



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.



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.