

**Classified Senate
of
Pittsburg State University**

Senator's Handbook

Revised - Summer 2004



Pittsburg State University
1701 South Broadway
Pittsburg, KS 66762-7500
620/231-7000

Mission Statement

The mission of the Classified Senate of Pittsburg State University is to:

- Represent the Classified Staff (as a whole) in all capacities,
- Campaign for employee benefits,
- Promote a gratifying work environment, and
- Assist in achieving the University's mission.

Approved July 9, 1996.

History of the Classified Senate

During 1983, the only organization on the campus of Pittsburg State University that represented the classified staff was the Pittsburg State University Civil Service Club. At that time, the Civil Service Club was primarily a social organization. The University of Kansas classified employees had already formed a Classified Senate to be a voice for their people. Members of the Civil Service Club, including Linda Grilz, Lee Ann Yartz, Carol Murphy, Bev Barnes, Gala Clark, Evelyn Hemmens and Kathy Blackwell began to take notice of the KU Classified Senate and of other entities forming on our own campus to represent faculty and students. At the time, Ft. Hays also had a Classified Senate and the Classified Senate at Wichita was in the forming stages, as well. Carol Heitz helped to obtain information about the KU Senate, which served as a guideline for those people who were beginning to construct a Mission Statement and Constitution for the Pittsburg State University Classified Senate. Linda Grilz and Bev Barnes made a trip to KU to see firsthand how their organization functioned.

Following the construction of the Constitution, a meeting of all Classified employees was held to explain the purpose of the Classified Senate and to field questions pertaining to it. At that time, several other employees became interested and involved in it, including Steve Hawn, who would become the first President of the Classified Senate at Pittsburg State University. The classified staff would have to approve the Constitution with a majority vote before it could become a campus organization. The Constitution of the Senate was approved by a large majority and it became an important and much-needed entity on the campus. The Regulations to the Constitution evolved as needed.

Cliff Beougher, then University Director of Business and Fiscal Affairs, was a strong supporter of the Senate. He made a personal monetary donation to help the Senate in its beginnings. Since that time, the Presidents of the University have been supportive of the Senate and have recognized the importance of its place as a voice for the classified employee.

The Kansas Council of Classified Senates became a reality in the past few years, allowing the Senates from across the state to network. The Council produces an annual position paper to present to the legislators as a guideline for our needs as classified employees of Regent's institutions.

Constitution of the Classified Senate of Pittsburg State University

Pittsburg State University is an educational institution governed by the state Board of Regents composed of students, faculty, classified staff, and administrators working cooperatively in support of the mission of higher education.

The classified staff members are unique in that they are employed at a Regents' institution where their functions, knowledge, skills, and talents are a significant resource, yet they are subject, in various areas, to the rules and regulations of the state government. Therefore, the Classified Senate is formed to make the classified staff members a more integral part of the University community and to communicate the values and interests of this group to other classified employees, the local administration, the Regents' institutions, the state Board of Regents, and the state government.

ARTICLE I. Name

The name of this organization shall be the Classified Senate (hereinafter Senate) of Pittsburg State University (hereinafter University).

ARTICLE II. Purpose

Section 1. Support Higher Education

The Senate holds as foremost the mission of higher education and fosters its continuance.

Section 2. Provide Communication

The Senate exists to provide an open two-way channel of communication to express the values and interests of the classified staff members of the University.

Section 3. Promote Interests

The Senate shall actively promote the values and interests of the classified staff members through the appropriate individuals and channels of the University, the Board of Regents, and/or the Legislature or other appropriate individuals and organizations.

Section 4. Participate with Administration

The Senate shall, with concurrence of the administration of the University, serve as an information resource and actively participate in decision making on those issues appropriate to classified staff.

Section 5. Work Cooperatively

The Senate may work cooperatively with the Student Senate and/or the Faculty Senate of the University for the accomplishment of common goals and objectives.

