

**L O U I S I A N A   S T A T E   U N I V E R S I T Y   A T   A L E X A N D R I A**  
**S T A F F   S E N A T E**  
**C O N S T I T U T I O N   A N D   B Y L A W S**

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**C O N S T I T U T I O N**

**ARTICLE I**

Purpose

The Louisiana State University at Alexandria Staff Senate is made up of duly elected representatives from the staff employees of the University. To this end, the Staff Senate shall:

- Promote and protect the welfare of the LSUA staff to the extent that the Staff Senate policies are consonant with Civil Service Regulations, University Bylaws, and complement and support the academic life of the University.
- Review Policies proposed or previously adopted by others that may affect the welfare of the staff, and make recommendation about them to the Chancellor.
- Promote the effective exchange of information between the LSUA staff, administration, and faculty.
- Propose and maintain programs to enhance the personal and professional well-being of the staff as well as encourage their vocational and educational development.

**ARTICLE II**

Authority

The Staff Senate is empowered in matters appropriate to its authority to take any actions necessary and proper to the effective function of the Staff Constitution and Bylaws. After adoption, all formal actions of the Staff Senate shall be forwarded to the Chancellor for his review, recommendation, and approval where appropriate.

## ARTICLE III

### Organization

#### Section 1. Representation

The LSUA Staff Senate shall represent all non-faculty persons who are employed at least half-time in established positions.

#### Section 2. Senate Membership

The LSUA staff senators will be elected by the various categories of non-faculty employees as defined by the University's EEO-6 guidelines.

There will be one senator representing each category with 1 to 10 employees, two senators representing categories with 11-50 employees, and three senators representing categories with 51 or more employees. No single category will have majority representation on the Staff Senate.

Re-evaluation of the representation process will take place at such a time as the Staff reaches 100, another category of employees is created, or the number of individuals in any category reaches an amount that would give majority representation.

##### a. Qualifications

Senators must be qualified under Article III, Section 1 of this Constitution. In addition, the staff member must have completed a least six months of continuous employment at LSUA immediately prior to the Staff Senate election.

##### b. Terms of Service

Senators will be elected for three- year terms. Terms in office will be staggered to insure that one-third of the Staff Senate is elected each year. Senators may serve multiple terms.

##### c. Senate Officers

The Staff Senate shall elect from its membership a president, a vice president, and a secretary. Each shall be elected in accordance with the Staff Senate Bylaws. A parliamentarian will be appointed by the president from the Staff Senate membership and will become an officer of the Senate.

## ARTICLE IV

### Meetings

#### Section 1. Regular Meetings

Monthly meetings of the Staff Senate shall be held. With the exception of executive sessions, these meetings will be open to the public.

A simple majority of the membership of the Staff Senate will constitute a quorum. Quorum is defined as a simple majority of the membership of the Staff Senate representing at least four categories. Each member of the Staff Senate will have one vote. Voting by proxy is permitted.

#### Section 2. Special Meetings

Special meetings will be called by (a) the president; (b) written petition of five senators; or (c) written petition of 20% of the staff members. Special meetings will be open to the public, with the exception of executive sessions. A notice of five working days will be given for a special meetings except in case of an emergency.

#### Section 3. Agenda

Meetings of the Staff Senate will follow an agenda prepared in advance by the President. Request for items to be placed on the agenda by non-senators must be presented in writing to the President at least 10 calendar days prior to the meetings. A published notice of the meetings will be posted in an appropriate place.

#### Section 4. Release Time

Senators will be released from normal work duties without loss of pay or other benefits to attend official Staff Senate meetings.

## ARTICLE V

### Committees

#### Section 1. Standing Committees

The Staff Senate should establish standing committees when necessary. Those committees shall be as follows: Elections, Executive, Information, Benefits and Policies, Long Range Review and Planning, Governmental Relations, and Grievance. Other standing committees may be established by majority

vote of the Senate as needed. Each standing committee shall be comprised of one representative from each category nominated from within the same category and confirmed by the Senate for a term of one year. In general, a Staff Senator should not serve on these committees.

#### Section 2. Ad Hoc Committees

Ad hoc committees may be established by the majority vote of the Senate as needed. Any member of the staff community may be invited by the Senate to serve on an ad hoc committee.

#### Section 3. University Committees

The Staff Senate shall request representation on University committees which affect the welfare of the staff and the University. The representative to serve on these committees shall be recommended by the Staff Senate.

#### Section 4. Release Time

Committee members will be released from normal work duties without loss of pay or other benefits to attend official standing and ad hoc committee meetings, and meetings with liaison groups dealing with items of concern to LSUA and state employees.

