

University of Scranton

STAFF SENATE CONSTITUTION



Approved December 12, 2007
Approved and Amended December 1, 2017
Approved and Amended February 27, 2026

CONSTITUTION

THE STAFF SENATE OF THE UNIVERSITY OF SCRANTON

Generated by the Staff Senate Planning Committee on September 19th 2007.

Endorsed by the University Council on October 5th, 2007.

Endorsed by the Administrators' Conference on October 16th 2007.

Approved by the Board of Trustees on December 12th, 2007.

Amended on September 20, 2017, Approved by the Board of Trustees on December 1, 2017.

Amended on October 16, 2025, Approve by the Board of Trustees on February 27, 2026.

ARTICLE I: NAME

There is hereby established by resolution of the Board of Trustees and this document a Constitution for the University Staff Senate.

ARTICLE II: PURPOSE

The University Staff Senate, a representative body of full-time and part-time staff employees is organized to assist in the realization of the officially approved objectives of The University of Scranton in accordance with the functions assigned to it by the Board of Trustees:

The Staff Senate exists to contribute to the success of The University of Scranton by fully supporting the Mission of the University. As a constituent organization, the Staff Senate, along with the Faculty Senate and Student Senate, operates as a part of the University governance system to provide a forum for open communication and ongoing dialogue among staff and between staff and the administration, faculty, students, and the University community. The Staff Senate shall be a consultative and deliberative body with authority to make recommendations on matters which have a significant bearing on The University of Scranton. The Staff Senate shall promote the growth and welfare of its staff employees, and a positive and supportive work environment.

The Staff Senate, through its elected representatives, shall serve as the official nominating body for staff appointments to committees and task forces as requested.

The Staff Senate is not a decision-making body with regard to wages and conditions of employment, although it may provide a forum where certain aspects of these items may be discussed for the purpose of making appropriate recommendations.

ARTICLE III: QUALIFICATIONS FOR MEMBERSHIP

Membership on the University Staff Senate shall embrace representatives from Clerical, Maintenance, University Police, Technical, Trades, Professional, and Paraprofessional full-time and part-time employees. Elected staff representatives must have completed at least one (1) full year of employment as of April 15th of the election year. Proportionate Staff representatives shall come from

the following employee groups: Clerical, Maintenance, University Police, Technical, Trades, and Professional and Paraprofessional employees. The Staff Senate shall act as one body.

ARTICLE IV: OFFICERS

The officers of the Staff Senate are President, Vice-President, President-elect, Secretary, and Parliamentarian elected by and from the Staff Senate.

ARTICLE V: MEETINGS

The Staff Senate shall hold regular meetings, at which time the agenda presented by the President will be the principal order of business. Special meetings may be called by the President acting independently or upon written request of the members of the Staff Senate, or upon request from the University President.

ARTICLE VI: BY LAWS

The Staff Senate is authorized to promulgate By-laws to further the Staff Senate's purpose. The By-laws shall include rules for conducting business in an orderly manner.

ARTICLE VII: COMMITTEES

The Staff Senate is authorized to create standing and ad-hoc committees pursuant to the By-laws.

ARTICLE VIII: AMENDMENT PROCEDURE

Amendments to this Constitution shall become effective after having been adopted by two-thirds of the entire Staff Senate membership and approved by the President and the Board of Trustees of the University.

ARTICLE IX: RATIFICATION

Ratification of this Constitution requires approval by the University Council, as well as approval by the President and Board of Trustees of The University of Scranton.