ARTICLE III. Senate Electorate Defined: Classified Employee Voting Rights

All classified employees, permanent and probationary, of Pittsburg State University, except temporary and emergency employees, shall constitute the Electorate of the Senate (hereinafter Electorate). Any member of the Electorate shall have the right to nominate and to vote for the candidate(s) for Senator to represent his/her appropriately designated area of function and to vote in all other elections held in connection with Senate activities as provided by this Constitution.

ARTICLE IV. Senate Eligibility

Eligibility for election to the Senate shall be extended to all members of the Electorate as defined in Article III above. If at all possible, a classified employee shall represent an area of function as a Senator as a member of that area of function. An at-large position may be created under certain criteria (see Regulation #7 & 8). The Personnel Officer of the University may not be nominated for nor elected to the Senate. If in the future, the Personnel Officer of the University should be a classified employee, he/she may serve only as an ex-officio member of the Senate.

ARTICLE V. Composition of the Senate

Section 1. Number

The Senate shall be composed of twenty-one (21) Senators chosen by the Electorate as provided by this Constitution.

Section 2. Representation

The twenty-one Senators, each having one vote in the Senate, shall be elected in general proportion to the number of classified employees, permanent and probationary, in the designated areas of function (Section 3 following), to carry out the purposes of the Senate as set forth in Article II. Although Senators are elected by classified employees by areas of function, each Senator should be readily available and open to the needs of all classified employees at the University if called upon to do so. Because of the varied locations of employees on campus, this will give each employee a chance to maintain contact with a Senator.

The formula to be used for the calculation of the number of Senators to employees in each area of function will be as follows: a) divide the total number of classified employees by 21 (number of Senators); b) divide the number obtained from this into the number of employees in each area of function listed below. Round this number to the nearest one decimal point.

Section 3. Areas of Function

Academic Support [amended 12/92]
Auxiliary Services
Building Maintenance
University Police and Parking Services [amended 03/04/86; 04/86]
Central Power and Grounds Maintenance
Custodial Services
General Services, Physical Plant Administration & Supervisors
[amended 12/92]
Institutional Support
Instruction
Public Services & Student Services

ARTICLE VI. Elections

Section 1. Term of Office

The term of office for a Senator shall be two Senate Years. (As used throughout this Constitution, the term "Senate Year" is understood to designate the time from *July of one calendar year through July* of the following calendar year.) After serving two full terms, a Senator shall for

one Senate Year be ineligible for re-election: provided that any term of more than one year but less than two years shall count as a full term of office, and any term of one year or less shall not be counted as a full term [amended 12/92; 2/98].

Section 2. Normal Procedure

During the month of June, Electorates of constituencies that have a senate term expiring the following July, shall elect a Senator for each of the expiring terms. This process will be under the direction of the Senate Executive Council as provided in Article VII. The person receiving the most votes in the elective process is considered duly elected to represent that constituency. If for any reason the individual receiving the most votes declines his/her elective office, the next individual receiving the most votes will be contacted to serve [amended 6/98, 6/99].

Section 3. First-Year Procedure

The initial election of Senators will differ from all subsequent elections in that nine of the twenty-one will be elected for a one-year term, and the remaining twelve will be elected for a normal two-year term. The following areas of function will select half of their allotted Senators for a one-year term:

- Academic (1)
- Auxiliary Services (2)
- Building Maintenance (1)
- Custodial Services (1)
- Institutional Support (1)
- Instruction (1)
- Physical Plant Administrators & Supervisors (1)
- Public Services & Student Services (1)

After the nine one-year terms have expired, those nine positions will be up for election as regular two-year term positions. Every Senate Year thereafter elections will be held by the constituencies for the nine or twelve positions (whichever the case may then be) where a two-year term is expiring. The rest of the elective procedure will be the same as that described in the preceding Section 2, with each constituency electing either one or two Senators to represent it, as provided by Article V, Section 3.