### **ARTICLE VI**

#### Ratification

This constitution shall be considered ratified and official upon approval by a two-thirds majority of the total votes cast by qualified staff members as defined in Article III, Section I.

### **ARTICLE VII**

#### Amendments

#### Section 1. Proposals

An amendment to the Constitution may be proposed by either the Staff Senate or by way of petition signed by at least ten qualified staff members and presented to the Senate.

Section 2. Senate Approval

A proposed amendment must be introduced at least one month prior to being voted on. To pass, the proposed amendment must receive a simple majority vote of the senators present.

Section 3. Vote by Staff

An amendment proposed by a majority of the Staff Senate shall be submitted to the staff for a vote. To become effective, the amendment must receive two-thirds of the votes cast by qualified staff members.

Section 4. Chancellor's Approval

An amendment which has been approved by the staff senate and qualified staff members shall be submitted, when appropriate, to the Chancellor for review and approval. All such copies of the approved amendment will be distributed to staff members.

Approved:

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Ethan A. Lipsey, M.A.  
President, Staff Senate  
Louisiana State University at Alexandria

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Guiyou Huang, Ph.D  
Chancellor, Louisiana State University at Alexandria

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Date

*Approved revisions and changes to this Constitution and Bylaws prior to May 25, 1998 were incorporated into the body of these documents on May 17, 2018 and noted in the Appendix.*

## BYLAWS OF THE LSUA STAFF SENATE

### Article I. Election to Staff Senate Membership

- A. Election of members of the Staff Senate shall be conducted by the Elections Committee in accordance with the guidelines established by the Staff Senate. Nominations from anyone within the category or written applications will be accepted by those wanting to serve on the Senate. In cases where there are only as many candidates in a category as vacancies, the candidate shall be declared elected.
- B. In the event that no one files for a particular Staff Senate position, that position shall be filled by appointment from within the category in which the vacancy occurred. Such appointment shall be made by the President with approval of the Staff Senate and with the subsequent majority approval of that entire category.
- C. Staff Senate elections will be held in the month of June at a time determined by the Elections Committee and approved by the Staff Senate.
- D. Terms of new senators shall begin at the regular scheduled meeting in July.
- E. Vacancies
  - 1. If following elections, a vacancy on the Staff Senate occurs, the president shall appoint, subject to the Staff Senate approval, an eligible member of the staff from within the category in which the vacancy has occurred with the majority approval of the entire category. The person appointed will serve until the term of the said position expires. Persons not eligible to run for election to the Staff Senate shall not be eligible for appointment.
  - 2. Senators whose categories change will continue to serve as a representative of the category they were elected to represent until the next election unless that senator's category changes to Category 2 or faculty category equivalent, at which time the senate seat shall be declared vacant.

- F. For the initial election of staff senators only, the election procedures shall be conducted by the Constitution Committee; thereafter, elections shall be governed by the Election Committee. In the first election, in order to create a staggered effect, names will be drawn to determine which three senators will serve for one year (term to end June 1998); which three senators will serve two years (term to end June, 1999); and which three senators will serve three years (term to end June 2000).

## Article II. Removal

- A. A senator shall be removed for due cause by a simple majority vote of the entire Staff Senate in a regular meeting or a special meeting called after a due process hearing.
- B. A senator may be removed by written petition stating due cause signed by at least 60 percent of the constituents in the senator's category. Signatures on said petition must be validated by the Grievance Committee.
- C. Nonattendance at Staff Senate meetings shall also be cause for removal. A record of attendance will be kept at each Senate meeting. If a senator misses (a) four consecutive meetings or (b) a total of five meetings during the year, the president shall declare the seat vacant. Such removal does not preclude the person from holding office in the future.
  - 1. Nonattendance at special meetings or absences caused by a change of the regular meeting date shall not constitute an absence for purposes of this section.

## Article III. Officers

There shall be a president, vice-president, secretary, and parliamentarian.

- A. The President, Vice-President, and Secretary shall be elected and a Parliamentarian appointed for one year terms following the installation of the senate at the regularly scheduled meeting in July. Terms shall become effective immediately.
- B. Election procedures

1. Vice President for the previous year will assume the office of the President at the beginning of the July meeting and will preside over the election of new officers.
2. Nominations for Vice President and Secretary shall be made verbally from the floor of the Senate. Nominees for Vice President must have at least two years remaining as a Senator to be eligible for the office of Vice President.
3. Elections shall be held by written ballot. If no one receives a majority vote on the first ballot, there shall be a runoff between the two persons receiving the largest number of votes. The second ballot is final except in the event of a tie.
4. In the event of a tie in the election of any offices, a runoff shall be held between the tied candidates. If the tie is not broken after the runoff, then the selection shall be made by flipping a coin.
5. The new President appoints a Parliamentarian who becomes an officer.
6. In the event that an officer resigns his position, an election to fill that vacancy shall be held by the Senate members at the next scheduled meeting.

