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UNIVERSITY OF OKLAHOMA
NORMAN STAFF SENATE
CONSTITUTION
Revised March 24, 2021

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PREAMBLE

The staff of the University of Oklahoma Norman, 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 Norman Staff Senate.

ARTICLE I - NAME

The name of the organization shall be the University of Oklahoma Norman Staff Senate ("Norman Staff Senate").

ARTICLE II - AUTHORITY

The Norman 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 Norman Staff Senate dissolves itself or the Constitution is revoked by the President.

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 Norman Staff Senate shall be:

1. To serve as a representative body of the staff of the University of Oklahoma Norman 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 President through University administration.

ARTICLE IV - MEMBERSHIP

The Norman Staff Senate shall consist of:

1. Senators elected by staff as designated in the Operating Procedures
2. Officers, as defined in Article V

3. Participation in Norman Staff Senate or Staff Senate committees shall not compromise the work of the department.

ARTICLE V - OFFICERS

1. The elected officers of the Norman Staff Senate shall be the following: Chair, Chair-Elect, Communication Officer and Secretary.
2. The Past Chair shall serve in an ex-officio capacity for one (1) year.
3. The officers, except Past Chair, shall be elected yearly by the Senators who comprise the Norman Staff Senate.
4. No officer may hold more than one (1) office at a time.

ARTICLE VI - STAFF

An Administrative Coordinator shall be employed by the University for the Norman Staff Senate to handle all record-keeping responsibilities, including budgets. The Administrative Coordinator also serves as a contact person for Norman Staff Senate members and Norman Campus staff. The Administrative Coordinator shall attend all meetings of the Norman Staff Senate in a non-voting role.

ARTICLE VII - MEETINGS

1. The Norman 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 Administrative Coordinator.
3. The Chair can move the meetings into executive session as needed or by a majority vote of the Senators present.

ARTICLE VIII - QUORUM AND VOTING

1. A simple majority of Senators of the Norman Staff Senate shall constitute a quorum authorized to transact business at any regular or special meeting of the Norman 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 ballot or electronically.
3. A simple majority vote by the Senators present shall carry a motion, except a motion to amend the Constitution of the Norman 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. With advanced written notice by an officer or Senator at a previous regular meeting;
2. By a vote of two-thirds of the Senators present constituting a quorum as defined in Article VIII; and
3. Effective upon approval by the President of the University of Oklahoma or the President's designee.