Section 4. Filling of Vacancies

It is the responsibility of the Senator who deems it necessary to forfeit his position on the Classified Senate to notify the Executive Council in writing prior to the next scheduled Senate meeting. The Senate Executive Council shall then take the necessary steps to replace said Senator as specified in Section 2.

ARTICLE VII. Senate Executive Council

Section 1. Election

The Executive Council of the Senate shall consist of a President, President-Elect, Secretary, and Treasurer. The election of the Executive Council shall be the first order of business of the first Senate meeting of the Senate Year. This meeting shall be held during the month of July

[revised 06/10/91; amended 6/98].

Section 2. Duties

The Senate Executive Council shall be responsible for organizing the election of Senators from each constituency. They shall prepare the annual report of the Senate Year just completed and present it to the Senate and Classified Staff no later than the first meeting of the following year.

The President of the Senate shall preside over all Senate meetings and act as the “official representative” of the Classified Staff.

The President-Elect of the Senate shall assume the duties of the President in the event of the latter’s absence or incapacity, and will assume the presidency for the next election year.

The Secretary of the Senate shall keep minutes of all meetings of the Senate, all general meetings of the classified employees, and carry on official correspondence at the direction of the Senate [amended 06/10/91].

The Treasurer shall have the right to make payment of any normal/routine expenditures with the approval of the Executive Council or any unusual expenditures with the approval of a majority of the Senate present at the next regularly scheduled meeting [amended 06/10/91].

Section 3. Term of Office

The Senate Executive Council shall be elected for a term of one Senate Year and shall commence immediately upon election. After serving one full term as a member of the Senate Executive Council, a Senator shall for one Senate Year be ineligible for election to the same office: provided that any term of more than six months but less than or equal to one year shall count as a full term of office, and any term of less than or equal to six months shall not be counted as a full term [amended 12/92].

Section 4. Filling of Vacancies

When a vacancy shall occur on the Senate Executive Council (President, President-Elect, Secretary, or Treasurer) for any reason, the Senate shall fill that vacancy by election at the next regular or special meeting [amended 06/10/91].

ARTICLE VIII. Meetings

Section 1. Regular Meetings

The Senate shall meet in regular session at least six times each Senate Year. One of these meetings shall be held during the month of July. These regular meetings shall be held on the same day of the week, the same hour of the day and in the same location throughout the Senate Year if at all possible. The establishment of a regular meeting schedule for the year shall be an agenda item of the first regular meeting in July [amended 6/98].

ARTICLE VIII. Meetings—Continued

Section 2. Special Meetings

Special meetings of the Senate shall be called by the President upon the written request of two or more Senators. Each Senator must be notified at least twenty-four (24) hours in advance of a special meeting. Special meetings may consider only the business for which they are called. The Executive Council of the Senate may meet at its discretion.

Section 3. Quorum

Eleven or more Senators present shall constitute a quorum sufficient to conduct official business at any regular or special meeting of the Senate.

ARTICLE IX. Committees/Liaisons

The President of the Senate may, with the advice and consent of a majority of the Senate, establish committees and appoint liaisons from classified employees for research, study, and/or for any other legitimate purpose consistent with the expressed or perceived interests of the classified employees of the University.

ARTICLE X. Senate Regulations

Where necessary to ensure the orderly and proper function of the Senate, regulations to accompany this Constitution may be proposed by a Senator(s) at any Senate meeting and passed upon a second reading by an affirmative vote of fourteen (14) Senators [amended 04/86].

ARTICLE XI. Consultants/Observers

All employees and students of the University and their guests may attend regular Senate meetings. However, no one except an elected Senator shall have the right to vote on Senate business. The Senate may invite other persons to sit with it as consultants or as observers when it meets.

ARTICLE XII. Amendments

Section 1.

Amendments to this Constitution may be proposed by any Senator. If fourteen or more Senators are in favor, the proposed amendment shall be submitted to the Electorate. The amendment shall be considered adopted if it is approved by a two-thirds majority of the members of the electorate who vote on that issue.

Section 2.

