

STAFF ASSEMBLY CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be Staff Assembly (SA).

ARTICLE II: PURPOSE

The SA, as was the case in previous iterations, is organized to advance the ideals and missions of Notre Dame de Namur University (NDNU). In response to institution-wide changes, however, this updated SA prioritizes goals that foster team building, cross-department rapport, and community. To accomplish these stated goals, the SA shall:

1. Establish and maintain a channel of communication between staff members and departments, as well as between staff and the President, Senior Administrative Officials, the Board of Trustees, and other relevant internal and external stakeholders.
2. Encourage, evaluate, and vote on suggestions from any SA member relating to the welfare of staff employees at NDNU, taking or proposing appropriate actions as needed. Staff members who do not serve on the SA can make suggestions following the membership guidelines detailed under Article III.
3. Act as an advisory body for university policies, programs, and processes as they pertain – directly or indirectly – to NDNU staff members.

ARTICLE III: MEMBERSHIP

All NDNU staff members – part-time, full-time, exempt, and non-exempt - are part of the Staff Assembly.

To foster an open and candid environment, faculty, Deans and members of the President's Cabinet are not eligible to serve. Non-members may be invited to attend SA meetings, partner with the Staff Assembly for special projects/events, or otherwise collaborate. All such invitations must receive a majority vote from current SA Executive Board to proceed.

Additional questions and/or disputes regarding membership or potential membership will be heard and voted on by current SA members. In the case that a resolution cannot be reached, the SA will contact Human Resources or, depending on availability, the university ombudsperson.

ARTICLE IV: STAFF ASSEMBLY EXECUTIVE BOARD, LEADERSHIP TEAM, AND COMMITTEE MEMBERS' DUTIES AND EXPECTATIONS

All SA Executive Board and committee members are expected to maintain an active role in meetings, activities, and initiatives. To remain in good standing, these members must:

1. Attend majority of your sub-committee meetings and the quarterly Staff Assembly meetings. If a member cannot attend, they must contact the Chair/Co-Chairs before the meeting. Absence at meetings may result in members being excluded from voting at future meetings.
2. Participate in all of your committee's projects. Members must complete agreed upon tasks promptly and comprehensively.

3. Respond to SA emails, requests, etc. in a timely manner. Timely is defined as within 3 working days of emails and requests.

Committee members are responsible for reaching out to and partnering with inactive members to develop an action plan/resolution.

ARTICLE V: STAFF ASSEMBLY EXECUTIVE BOARD MEMBERSHIP

Each SA Executive Board position can be filled by one or more SA members. The Executive Board shall be comprised of the following roles:

1. Chairperson or Chairpersons
 - a. Facilitates and supports the work of the board.
 - b. Presides over SA meetings.
 - c. Represent SA in NDNU governance by attending meetings of the President's Cabinet, Board of Trustees, and other meetings as needed.
 - d. Serves as liaison with committees and internal/external stakeholders.
2. Vice Chairperson (not essential depending on SA size and needs)
 - a. Performs the duties of the Chairperson in their absence.
 - b. Identifies candidates to lead projects, initiatives, or SA business when there are no volunteers.
3. Secretary
 - a. Creates, maintains, and distributes all agendas, records, and minutes of SA Executive Board/SALT and SA meetings.
 - b. Maintains files of all Executive Board/SALT and SA correspondences.
 - c. Distributes annual rosters of all SA members, including associated term-of-office dates.
4. Treasurer
 - a. Creates the SA estimated budget and confirms approval from HR.
 - b. Monitors spending trends.
 - c. Amends operating budget as needed.

ARTICLE VI: CURRENT GOALS

All SA projects, initiatives, materials, events, and other actions are currently centered on two core goals:

1. Recognition
2. Community Building

The goals listed above function as broad organizing ideas rather than strict, specific objectives.

ARTICLE VII: TERMS OF OFFICE

Staff Assembly Executive Board members' terms will last for one year, with elections occurring every June. Current Executive Board members can seek reelection; individuals can self-nominate; and SA members can nominate a colleague. All nominations must be seconded and voted upon.

ARTICLE VIII: RATIFICATION and AMENDMENTS

1. This Constitution and its amendments shall be ratified by a simple majority of the SA's Executive Board.
2. Amendments: The amendment process is initiated in the following way:
 - a. A written proposal to amend the Constitution shall be submitted by a member or members to the SA Chairperson(s), who places the item on the agenda for discussion at the next SA Leadership Team (SALT) meeting.
 - b. The amendment shall be read to the SALT by a Co-Chair at the meeting.
 - c. The Chairperson shall call for a motion and a second to approve the amendment at the SALT meeting.
 - d. If such a motion is made and seconded, the Secretary shall inform the SA that the proposed amendment will become part of the constitution.
 - e. A proposal to amend Constitutional changes may be presented at any regular meeting of the Staff Assembly by a 2/3 vote of the attending staff members.
3. As an official body of NDNU, the review and approval of the President is required for the confirmation of the Constitution or amendments thereto.