



GFCSSA Constitution

ARTICLE I: NAME

The name of this organization shall be: Great Falls College Staff Senate Association.

ARTICLE II: PURPOSE

The purpose of this organization is:

- To promote an active role for the staff employees and participate in the governing structures and decision-making process of the College;
- To achieve formal representation in the process of establishing University educational and operating procedures and policies;
- To serve as a communication conduit between staff and the administration and, through MUSSA, to the State Board of Regents;
- To promote continued improvement of higher education at Great Falls College and in the state of Montana;
- To promote stability and professional growth of the Great Falls College staff;
- To enhance relations with students, faculty and management;
- To promote and develop staff-related activities or college-wide campaigns that contribute to student success and institutional effectiveness; and
- To contribute to discussions on academic and professional matters that are **not union** related and that support the Great Falls College mission.

ARTICLE III: MEMBERSHIP

The Classified Senate shall represent classified staff employed at the Great Falls College MSU and includes Union and Union-Exempt employees. The composition of the Senate shall be detailed in the Classified Senate Bylaws and expanded or amended as seen necessary by the Classified Senate.

ARTICLE IV: ELECTION OF OFFICERS

The Classified Senate Board officers shall be elected by the Senate from Senate membership. The composition of the Board, as well as duties and responsibilities, shall be detailed in the Classified Senate Bylaws and expanded or amended as seen necessary by the Classified Senate.

ARTICLE V: ELECTION OF SENATORS

Each May, the Staff Senate President shall inform Great Falls College staff of Senate vacancies and staff eligibility criteria for serving on the Senate then the President shall appoint a nominating committee. The composition of the Senators, as well as duties and responsibilities, shall be detailed in the Classified Senate Bylaws and expanded or amended as seen necessary by the President.



ARTICLE VI: BUDGET

The fiscal year of the Classified Senate shall be in accordance with the college fiscal calendar. The annual budget and balance of the Classified Senate shall be discussed and approved no later than September 30th of each year. The annual budget may be amended during the year by a two-thirds (2/3) majority of the Classified Senate.

ARTICLE VII: MEETINGS

The Classified Senate will hold regular meetings, on a monthly basis during the academic year at a time and place designated by the President. Specifics shall be detailed in the Classified Senate Bylaws.

ARTICLE VIII: POWER AND DUTIES

The Staff Senate shall be charged with implementing the purposes of the Senate and exercising general supervision over its affairs. All members of the Senate shall be uninstructed representatives. Having sought the counsel and advice of their colleagues, Senate members shall be free to exercise their own judgment on matters of decision and voting.

ARTICLE IX: VACANCIES

Section 1: RESIGNATION OR TERMINATION OF SENATE MEMBERS: A vacancy occurs in any office or position, elective or appointed, or in any committee, when the person holding the same submits a letter of resignation (either hard copy or electronic) to the President or ceases to be an employee of the University.

Section 2: ABSENCES: A vacancy occurs when a member of the Senate or of any committee fails to attend meetings or participate in scheduled senate activities three times without prior notification.

Section 3: REPLACEMENT:

- a. In the event of a vacancy in the office of President, the Vice-President shall assume that office to complete the term.
- b. In the event of a vacancy in any other Staff Senate Office, the President shall nominate a member (exempt, non-exempt, or non-faculty contract professionals) of the Staff Senate to serve out the balance of the unexpired term. The nomination must be ratified by a majority vote of the Senate. Such elections shall not prejudice election of the incumbent to subsequent regular terms of office.
- c. Vacancies in any position, other than President, occurring 60 days or less before a regular election, need not be filled before that election.
- d. In the event of a vacancy on any committee, the President shall, with concurrence of the Senate, appoint a successor from the Senate.

ARTICLE X: BY-LAWS

The Classified Senate Constitution allows for the creation of by-laws to provide specific procedures, requirements, and general guidance regarding the implementation of the mandates and intent of this constitution.



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Staff Senate
Established 2017

ARTICLE XI: AFFILIATION

The Classified Senate shall be affiliated with the statewide Montana University Staff Senate Association (MUSSA); however, nothing in this Constitution shall be construed to discourage members from freely associating in other groups and organizations, and through such association independently expressing their views to the Administration and the Board of Trustees.

ARTICLE XII: AMENDMENTS

Any classified staff member may recommend to the Senate, in writing, a proposed amendment to the Constitution.

Proposals of Amendments

Amendments to the By-laws may be put to a vote of the classified staff when meeting one or more of the following criteria:

- A two-thirds (2/3) vote of the Classified Senate.
- A petition signed by not less than ten (10) percent of the classified staff.

Ratification of Amendments

Proposed amendments to these By-laws shall be presented to all classified staff at least ten (10) working days before said amendment proposal is put to a vote.

- To be adopted, a proposed amendment must receive a simple majority of votes cast.



GFCSSA By-Laws

ARTICLE I: GENERAL

Great Falls College MSU Staff Senate represents classified employees and includes Union and Union-Exempt employees. Members of the Staff Senate shall, to the best of their ability, ensure that the Staff Senate membership is a well-balanced representation of the campus staff.