Regulations may be amended upon second reading at any meeting of the Senate by a simple majority of those present and voting, a quorum being present [adopted 03/04/86; amended 04/22/86].

ARTICLE XIII. Adoption of the Constitution

This Constitution shall be considered adopted and established when it shall have been approved by a simple majority of those members of the electorate voting in an election held to consider the question:

“Shall the eligible classified employees of Pittsburg State University establish a Classified Senate as described in the

proposed Constitution?"

Further, this Constitution shall be considered adopted when approved by the President or within thirty days after notifying the President if the President takes no formal action.

Adopted: February 24, 1984

Witnesseth:	Stephen J. Hawn	Gala F. Clark
	Carol Murphy	Patricia High
	Lee Ann Yartz	Kathy Blackwell
	Marsha R. Vance	Linda Grilz

Approved by: Electorate; February 2, 1984

PSU President and Coordinating Council; February 24, 1984

Signed at the first meeting, April 5, 1984, by President Donald W. Wilson

**Regulations to the Constitution of The Classified Senate
of Pittsburg State University**

REGULATION #1 ELECTIONS

A. Senator

1. Prior to the annual spring election of the Classified Senate, members of each area of function where a Senate term is expiring shall be polled by the Secretary, Chairperson of the Election Committee, to determine their willingness to serve as a Senator if nominated [revised 11/13/86; 06/12/91; 6/1/95].

2. In the event that the most votes for nominees for a Senate position end in a tie during any election, those tied nominees' names shall be re-submitted to their constituency within their area of function until a winner is determined [revised 11/13/86].

B. Executive Council

1. Any person nominating an individual to serve on the Executive Council shall state the reason or qualifications for that nomination.

2. If a Senator is elected to the position of President-Elect at the beginning of the second year during their first Senate term, that Senator shall, with the consent of a simple majority of the Senate, retain the Senate position without election for a second term of two years. This would allow that Senator to fulfill their obligation as Senate President during the third year (or the first year of their second term).

3. A Senator serving in his/her fourth Senator year (second year of a second term) shall not be eligible for nomination to the position of President-Elect.

4. In the event the most votes for nominees for any Executive Council position end in a tie during any election, those tied nominees' names shall be re-submitted to vote by any absentee Senators via telephone poll as soon as possible. The Senate will reconvene at the nearest available time in order to hear the results of the vote for the tied position, as well as from all committees. [revised 6/1/95].

REGULATION #2 RESIGNATIONS

A. Any Senator desiring to resign from their Senate position shall submit a letter of resignation to the Senate through the Senate President stating their desire and the specific reason for forfeiting the position.

B. When a Senator is transferred from one area of function to another, a letter of resignation to the Senate through the Senate President shall be submitted before the next stated meeting (see Regulation #8, A) [adopted 09/12/90].

REGULATION #3 CONDUCT AND ATTENDANCE OF SENATORS

A. Conduct

1. The guidelines of conduct for all Senators is to uphold the purpose of the Classified Senate and the Constitution. If, at any time, a Senator is deemed to not follow these guidelines, then at the request of two or more Senators in writing, an inquiry into misconduct will be held by the full Senate at a special meeting. On the basis of this inquiry, and if a just claim of misconduct is found, then by a vote of 2/3 of the majority of the Senate (14) his/her resignation from office will be requested.

B. Attendance

1. Any Senator who does not attend two consecutive regular meetings shall be requested by the President of the Senate to submit a letter of justification to the Senate. If the letter of justification is not accepted by a simple majority of the Senate (11) then that Senator will be asked to resign.

REGULATION #4 RULES OF ORDER

A. In the absence of any special rules which the Classified Senate may adopt, Roberts Rules of Order, Newly Revised, shall govern the conduct of procedure of Senate meeting.

REGULATION #5 SENATE ELIGIBILITY

A. Any Senator who transfers from one area of function to another during that Senators term as President, President-Elect, Secretary, or Treasurer shall continue in that current position to fulfill their responsibility until the end of that term [revised 01/08/92].

