

**Lake Region State College
Policy and Procedure Manual**

SECTION 1400.01
STAFF SENATE CONSTITUTION

Preamble:

The Lake Region State College (LRSC) Staff Senate is the representative body of LRSC Staff Employees. The Staff Senate serves with a foundation of spirit, cooperation and communication between staff and administration on issues of mutual interest. Staff Senate desires to partner with the LRSC Administration, Faculty and Student Body. Staff Senate will also represent the campus within the North Dakota State Staff Senate as part of the North Dakota University System for the betterment of the LRSC Campus. The Staff Senate hereby establishes this Constitution for the LRSC Staff.

Article I. Name

The name of this organization shall be Lake Region State College Staff Senate, referred to hereafter as Staff Senate.

Article II. Purpose

Section A: General Purpose

1. Staff Senate shall serve the staff employees of Lake Region State College. Staff Senate shall identify interests and issues shared among the staff, and it shall be a forum to consider matters, concepts and developing trends related to staff.
2. Staff Senate shall strive to promote communication among LRSC Administration, Faculty, Staff and Students.
3. Staff Senate provides staff representation. The Staff Senate President, or designee, shall advise and consult with the LRSC President with respect and clarity in purpose of issues concerning staff. The communication shall reflect discussion and approved motions by the Staff Senate.
4. Staff Senate shall be the formal liaison between LRSC College Council and LRSC Staff.

Section B: Specific Purpose

1. To foster a spirit of unity, pride and cooperation and to be an active communication link between staff, faculty, students and administration on relative issues of concern;
2. To provide open meetings to express, propose, present, research, debate, and recommend action on issues which, upon majority approval, bear the authority of a responsible voice in LRSC affairs;
3. To advocate on behalf of staff and to advise the College Council of working conditions and employment practices.

Article III. Membership

Section A: Members

1. Members are all full-time or part-time benefitted staff who have satisfied a probationary period as defined in the NDUS HR Policy and may be elected to a Staff Senate position.

- a. Staff member must have their first evaluation completed after their probationary period has lapsed.
2. Members will elect Staff Senate representatives, consisting of six members and two alternates, from two organizational categories. Three representatives and one alternate from Administrative Affairs and/or Institutional Advancement & Community Relations and three representatives and one alternate from Academic and Student Affairs will be elected for three years with two new representatives elected each year.
3. One Leadership Council member, appointed by the College President, will participate as a liaison to the Staff Senate as a non-voting member.

Section B: Elected Representatives

1. Elected representatives shall act as a liaison between the Staff Senate and the LRSC Administration, Faculty and Students.
2. Representatives may serve two consecutive three-year terms.
3. They will be ineligible to serve for one year after the second consecutive term.
4. If any position is vacated during the term, the Staff Senate President will appoint the alternate representative to serve out the remainder of the vacated term. Should the alternate be unable to serve, the Staff Senate President shall appoint an interim representative from the staff at large.
5. President, vice president, and secretary will be elected each year for a one-year term. Officers may be re-elected for a second term. The past president will serve for one year unless a second term is necessary should the president be elected to a second term.

Section C: Alternates

1. Alternates may serve as a representative if the representative has stepped down from service. Alternates are non-voting members; however, they can be assigned to committees as needed.
2. Alternates have one-year terms.

Section D: Removal From Office

1. This section shall govern the removal process of elected members and shall be interpreted in such manner as to afford equality and fairness to all affected thereby.
2. An elected member of the Staff Senate may be considered for removal for failure to fulfill duties, violation of college policy, repeated unexcused absences, or loss of eligibility.
 - a. Concerns must be submitted in writing to the Staff Senate President.
 - b. The member will receive written notice and an opportunity to respond prior to any vote.
 - c. Following review, removal requires a two-thirds vote of elected representatives present and voting.
 - d. The affected member may submit a written appeal, limited to procedural concerns, within ten business days.