#### C. Duties

##### 1. President

The president shall be the presiding officer at meetings of the Staff Senate and shall have primary responsibility for preparing the agenda for each meeting. The president shall see that agenda, as well as minutes of previous meetings, are properly circulated. As an elected representative, the president may vote on any and all issues. The president shall appoint a parliamentarian, with confirmation by a majority of the Senate. The president, or another senator elected by the Staff Senate, shall serve as liaison between the Staff Senate and the Chancellor. By virtue of office, the president may have a responsibility to serve on campus and external committees and is expected to serve of such committees as a representative of the staff.

## 2. Vice President

The vice president also serves as president-elect and will assume the office of the president at the July meeting in the year following election as vice president. The vice president shall assume the responsibilities of the president whenever the president is absent or otherwise unable to perform specified duties. The vice president shall serve as liaison with the Faculty Senate.

## 3. Secretary

- a. The secretary shall assume the responsibilities of the president in the absence of both the president and the vice president.
- b. The secretary shall be responsible for maintaining accurate records of all business conducted by the Staff Senate. The secretary shall keep a record of attendance and notify the category membership of the nonattendance of their representative after the third such absence. A stenographer will be permitted to assist the secretary in these duties if needed. The approved minutes shall be distributed to the Senate members and retained on file for all staff members.
- c. All minutes and appropriate notations from Senate meetings shall be submitted by the secretary to the Library for archival. An electronic record of all documents will be kept by the secretary with access granted to the current Senate, University Archivist, and newly elected senators following annual elections. Senators who complete their term, resign, or are removed from the Senate will have their access withdrawn once their senate seat is declared vacant.

## 4. Parliamentarian

The Parliamentarian shall be prepared to advise the Staff Senate on points of order in accordance with Robert's Rules of Order, except where these rules are in conflict with the constitution and/or bylaws of the Staff Senate. A ruling may be overturned by a simple majority present and voting.

#### Article IV. Meetings

- A. Regular meetings shall take place at a time and date to be designated by the Staff Senate following the election of new officers each year. The president shall determine the place and time of special meetings.
- B. Notices of regular meetings shall be published whenever possible. Either written or telephone notification will be given to all members of the Staff Senate in advance of special-called. Notification of meetings will be posted in an appropriate place.
- C. The agenda of regular meetings should be circulated at least five working days in advance of the meetings.
- D. Meetings of the Staff Senate will be open to the public, but only senators and speakers identified on the agenda are ordinarily entitled to speak. However, the presiding officer may recognize others to speak, time permitting. (See Article V, A, 2).
- E. The Staff Senate reserves the right, upon majority vote, to go into executive session, but not final action can be taken in executive session.
- F. The president, or the Staff Senate by majority vote, is authorized to invite guests from any part of the university community to speak about matters of interest to the Staff Senate.
- G. A simple majority vote of the senators present will be necessary to take action on all matters. However, at least four of the categories must be represented in order to conduct business deemed important by the senate majority.
- H. In the case of a tie vote, the motion fails; however, the motion may be brought up for reconsideration at the next regularly scheduled meeting.
- I. Copies of all minutes of the Staff Senate meetings shall be kept on file in the Bolton Library.

#### Article V. Order of Business

- A. Attendance
  - 1. Determine if a quorum is present and register attendance.
  - 2. Each guest will register and indicate if he or she wishes to address the Staff Senate on a particular agenda or non-agenda item if time permits.
  - 3. Proxies will present written authorization of representation to the president.
- B. Revision or approval of minutes

- C. President's Report
- D. Committee Reports
- E. Old Business
- F. New Business

Article VI. Committees

A. Standing Committee

1. Standing committees shall be Elections, Executive, Information, Benefits and Policies, Governmental Relations, Long-Rang Review and Planning, and Grievance. Other standing committees may be established by majority vote of the Senate as needed.
2. Each standing committee shall be composed of one representative from each category nominated from within the group and confirmed by the senate for a term of one year. Any committee member may serve multiple terms. In general, a Staff Senator should not serve on these committees.
3. Once confirmed, the committee will meet and select a chair from among its members. The chair may appoint a vice chair, if appropriate, to act in the absence of the chair.
4. Each standing committee chair will meet as many times as needed during the year and shall submit written reports of the meetings to the Senate.
5. Charges of the standing committees are written in the Appendix.