REGULATION #6 NUMBER

A. In the event any Senator who is currently serving as President-Elect, Secretary, or Treasurer is transferred from one area of function to another, the number of Senators shall be adjusted to give representation to that area of function left without a Senator due to this transfer [06/12/91].

REGULATION #7 NORMAL PROCEDURE

A. Once elections have been held and no Classified employee is willing to serve as a representative in their area of function, an at-large position shall be created or if a Senator resigns during a term of office and no one is willing to serve in their area of function, an at-large position shall be created. Classified persons willing to serve during the last election, but not elected, will be listed on the new ballot for the at-large position. The at-large position will represent the Classified staff as a whole and will be voted upon by all Classified employees [revised 1/10/90].

REGULATION #8 FILLING OF VACANCIES

A. When a Senator resigns due to a transfer from one area of function to another, the following procedure shall be followed:

The Secretary shall (see Regulation #2, B) [revised 06/12/91]:

1. List nominee(s) from the last election ballot, for the area of function represented by the resignee, in descending order, by number of votes received.
2. Determine nominee's willingness to accept unexpired term of resigned Senator. (If not, will proceed through list.)
3. If no one in that area of function, on the last election ballot, is willing to serve in the vacancy created by the resignation, the resigning senator may be allowed to fulfill the normal term of office.
4. If the resigning Senator does not wish to serve, an at-large position shall be created and procedures followed as specified in Regulation #7.

Regulation #1 (Regarding Article VI. Section 2 and Article VII. Section 3);
Regulation #2 (Regarding Article VI. Section 4 and Article VII. Section 4);
Regulation #3; and Regulation #4: Adopted 2/11/86.

Changed name from Bylaws to the Constitution of the Classified Senate of Pittsburg State University to Regulations to the Constitution of the Classified Senate of Pittsburg State University on 3/4/86.

Regulation #5 (Regarding Article IV): Adopted 12/14/88.

Regulation #6 (Regarding Article V. Section 1): Adopted 5/10/89.

Regulation #7 (Regarding Article VI. Section 2): Adopted 6/14/89.

Regulation #8 (Regarding Article VI. Section 4): Adopted 9/12/90.

Classified Senate of Pittsburg State University Executive Committee Descriptions

The Executive Committee of the Senate shall consist of a President, President-Elect, Secretary, and Treasurer. The election of the Executive Council shall be the first order of business of the first Senate meeting of the Senate Year.

Upon serving one full term, a Senator shall for one Senate year be ineligible for election to the same office. Provided that any term of more than six months, but less than or equal to one year shall count as a full term of office, and any term of less than or equal to six months shall not be counted as a full term.

President

The President of the Senate shall preside over all Senate meetings and act as the “official representative” of the Classified Staff.

The President may, with the advice and consent of a majority of the Senate, establish committees and appoint liaisons from classified employees for research, study, and/or for any other legitimate purpose consistent with the expressed or perceived interests of the classified employees of the university.

The President shall call a special meeting upon written request of two or more Senators. Each Senator must be notified at least 24 hours in advance of a special meeting. Only business for which the meeting has been called may be considered.

President-Elect

The President-Elect shall assume the duties of the President in the event of the latter’s absence or incapacity, and assumes the presidency for the next election year.

If a Senator is elected to the position of President-Elect at the beginning of the second year during his/her first Senate term, that Senator shall, with the consent of a simple majority of the Senate, retain the Senate position without election for a second term of two years. This would allow that Senator to fulfill their obligation as Senate President during the third year (or the first year of their second term).

A Senator serving in his/her fourth Senator year (second year of a second term) shall not be eligible for nomination to the position of President-Elect.

Secretary

Secretary of the Senate shall keep minutes of all meetings of the Senate, all general meetings of the classified employees, and carry on official correspondence at the direction of the Senate.

