

CONSTITUTION

Approved by the Unclassified Professional Personnel November 17, 1992

Approved by President Warren B. Armstrong March 16, 1993

Revised, May 2, 1996

Revised, June 22, 2010

Revised, May 1, 2014

ARTICLE I

NAME:

The name of the organization shall be the Unclassified Professional Senate of Wichita State University.

ARTICLE II

PURPOSE:

The purpose of the organization is to foster communication and collegiality among Unclassified Professional personnel of the University, and to:

- A. provide representation for Unclassified Professional personnel and liaison to the University administration and others regarding issues of concern;
- B. formulate recommendations to the University President regarding policies and procedures that relate to the concerns of the Unclassified Professional personnel at Wichita State University;
- C. review and recommend refinement of policies and procedures relating to Unclassified Professional employees.

ARTICLE III

MEMBERSHIP:

Section 1. Eligibility for Membership.

The membership shall consist of all State of Kansas Unclassified Professional personnel at Wichita State University defined as all half-time (0.5 FTE) or greater, exempt and non-exempt personnel who have an appointment status of emergency, temporary, seasonal, contingent, provisional, hourly, or regular. Executive administrators and members of the are ineligible for the Unclassified Professional Senate electorate. Executive administrators include, but are not limited to, those persons holding the title, or interim title, of President, Vice President, Associate Vice President, Assistant Vice President, and Dean.

Section 2. Composition.

The membership of the Senate shall consist of:

- A. Fifteen members elected by the Unclassified Professional electorate; and
- B. Two at-large members appointed by the Senate.
- C. Ex-officio members: In order to be inclusive of the University community, each of the following affiliated/or related organizations shall be invited to appoint a representative. Such organizations presently include; WSU Foundation, WSU Intercollegiate Athletic Association, Inc., WSU Union Corporation and the WSU Alumni Association.

Section 3. Representation.

- A. Fifteen Senators shall be elected from the divisions of the University.
 - 1. The apportionment of elected Senators to the divisions of the University shall be determined by the Election Committee on the basis of the number of Unclassified Professional personnel appointed to each division as of the 20th day of class each spring semester.
 - 2. Each division shall have a minimum of one elected Senator.

The electorate shall consist of all State of Kansas Unclassified Professional personnel at Wichita State University defined as all half-time (0.5 FTE) or greater, exempt and non-exempt personnel who have an appointment status of emergency, temporary, seasonal, contingent, provisional, hourly, or regular. Executive administrators and members of the
are ineligible for the Unclassified Professional Senate
electorate. Executive administrators
include, but are not limited to, those persons holding the title, or interim title, of President, Vice President, Associate Vice President, Assistant Vice President, and Dean.

Section 2. Election Committee.

Section 6. Special Elections.

The Election Committee shall conduct special elections as the nature of the vacancy warrants.

ARTICLE V

ORGANIZATION OF THE SENATE:

Section 1. Officers.

Officers of the Senate shall be the President, President Elect, and the Secretary.

Section 2. Election of Officers.

A. The President

A. Special meetings of the Senate can be called by the President of the Senate.

1. the call of the President of the Senate;
2. the call of the Senate;
3. the request of at least 25 members of the electorate, presented to the President or President Elect in writing, stating the object of the desired meeting; or
4. the request of the University President.

Section 3. Quorum.

A quorum shall be those present and voting.

Section 4. Agenda.

A. Agendas for general meetings shall be set by the Senate.

B. Additional items may be added to the agenda upon request in writing by ten members of the electorate. Requests for addition of agenda items shall be submitted to the Secretary of the Senate at least ten working days prior to the meeting.

ARTICLE VIII

COMMITTEES:

Section 1. Standing Committees.

A. Standing committees shall report to the Senate, which has authority and responsibility for those committees and their membership.

B. Standing committees of the Senate shall include, but not be limited to, the Election Committee, and the Unclassified Professional Grievance Committee. Additional standing committees may be constituted by the Senate as it deems necessary.

C. Membership on the standing committees consist of voting Senators and members of the general electorate.

D. The membership and conduct of standing committees shall be subject to Senate review. If necessary, the Senate shall initiate special action to ensure the appropriate functioning of standing committees; such special action shall require a two-thirds vote of the Senate for approval.

Section 2. Ad Hoc Committees and Task Forces.

A. Ad hoc committees and task forces shall report to the Senate, which has authority and responsibility for those bodies and their membership.

B. Ad hoc committees and task forces shall be constituted at the discretion of the Senate or upon written request of 25 members of the electorate to address special issues concerning the constituency.

C. Members of ad hoc committees and task forces shall be appointed by the Senate from the standing Senate or the Unclassified Professional constituency.

D. The term of appointment of ad hoc committees or task forces shall be determined by the Senate.

E. The membership and conduct of ad hoc committees and task forces shall be subject to Senate review. If necessary, the Senate shall initiate special action to ensure the appropriate functioning of ad hoc committees and task forces; such special action shall require a two-thirds vote of the Senate for approval.

Section 3. University Committees.

The Senate shall recommend to the University President candidates for appointment as Unclassified Professional representatives to University committees. Candidates may be recommended from the Senate or the general constituency.

ARTICLE IX

AMENDMENTS:

Section 1. Proposed Amendments.

A. Amendments to this Constitution may be proposed by any member of the Senate or by any member of the Unclassified Professional electorate.

B. All proposed amendments shall be placed on the agenda of the next Senate meeting.

Section 2. Consideration of Proposed Amendments.

A two-thirds majority of the electorate participating in the vote shall be required for adoption of the proposed amendment.

ARTICLE X

AUTHORITY OF THE SENATE:

Section 1. General Meetings.

The President of the Senate shall consult with the President of the University regarding the need for general meetings of the Unclassified Professional personnel and shall schedule such meetings appropriately.

Section 2. Senate Deliberations.

The Senate may deliberate and recommend on all issues committed to it regarding Unclassified Professional personnel at Wichita State University and on any matter of concern to its constituency.

Section 3. Committees.

The Senate has authority and responsibility for its standing committees, ad hoc committees, and task forces and has responsibility for ensuring the appropriate conduct of those bodies and their membership.

Section 4. Senate Action.

Action of the Unclassified Professional Senate is final, unless 25 or more members of the electorate request that the issue be placed on the agenda of the next general meeting. Requests for addition of the issue as an agenda item must be presented to the Secretary of

DEFINITION OF TERMS

Ad Hoc Committees and Task Forces refer to ad hoc committees and task forces established by the Unclassified Professional Senate.

Amendment refers to any statement that is added to, revises, or improves the constitution. **Constituency** refers to all persons appointed as Unclassified Professional personnel at Wichita State University.

Electorate refers to all State of Kansas Unclassified Professional personnel at Wichita State University defined as all half-time (0.5 FTE) or greater, exempt and non-exempt personnel who have an appointment status of emergency, temporary, seasonal, contingent, provisional, hourly, or regular. Executive administrators are ineligible for the Unclassified Professional Senate electorate. Executive administrators and include, but are not limited to, those persons holding the title, or interim title, of President, Vice President, Associate Vice President, Assistant Vice President, and Dean.

Senate refers to the Unclassified Professional Senate created by this Constitution.

Senate Year refers to the period of time from July 1 through June 30 of the following calendar year.

Standing Committees refer to standing committees established by the Unclassified Professional Senate.

University refers to Wichita State University.