B. Executive Committee

Special meetings of the Executive Committee can be scheduled by the President of the Staff Senate or by a call from a minimum of two committee members.

C. Ad Hoc Committee

1. The Staff Senate shall appoint ad hoc committees as deemed necessary.
2. Ad hoc committees shall submit written reports to the Senate when their task is complete.

Article VI. Amendments

Amendments to these Bylaws shall follow the guidelines in Article VII, Section 1 through 4 of the Constitution.



## A P P E N D I X

### COMMITTEE CHARGES

#### ELECTIONS COMMITTEE

The Elections Committee shall expeditiously develop procedures for conducting all aspects of the elections which shall be submitted to the Senate for approval. The committee will certify the number of senators for each group; provide filing statements, nomination procedures, and verify eligibility as defined in the Constitution, of all the filings for office; and report results to the president of the Staff Senate. These procedures upon approval shall be distributed to all staff members.

#### INFORMATION COMMITTEE

The Information Committee shall establish an effective means of communication with the University Staff. The committee shall keep a current distribution list. It shall establish a systematic means of communication with the LSUA Marketing and Strategic Communications office and see that items of community interest are brought to the media's attention. The Information Committee may be called upon to perform other such public relations services as the Staff Senate shall deem necessary.

#### BENEFITS AND POLICIES COMMITTEE

The Benefits and Policies Committee shall maintain an ongoing study to determine the needs of the staff; review and make recommendations regarding policies pertaining to conditions of employment, employment grievances, promotion, compensation, leave, insurance, retirements, and other fringe benefits affecting the welfare of the LSUA employees and their dependents. The Benefits and Policies Committees shall consider all matters brought to the committee's attention by the Staff Senate and/or the University administration.

#### GOVERNMENTAL RELATIONS COMMITTEE

The Governmental Relations Committees shall monitor the actions affecting the LSUA staff and higher education taken by the Louisiana Legislature. This committee shall also monitor actions taken by the Governor's office, as well as the actions of the Louisiana Department of Civil Service, and report to the Staff Senate any and all actions that may affect the LSUA staff. The committee will also recommend to the Staff Senate methods of communicating the concerns of the staff to these various

agencies and offices. The Director of Human Resource Management shall be a non-voting, ex-officio member of this committee.

#### GRIEVANCE COMMITTEE

The Grievance Committee shall advise employees concerning the LSUA Grievance Policies. A complete copy of the grievance procedures for all employees is on file in the Office of Human Resources and will be given to any staff member requesting copy. The committee will also define “due cause” and “due process” for removal of a senator.

#### LONG RANGE REVIEW AND PLANNING

The Long Range Review and Planning committee may be established to review policies, procedures, and expenditures of LSUA and the influence that the afore mentioned have on general educational policies of LSUA; to recommend long-range goals for LSUA, methods for implementing those goals, rearrangement of priorities, and budgetary suggestions for arriving at new goals and priorities; to present a staff position on the definition and execution of the mission of LSUA without concerning itself with administrative detail or involvement in the regular operational activities of LSUA; to determine limitations and opportunities afforded one part of LSUA by the activities of another part of LSUA; to anticipate future needs and obligations of LSUA; to review contentiously the role of LSUA in the region, state, nation, and world. This committee would have no administrative function. Its role will be one of advice, advocacy, and evaluation. It will work with the Faculty Senate Review and Long-Range Planning Committee on matters presented by the Chancellor.

## RECORD OF REVISION AND AMENDMENT

### Unknown, 1989-1990

Susan Hickman, Staff Senate President  
Ben Martin, Chancellor

### September 11, 1997

Teresa Seymour, Staff Senate President  
Robert Cavanaugh, Chancellor

### May 25, 1998

Teresa Seymour, Staff Senate President  
Robert Cavanaugh, Chancellor

### May 7, 2018

Ethan Lipsey, Staff Senate President  
Guiyou Huang, Chancellor

### Amendments to Constitution

#### ◆AMENDMENT 1: Article III, Section 2

Add additional Senate seat for Category 3 employees. Section 2 will be reworded to read:

*“The LSUA staff senators will be elected by the various categories of non-faculty employees as defined by the University’s EEO-6 guidelines.*

*There will be one senator representing each category with 1 to 10 employees, two senators representing categories with 11 to 50 employees, and three senators representing categories with 51 or more employees. No single category will have majority representation on the Staff Senate.*

*Re-evaluation of the representation process will take place at such a time as the Staff reaches 100, another category of employees is created, or the number of individuals in any category reaches an amount that would give majority representation.”*

Rationale: Current bylaws call for reevaluation of representation when the number of employees in a category reaches thirty. There are currently 57 employees in Category 3. The addition of a senate seat for Category 3 would provide a better representation for that category without creating a majority representation on the Senate.