The Secretary serves as Chairperson of the Election Committee. Prior to the annual election, the Secretary contacts the Budget Office for a budget report of areas of function. The Secretary then conducts a written poll of those employees who are employed in and willing to serve in areas of function requiring election(s). Upon determining the number of employees who are willing to serve, an election is held to fill the existing vacancies. Areas of function with no employee willing to serve are represented by an employee willing to serve from another area of function, who serves as a senator at large. Balloting records for each election are maintained for that year. Should a vacancy occur, the Secretary informs the Executive Committee the name of the next person eligible to serve.

Treasurer

The Treasurer shall have the right to make payment of any normal/routine expenditures with the approval of the Executive Council or any unusual expenditures with the approval of a majority of the Senate present at the next regularly scheduled meeting.

Classified Senate of Pittsburg State University Senate Committee Descriptions

Position Paper Committee

This committee is charged with the responsibility of:

1. drafting a yearly PSU Classified Senate Position Paper, dealing with legislative issues, which is then ratified by the Senate body;
2. coordinating with other Regent universities to prepare a Position Paper in order to network with other schools on common issues; and
3. presenting the Position Paper to the Legislature on Legislative Information Day in Topeka and to the Board of Regents and legislators when they visit our campus.

Election Committee

This committee is charged with the responsibility of:

1. preparing, collecting and tabulating ballots;
2. maintaining balloting records should a vacancy occur; and
3. notifying Executive Committee of eligible people for vacancies.

Legislative Committee

This committee is charged with the responsibility of:

1. monitoring Legislative bills and committee hearings that may impact classified employees;
2. updating fellow Senators on progress of Legislative action relevant to their constituents;
3. coordinating campus meetings with classified staff and governmental bodies (Board of Regents, State Senators and Representatives and on-campus administrators) through University administration; and
4. organizing and moderating "Dialogue with Legislators" for classified employees.

Public Relations Committee

This committee is charged with the responsibility of:

1. keeping Senate activities and progress before the public;
2. keeping the Senate and classified staff informed of issues of importance through all means of media; and
3. maintaining the Classified Senate display case as needed.

All committees report to the Senate body at each meeting. Other committees may be formed, as the Senate body deems necessary.

**Pittsburg State University
Administrative Committees
Office of the President**

Advisory Council for Research and Scholarship

This council is charged with the responsibility for:

1. *assessing the needs and the strengths of faculty in research and scholarship areas;*
2. *providing guidelines that promote research and scholarship;*
3. *establishing procedures that can effectively organize and systematize the work of the Office of Graduate Studies and Research;*
4. *sharing their own expertise and interests in order to mentor and support faculty who wish to use their knowledge;*
5. *planning incentives for research and scholarly proposal development;*
6. *encouraging publication and presentation of research and scholarly work; and*
7. *coordinating and monitoring scholarly publications of the University.*

Membership includes One Classified Representative of 19 total members.

Affirmative Action Committee

This Committee is charged with the responsibility of being an advisory body to the Office of Equal Opportunity and Affirmative Action.

Membership includes Three Classified Representatives of 13 total members.

Athletic Council

This Committee is an advisory committee to the President concerning Intercollegiate Athletics.

Membership includes One Classified Representative of 10 total members.

Classified Employees Professional Development Committee

This Committee is charged with the responsibility of:

1. *Allocating Classified Professional Development Funds,*
2. *Reviewing applicants and selecting participants, and*
3. *Annually determining possible allocation adjustments with regard to available funds and number of applicants.*

Membership includes at least Three Classified Representatives (One of which must be a Classified Senate Representative).

Committee for the Protection of Human Research Subjects

This Committee was established to review ongoing and proposed research programs in order to comply with policies established by the Department of Health, Education and Welfare (Title 45, CFR, Part 46) and Pittsburg State University for the protection and safety of human subjects used in biomedical and behavioral research.

Membership includes One Classified Representative of 11 total members.

Homecoming Committee

The Committee is charged with the responsibility of planning, developing and coordinating all festivities connected with Homecoming.

Membership includes One Classified Representative of 16 total members.

