

**UNIVERSITY OF OKLAHOMA
TULSA STAFF SENATE
CONSTITUTION**

Revised November 15, 2022

PREAMBLE

The staff of the University of Oklahoma’s Tulsa campus, seeking active representation and involvement in the affairs of the University of Oklahoma and with interest in and concern for the continuing mission, goals, purposes, and functions of the University, establish this Constitution for the University of Oklahoma-Tulsa Staff Senate.

ARTICLE I - NAME

The name of the organization shall be the University of Oklahoma-Tulsa Staff Senate (which may be herein referred to as OU-Tulsa Staff Senate).

ARTICLE II - AUTHORITY

The OU-Tulsa Staff Senate shall function under this Constitution as approved by the President of the University of Oklahoma and shall continue to do so until such time as the Tulsa Staff Senate dissolves itself or the Constitution is revoked by the President or the University of Oklahoma Board of Regents.

This Constitution shall not infringe on the rights and privileges of individual University staff member nor deny them the pursuit of actions to which they are entitled.

ARTICLE III - PURPOSE

The purposes of the OU-Tulsa Staff Senate shall be:

1. To serve as a representative body of the staff of the University of Oklahoma Tulsa Campus and for the exchange of information between the University and its staff;
2. To function for the welfare of the University and to foster a spirit of unity and cooperation among all its staff; and
3. To function as an advisory body that studies policies that may directly affect staff and makes recommendations to the OU-Tulsa President through University administration.

ARTICLE IV - MEMBERSHIP

The OU-Tulsa Staff Senate shall consist of:

1. Senators elected by staff as designated in the Bylaws
2. Officers, as defined in Article V
3. The Director of Human Resources of OU-Tulsa or their designee shall serve as an Ex-Officio non-voting member.
4. An Executive Representative of the Diversity, Equity, and Inclusion office shall serve as an Ex-Officio non-voting member.

5. Participation in OU-Tulsa Staff Senate or Staff Senate committees shall not compromise the work of the department.
6. In the event there is no Faculty Senate on the Tulsa campus, OU-Tulsa Staff Senate shall be permitted to include faculty in activities, sub-committees, and meetings to promote community awareness, engagement and outreach.

ARTICLE V - OFFICERS

1. The elected officers of the OU-Tulsa Staff Senate shall be the following: Chair, Chair-Elect, Treasurer and Secretary.
2. The officers for Chair-Elect, Treasurer, and Secretary, shall be elected yearly by the Senators who comprise the OU-Tulsa Staff Senate.
3. The individual elected to serve as Chair-Elect will serve one (1) year in that role and will serve as Chair in the subsequent year.
4. The Past Chair shall serve in an ex-officio capacity for one (1) year.
5. No officer may hold more than one (1) office at a time.

ARTICLE VI – TERM OF OFFICE

1. A term of office for the OU-Tulsa Staff Senate Senators shall begin July 1 and end two (2) years later on June 30.
2. A term of office for the OU-Tulsa Staff Senate Officers shall begin July 1 and end one (1) year later on June 30.

ARTICLE VII - MEETINGS

1. The OU-Tulsa Staff Senate shall conduct regular meetings to be held at a pre- determined time and location.
2. Special meetings may be called by the Chair or shall be called at the written request of one-third (1/3) of the Senators directed to the Chair.
3. The Chair can move the meetings into executive session as needed or by a majority vote of the Senators present.
4. Meetings shall be conducted in accordance with this Constitution, the Bylaws, and the spirit of Robert’s Rules of Order.

ARTICLE VIII - QUORUM AND VOTING

1. A simple majority of Senators of the OU-Tulsa Staff Senate shall constitute a quorum authorized to transact business at any regular or special meeting of the OU-Tulsa Staff Senate.
2. Voting by Senators shall be by voice except when deemed otherwise by the Chair, in which case voting shall be by a show of hands, by written or electronic ballot.
3. A simple majority vote by the Senators present shall carry a motion, except a motion to amend the Constitution of the OU-Tulsa Staff Senate which shall be in accordance with Article IX of the Constitution.

ARTICLE IX - AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may be made:

1. Proposed amendments (may be submitted by an Officer or Senator) shall be submitted to the Membership and Policy Review Committee for review who in turn shall submit them to all members of the OU-Tulsa Staff Senate in writing at least ten (10) calendar days prior to the meeting at which the proposed amendments are to be considered.
2. A formal vote may not be taken until the next regular or special meeting at which a quorum is present after the meeting when the amendment(s) was first considered.
3. Effective upon approval by the President of the University of Oklahoma-Tulsa or the University of Oklahoma Board of Regents.