◆**AMENDMENT 2: Article III, Section 2, a.**

Change employment requirement from one year of continuous service to six months of continuous service. Section 2, a. will read:

*“Senators must be qualified under Article III, Section 1 of this Constitution. In addition, the staff member must have completed a least six months of continuous employment at LSUA immediately prior to the Staff Senate election.”*

Rationale: High employee turnover has resulted in many new hires across campus. The lack of nominees from current employees coupled with the desire of new employees to become involved in staff governance led to the introduction of this amendment. Under the previous requirement, an employee could be hired in August after the election in July and would have to wait almost two years before qualifying to run for a senate seat.

◆**AMENDMENT 3: Article V, Section 1**

Change “shall” to “should” and add “when necessary”. The amended sections will read:

*“The Staff Senate should establish standing committees when necessary. Those committees shall be as follows: Elections, Executive, Information, Benefits and Policies, Long Range Review and Planning, Governmental Relations, and Grievance. Other standing committees may be established by majority vote of the Senate as needed. Each standing committee shall be comprised of one representative from each category nominated from within the same category and confirmed by the Senate for a term of one year. In general, a Staff Senator should not serve on these committees.”*

Rationale: Low staff engagement in staff governance has led to this change. Until a committee is needed to fulfill a charge, time and resources can be better allocated to other business.

◆**AMENDMENT 4:**

Modify all gender specific pronouns to be gender neutral in referencing positions.

Rationale: The current document lists gender specific pronouns in regard to the Chancellor's office and Public Relations office. In the event that those or other positions are filled by the opposite or other gender, eliminating gender specific pronouns in referencing positions on campus would allow the document to stand unaltered without regard to the gender of the person in office.

### Amendments to Bylaws

#### ◆AMENDMENT 1: Article I, Section E, 2

Clarification of vacancies with special regard of employee transition to a Faculty category, Article I, Section E, 2 shall read:

*“Senators whose categories change will continue to serve as a representative of the category they were elected to represent until the next election unless that senator’s category changes to Category 2 or faculty category equivalent, at which time the senate seat shall be declared vacant.”*

Rationale: Staff that transition to another category are not necessarily guaranteed a vacancy for their new category and are not guaranteed a senate seat. Waiting until the next election would allow the senator to fulfill the representation for that category without the need for a special election. Staff whose category changes to Category 2 or faculty equivalent will not be allowed to remain a member of the Staff Senate as they are no longer considered staff and will share governance with the Faculty Senate.

#### ◆AMENDMENT 2: Article III, Section C, 3.C

The addition of duties for the Secretary with regard to minutes and records; this amendment introduces updated terminology and methods including electronic record keeping and eliminates previously mentioned obsolete methods. Article III, Section 3.C shall read:

*“All minutes and appropriate notations from Senate meetings shall be submitted by the secretary to the Library for archival. An electronic record of all documents will be kept by the secretary with access granted to the current Senate, University Archivist, and newly elected senators following annual elections. Senators who complete their term, resign, or are removed from the Senate will have their access withdrawn once their senate seat is declared vacant.”*

Rationale: There is not a documented responsibility for any office to submit minutes and records of official meetings. Additionally, the inclusion of electronic record keeping provides language vague enough take on any form with advances in technology while still allowing viewing permissions of the Senate and University Archivist for official record.

◆*AMENDMENT 3: Article IV, Section H*

The addition of “at the next regularly scheduled meeting” to the current section statement.

*“In the case of a tie vote, the motion fails; however, the motion may be brought up for reconsideration at the next regularly scheduled meeting.”*

Rationale: Allows for the motion to rest and the meeting to progress without continual reintroduction of the same motion for vote in a single meeting.

◆*AMENDMENT 4: Article 5, Section C*

Change "Special" to "Ad Hoc" in Section C so that the section reads:

- “C. Ad Hoc Committee
1. The Staff Senate shall appoint special committees as deemed necessary.
  2. Ad hoc committees shall submit written reports to the Senate when their task is complete.”

Rationale: Creates consistent verbiage throughout the document in relation to established committee charges where "ad hoc" has already replaced "special"