Joint University Student Publications Board

This committee charge shall be:

- 1. To advise the publisher (the President of the University) and advisors on any matters involving either operating procedures or journalistic standards in the daily operation of the student publications;*
- 2. To approve major policy decisions relative to operating procedures and journalistic standards in the day-to-day operation of each publication, as well as other matters such as, but not limited to, changes in format and frequency of issues;*
- 3. To hear charges concerning violation of operational procedures, journalistic standards and/or journalistic freedom as they relate to the daily operation of student publications;*
- 4. To approve the annual budget request recommended by each advisor and editor based on sources of funding and expenditures as noted on standard budget request forms used by the University;*
- 5. To make appointments to the Editor-in-Chief positions for each publication from among applicants recommended by the advisor; and*
- 6. To remove editors or staff personnel in due process hearings.*

Membership includes One Classified Representative of 15 total members.

Parking Committee

This Committee is charged with the responsibility of recommended policies concerning vehicle registration, parking/traffic regulations and regulations governing the use of roads, streets and driveways over which the University has jurisdiction to the Vice President for Business and Fiscal Affairs.

Membership includes Two Classified Representatives of 9 total members.

Parking Violation Appeals Board

This Board is charged with the responsibility of hearing appeals from persons who have received traffic citations issued by University Police.

Membership includes One Classified Representative of 8 total members.

Performing Arts and Lecture Series (PALS) Committee

The committee shall plan, facilitate and implement performing arts and lecture programming for the cultural, social and educational enrichment of the Pittsburg State University and surrounding community.

Membership includes One Classified Representative of 12 total members.

Safety Committee

According to Kansas Statutes Annotated 44-636, Pittsburg State University set up a safety program. This Committee is charged with the responsibility of reviewing the safety policy and recommending necessary changes to the Vice President for Business and Fiscal Affairs.

Membership includes Two Classified Representatives of 6 total members.

Sexual Assault and Safety Awareness Committee

This Committee was established to assist in the process to make Pittsburg State University and the surrounding community a safer place to live. By coordinating SASA programming on and off campus, the committee members are committed to addressing SASA problems, using existing organizations to provide information and assistance to students, faculty and staff. Sexual assault includes, but is not limited to, sexual harassment, date rape, and stalking. The Committee's purpose is to prevent sexual assault and provide safety awareness to students, faculty and staff of the Pittsburg State University community. This Committee is charged with the responsibility of:

- 1. Planning educational programs for all students, faculty, administrators and staff at PSU;*
- 2. Utilizing SASA resources for the campus; and*
- 3. Recommending to University administrators options to deal with SAS issues on campus.*

Membership includes One Classified Representative of 13 total members.

Student Judicial Board

This Committee was formed to function at the request of the Vice President for Student Affairs or at the request of any student who is or has been the subject of disciplinary action by the University. The Committee is charged with the responsibility of investigating and evaluating the factors involved in each case and making recommendations to Jeff Steinmiller, who is the Interim University Judicial Officer, for action.

Membership includes Three Faculty/Staff Representatives of 7 total members.

University Committee on Animal Care

This Committee is charged with the responsibility of assisting faculty, staff and students with those problems relating to animal care, as well as problems arising out of the use of animals as research and instructional subjects on the campus.

Membership includes One Classified Representative of 5 total members.

University Council on Aging

This Council is charged with the responsibility of coordinating campus efforts in this area, both in terms of developing training programs, increasing awareness on the part of the University and community of the problems of the aged, developing programs for training and service to the aging population in our region and

developing means of dealing with outside agencies interested in matters concerning the aged.

Membership includes One Classified Representative of 9 total members.

University Scholarship & Financial Assistance Committee

This Committee is the combination of the University Scholarship Committee and the Student Financial Affairs Committee. It is charged with the responsibility of assuring that University financial aid monies are awarded in the most effective manner to the greatest number of qualified applicants to carry out the goals and purposes of the University.

Membership includes One Classified Representative of 15 total members.