Official positions or views of the Staff Senate shall be determined by its members at an annual Senate and staff meeting, or between such meetings, by the Senate. The Staff Senate shall neither endorse nor oppose candidates for political office, either partisan or nonpartisan nor shall it take a position on political issues unless they affect the operation or support of public higher education institutions or their staffs, facilities, or students. No organization or individual may use the Staff Senate mailing list for any political or commercial purposes.

ARTICLE II: PURPOSE

The purpose of this organization is:

- To promote an active role for the staff employees and participate in the governing structures and decision-making process of the College;
- To achieve formal representation in the process of establishing University educational and operating procedures and policies;
- To serve as a communication conduit between staff and the administration and, through the administration, to the State Board of Regents;
- To promote continued improvement of higher education at Great Falls College and in the state of Montana;
- To promote stability and professional growth of the Great Falls College staff;
- To enhance relations with students, faculty and management;
- To promote and develop staff-related activities or college-wide campaigns that contribute to student success and institutional effectiveness; and
- To contribute to discussions on academic and professional matters that are **not union** related and that support the Great Falls College mission.

ARTICLE III: NOMINATING COMMITTEE

Each May, the Staff Senate President shall inform Great Falls College staff of Senate vacancies and staff eligibility criteria for serving on the Senate. The President shall appoint a Nominating Committee.

The Committee will:

- Review the names and eligibility of interested staff;
- Ensure fair representation consisting of at least one person from each available division of classified staff from the identified nominees;
- Inform candidates of the responsibilities and duties of the position for which they were nominated; and
- Prepare a slate of candidates for Staff Senate vote.



ARTICLE IV: ELECTION OF SENATORS AND OFFICERS

Eligibility: Benefited classified staff employees working at least 20 hours per week, have been employed for a full year prior to nomination, and who are not on probation are eligible for elected membership to the Staff Senate. Election of Senators and Officers will be held the first regular Senate meeting in May and may be re-elected.

Senators: Senators will serve a two-year term; each term beginning July 1. Staff Senators must have served for a minimum of one year to be eligible for an elected office.

Officers: Elected officers will serve a one-year term, each term beginning July 1. Election of officers will be at 1st meeting in May.

ARTICLE V: OFFICERS

The officers shall be elected by the Senate from Senate membership and consist of the following:

- The **President** shall preside at all meetings, unless there is an exceptional circumstance, of the Senate as well as meetings of the state association, and shall appoint members to standing committees and special committees.
- The **Vice-President** shall perform the duties of the President in the event of the President's inability to serve, or by the delegation of the President.
- The **Secretary/Treasurer** shall act as recorder of all Association and Senate meetings, and shall keep minutes thereof. The Secretary/Treasurer will distribute minutes of meetings of the Senate to all members of the Staff Senate within **ten (10) business days** of such meetings. The Secretary/Treasurer shall have charge of the books, records, and papers of the Association to its organization and history.
- The **Immediate Past President** shall administer and conduct elections, inform the membership of election decisions, and make results available to any staff member upon request.

ARTICLE VI: SENATORS

The Staff Senate will consist of at least 7 members and not more than 15 members; the size and composition of the Staff Senate may increase depending on staff interest in serving and changes in College department structure.

Senators will seek the counsel and advice of the colleagues they represent in matters affecting them. Senators will be uninstructed representatives and free to exercise their judgment on matters of decision and voting.

Senators will make a good faith effort in attending scheduled meetings and actively participating in matters that affect the interests of the staff they represent.



ARTICLE VII: MEETINGS

The Senate shall meet on a monthly basis, to be determined by majority approval of the Senate and shall meet at a time and place designated by the President or any other officer when issues needing special attention arise. A quorum of serving senators must be present in order to conduct senate business. A quorum is defined as 50% or more of serving senators. A majority vote of members present and voting at a properly called meeting shall be sufficient to carry any matters before the Senate.

Meetings of the Senate may be postponed or suspended by the President when necessary because of exceptional circumstances. Notification of the reason for suspension shall be made whenever possible at least **five (5) business days** in advance of the scheduled meeting date.

Within **thirty (30) days** of the end of spring term, a Senate meeting will be held to review Senate activities for the current year; planned activities for the upcoming year, determining position or policies relevant to the Great Falls College Staff, conducting election nominations, and other business. The Staff Senate reserves the right to hold regular meetings during non-instructional months (winter, spring, and summer breaks) but is not required to do so.

ARTICLE X: AMENDMENTS

Any classified staff member may recommend to the Senate, in writing, a proposed amendment to the Constitution.

Proposals of Amendments

Amendments to the By-laws may be put to a vote of the classified staff when meeting one or more of the following criteria:

- A two-thirds (2/3) vote of the Classified Senate.
- A petition signed by not less than ten (10) percent of the classified staff.

Ratification of Amendments

Proposed amendments to these By-laws shall be presented to all classified staff at least ten (10) working days before said amendment proposal is put to a vote.

- To be adopted, a proposed amendment must receive a simple majority of votes cast.

ARTICLE XI: PROVISION FOR DISSOLUTION

Upon dissolution of this Senate, if such should occur, the President shall instruct the Recording Secretary/Treasurer to notify all members of the Great Falls College staff of said dissolution.