, or by petition of at least twenty-five (25) percent of the members.

Article VII: POWERS

Section 1. The Staff Senate may make recommendations on matters affecting the welfare of Missouri Western State University.

Section 2. The Staff Senate may make recommendations on matters affecting the welfare of members of the Association.

Section 3. The Staff Senate will vote to approve the Association President's list of volunteers to Standing Committees.

Section 4. The Staff Senate shall have the power to declare a Senate Seat vacated when a senator has been absent for two (2) consecutive Senate meetings, or a total of three (3) Senate meetings in a fiscal year.

Article VIII: VETO POWERS

Section 1. Members of the Association shall have the right to challenge any Staff Senate's action, which is to be binding on the Association membership.

Section 2. A challenge of the Staff Senate action must be made by at least twenty-five (25) percent of the members of the Association. Such challenges, with justification, shall be made in writing and presented to the President of the Association within fifteen (15) working days after the minutes of the Staff Senate meeting at which the challenged action was taken have been posted.

Section 3. The President, through the Secretary of the Association, shall send a copy of such challenge (names of the challengers need not be included) to each member of the Association and shall arrange a meeting of the Association no sooner than five working days after copies of the challenge have been distributed to the Association. The convened meeting shall consider the challenge.

Section 4. No later than three working days after the convened meeting, the Secretary of the Association shall distribute ballots to all members of the Association asking them whether they will uphold the action of the Staff Senate. A simple majority of votes supporting the challenge (more than 50 percent of all votes returned/cast) constitutes a veto of the Staff Senate.

Section 5. The results of the challenge shall be presented to the association no more than ten (10) working days after the ballots are distributed.

Article IX: AMENDMENTS

Section 1. Any member of the Association may propose an amendment to the Constitution or Bylaws.

Section 2. The amendment must be presented to the Secretary of the Association in writing and distributed to all members of the Association at least ten (10) working days prior to a vote on the amendment.

Section 3. Vote on all amendments may be by paper or electronic ballot and passage shall be by two-thirds ($2/3$) of the returned/cast ballots. The results of the vote shall be presented to the association no more than ten (10) working days after the ballots are distributed.

Section 4. Temporary changes to the Constitution and/or Bylaws may be implemented by a majority vote of the Staff Senate at any time necessary to resolve situations which are not specifically identified by the current Constitution and Bylaws. The Secretary shall keep a separate record of any temporary changes as they occur. These temporary changes will be valid only for the fiscal year in which they are enacted.