University Strategic Planning Committee

The charge is to identify, prioritize and articulate strategic goals for the university, and to then formulate, oversee and assist planning groups develop comprehensive proposals for accomplishing them.

Membership includes One Classified Representative of 14 total members.

Women's Studies Committee

This Committee is charged with the responsibility of:

- 1. Planning the interdisciplinary program and coordinating its implementation;*
- 2. Stimulating faculty interest and participation in women's studies;*
- 3. Evaluating departmental course offerings for inclusion in the program;*
- 4. Working with Continuing Studies and other appropriate groups to promote interest in women's studies in the University's service area;*
- 5. Recruiting faculty to participate in the program; and*
- 6. Validating the credentials of candidates for the Women's Studies Certificate.*

Membership includes One Classified Representative of 10 total members.

Pittsburg State University Administrative Committees that do not include Classified Representatives:

1. Advisory Council for the Bachelor of General Studies Degree Program
2. Bookstore Advisory Committee
3. Council for Internationalization
4. Games Administration Committee
5. Image and Marketing Committee
6. Residence Committee
7. World AIDS Day Committee.

Calendar of Events

July

- Senate luncheon
- Election of Officers

August

- Election of Senate Committees

September

- Appointment of University
Administrative Committees

October

- Kansas Council of Classified Senates
Position Paper Meeting

November

- Legislative Forum

December

January

- Legislative Information Day

February

- Day on the Hill

March

April

- Submission of Budget

May

June

- Election of New Senators

Summary of Motions

Privileged Motions

Kind of Motion	Second Req'd	Debat-able	Amend-able	Vote Req'd	Purpose
Adjourn	Yes	No	No	Majority	To end the meeting.
Take a Recess	Yes	No	Yes	Majority	To interrupt a meeting for a short time or provide an intermission.
Raise a Question Privilege	No	No	No	None	To obtain action or immediately in an emergency.

Subsidiary Motions

Lay on the Table	Yes	No	No	Majority	To set aside an item of business temporarily.
Previous Question	Yes	No	No	2/3	To close debate immediately.
Parliamentary Inquiry	No	No	No	None	To provide members with correct parliamentary information.
Request for Information	No	No	No	None	To answer questions for members.
To Withdraw a Motion	No	No	No	None*	To withdraw a motion before it is voted on.

Unclassified Motions

Take a Motion from the Table	Yes	No	No	Majority	To bring before the group a motion previously tabled.
Reconsider	Yes	Yes**	No	Majority voted on.	To secure a new vote on a motion previously
Rescind-Repeal	Yes	Yes	Yes	2/3 without previous notice	To void previous action of the organization.

*Majority if objection is made.

**Yes, if motion to be reconsidered is debatable.

Postpone to a Certain Time	Yes	Yes	Yes	Majority	To delay action.
Refer to a committee	Yes	Yes	Yes	Majority	To place business in Com-hands of a committee.
Amend	Yes	Yes	Yes	Majority motion.	To modify or alter a
Postpone Indefinitely	Yes	Yes	No	Majority	To kill a motion without bringing it to a vote.

The Main Motion

Main Motion	Yes	Yes	Yes	Majority	To introduce new business.
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Incidental Motions

NonRanking

Kind of Motion	Second Req'd	Debat-able	Amend-able	Vote Req'd	Purpose
Point of Order	No	No	No	None	To enforce the rules of the organization.
Appeal from the Decision	Yes	No	No	Majority	To insure that a majority of the group agrees with the ruling of the chairman.
Suspension of the Rules	Yes	No	No	2/3	To facilitate business ordinarily against the rules of the organization.
Division of the Assembly	No	No	No	None	To secure a counted vote.
To Close Nominations	Yes	No	Yes	2/3	To limit number of nominees.

*Highest ranking motions are at the top of the list. While any motion is pending the motions above are in order and the ones below are out of order. While this list is not complete it does contain those motions which members should understand and possess some skill in handling.

For a complete list see "Robert's Rules of Order."



Pittsburg State University