Article IV. Officers

Section A. Executive Committee

1. President
 - a. Presides at Staff Senate meetings.

- b. Breaks ties in votes held at Staff Senate meetings.
 - c. Has the authority to appoint such committees as are deemed necessary for the business of Staff Senate.
 - d. Ensures that all actions conform to the Staff Senate Constitution and Bylaws.
 - e. Represents Staff Senate at meetings and functions.
 - f. Must be an elected representative.
2. President-Elect / Vice President
- a. Presides at meetings in the absence of the President.
 - b. Assumes the duties of the President for the unexpired term in the event the President is unable to complete the term of office.
 - c. Carries out additional duties as assigned.
 - d. Cannot be in 3rd year of term.
 - e. Must be an elected representative.
3. Secretary / Treasurer
- a. Records and maintains a file of minutes of the Staff Senate meetings and distributes copies within two weeks after each meeting to all Staff Senate members and to the LRSC President.
 - b. Keeps a record of membership and activities of the Staff Senate.
 - c. Distributes the agenda to all Staff Senate members prior to each Staff Senate meeting.
 - d. Maintains an accurate record of all resolutions duly adopted by the Staff Senate and the vote on such resolutions.
 - e. Receives and keeps official communications and reports to and from the Staff Senate.
 - f. Maintains permanent records of Staff Senate representatives and terms served.
 - g. Maintains a roll of current members and their attendance at Staff Senate meetings.
 - h. Keeps an account of all receipts and expenditures of the Staff Senate.
 - i. Coordinates all fiscal activity with the Business Office.
 - j. Must be an elected representative.
4. Past President
- a. Will serve as a non-voting member of the Staff Senate.
 - b. Provides continuity in the administration of the Staff Senate.
 - c. Serves as an advisor to current and proposed activities, using previous Staff Senate experience to give a historical perspective.

Article V. College Council

Section A. Attendance

1. Representatives of Staff Senate, as voted on by the elected representatives, will attend College Council meetings.
 - a. Representatives may be selected yearly.
 - b. Representatives must be approved by the LRSC President.
2. There should be at least one representative from the Administrative Affairs and/or Advancement & Community Relations group and at least one from the Academic & Student Affairs group.

3. The representative may select a substitute to attend meetings on their behalf, if the representative is unable to attend a meeting.

Article VI: Lake Region State College Staff Senate Ad Hoc Committees

Section A: Special Committees

1. Constitution Committee
 - a. Reviews, suggests, and makes amendments to the constitution.
 - b. Chaired by an elected representative of Staff Senate.
 - c. Any members of Staff Senate (benefited employees) may sit on the committee.
2. Election Committee
 - a. Rules on questions relating to qualifications of voters and members.
 - b. Nominates and receives nominations, presents a slate of nominees, and conducts the elections of staff senate members on an annual basis.
 - c. Elections are to be held in early May of each school year, to ensure that all staff members are present on campus during the election.
 - d. Chaired by a designated member of the Staff Senate.
3. Special Events Committee
 - a. Promotes and coordinates special events and functions.
 - b. Encourages staff participation in events and functions.
 - c. Chaired by an elected representative of the Staff Senate.
4. Professional Development Committee
 - a. Promotes and coordinates professional development of staff.
 - b. Encourages staff participation in professional development opportunities.
 - c. Chaired by an elected representative of the Staff Senate.
5. Policy & Procedure Committee
 - a. Reviews suggested changes to LRSC policies and procedures.
 - b. Chaired by an elected representative of the Staff Senate.

Article VII: Meetings

Section A: Meeting Times & Agenda

1. Meetings will be held on the LRSC campus on a regular basis during the calendar year.
2. The Staff Senate President and elected representatives shall determine a meeting schedule.
3. Meetings may be held via telephone, interactive video systems or other remote means to include distance.
4. Agenda items may be placed on the Staff Senate agenda for consideration by contacting the Staff Senate President.

Section B: Recall an Initiative

1. Any motion passed during a meeting by the Staff Senate may be rescinded by a majority of the Staff Senate members voting.

Section C: Rules of Order

1. Meetings will be conducted according to Robert's Rules of Order, latest edition.
2. Visitor/Guest Attendance
 - a. All meeting minutes, records, documents, and communications of the Staff Senate are public records and must be released according to the requirements of the ND Century Code.

- b. If a visitor/guest wishes to make a presentation or statement before the Staff Senate, the Secretary shall be notified prior to the meeting.
3. Visitors/Guests may speak during the Open Forum agenda item. Unless visitors are recognized by the Staff Senate President during the meeting, they may not participate in Staff Senate debate or discussion.

Article VIII: Amendments to Constitution

The proposed amendment(s) must be presented in written form to the members of the Staff Senate at a regular meeting and voted on at the following regular meeting. Approval requires a two-third favorable vote of the members present and voting. When approved by the LRSC College Council, amendments will become effective immediately.

Article IX: History

Administrative Council Approved 11/04/2019

Staff Senate Approved New Constitution 03/05/2026

History

College Council approved to remove title/contents of 1400.01 (General). New title of Staff Senate Constitution approved 1/16/2026

College Council Approved 05/06/2026