



**Administrative Senate  
Constitution and By-Laws**

**Originally Adopted 4/12/2010**

**Amended 11/2010 | 4/2011 | 5/2013 | 6/2016 | 6/2017 | 6/2018 | 6/2020 | 2/2022**

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**ARTICLE I – TITLE**

The name of this organization shall be the Administrative Senate of the University of Southern Indiana.

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**ARTICLE II – PURPOSE**

[AMENDED 2011]

The purpose of the Administrative Senate shall be to support the mission of the University of Southern Indiana by

- Effectively presenting the unique viewpoints, positions, and interests of the University’s administrative staff while working collaboratively with the Faculty Senate, Staff Council, President’s Council, and Student Government Association.
  - Facilitating professional development, encouragement, and effective communication for and among the University’s administrative staff.
  - Acting as a consultative body for the president on matters of policy proposed to advance the vision, mission, and goals of the University.
  - Fostering excellence, diversity, and success for the University, its employees, and the larger community.
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**ARTICLE III – MEMBERSHIP**

[AMENDED 2017, 2022]

**Section 1: Eligibility**

- a. An “administrator” is defined as a regular benefits-eligible employee of the University of Southern Indiana in an administrative position as defined by the University Handbook sections B.3. Such positions provide administrative, managerial, and professional support to the University; and work a 50 percent or greater schedule on a continuous nine-month or longer basis.

- b. The following positions are excluded from eligibility even if the primary assignment is administrative: the president, all those that report directly to the president (except the Senior Executive Assistant to the President and Executive Assistant to the President), members of President's Council (except the Chair of Administrative Senate), vice-presidents, associate/assistant vice-presidents, provost, associate/assistant provosts, academic deans, academic associate/assistant deans, academic program chairs/directors, academic associate/assistant program chairs/directors, and professional librarians; "academic" in this context refers to the colleges. Individuals serving in an interim capacity in positions that are excluded remain eligible if the interim position is one year or less.
- c. Anyone with voting rights in the Faculty Senate cannot have voting rights in the Administrative Senate. An employee whose primary assignment is administrative but who also has a secondary assignment as faculty ("dual eligible employee") must waive voting rights in the Faculty Senate in order to exercise voting rights in the Administrative Senate. After an initial waiver (or non-waiver) of Faculty Senate rights, a dual-eligible employee may make only one change of eligibility during his/her period of employment in the same position. Records of such waivers shall be maintained by the secretary/treasurer of the Administrative Senate.

## Section 2: Districts

For the purpose of electing senators, the University shall be divided into four districts of approximately equal size.

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## ARTICLE IV – ORGANIZATION

### Section 1: Structure

The Administrative Senate shall be composed of 14 elected representatives consisting of 10 senators and four officers.

### Section 2: Senators

[AMENDED 2011]

- a. There shall be two at-large senators from any of the four districts.
- b. There shall be eight district senators (two from each of the four districts).
- c. All senators shall be elected from the eligible membership and serve two-year terms. Terms for senators from the same district shall be staggered. Senators may serve only two consecutive terms.

### Section 3: Officers

[AMENDED 2011, 2020]

- a. The elected officers of the Administrative Senate shall be the chair, vice chair, past chair, and secretary/treasurer. The elected vice chair shall also be the chair elect.
- b. The elected officers shall serve as the Executive Committee.
- c. The term of each office is one year except secretary/treasurer. The secretary/treasurer shall only serve a two-year term and may serve successive terms in office. The elected vice chair shall serve a total of three years: the first

year as vice chair/chair elect, the second year as chair, and the third year as past chair.

- d. Officers shall be elected by the eligible voting membership.
- e. Any administrator with voting rights who has served at least two years on the Administrative Senate shall be eligible for nomination as an officer.

#### Section 4: Nominations and Elections

[AMENDED 2016, 2022]

- a. The Nominations and Elections Committee shall announce open positions by the first working day in April and take the appropriate measures to inform all eligible administrators of nomination and election procedures.
- b. Nominations shall be accepted from any eligible administrator, including self-nominations.
- c. The Nominations and Elections Committee shall inform individuals nominated for office by another eligible administrator.
- d. Nominations of eligible administrators or self-nominations must be submitted to the Nominations and Elections Committee via email with the subject line labeled "Nominations" and must declare which position (vice chair, secretary/treasurer, district senator, or at-large senator) he or she is seeking.
- e. The Nominations and Elections Committee shall certify each application submitted, ensuring that the applicant is eligible to hold office. Such certification shall be completed during the third week of April.
- f. The ballot for each district shall contain the names of applicable, certified candidates.
- g. Each eligible administrator is entitled to vote annually for candidates in the following offices: vice chair, one district senator, and one at-large senator.
- h. Each eligible administrator is entitled to vote biennially for a candidate for the secretary/treasurer position.
- i. Electronic ballots shall be emailed to all eligible administrators the second Wednesday in May of each year.
- j. Deadline for voting is 5 p.m. on the following Tuesday.
- k. The Nominations and Elections Committee shall count the votes cast and shall declare the results to the Executive Committee within five business days following the conclusion of voting. All ties in senate races shall be broken by a vote of the Nominations and Elections Committee. Ties for Executive Committee Offices shall be broken by a vote of the full Administrative Senate. The Nominations and Elections Committee shall transmit a report containing the tabulation of votes cast to the secretary/treasurer of the Senate. Current survey/voting software will be used to count votes and send election results to the chair of the Nominations and Elections Committee.

#### Section 5: Terms of Office

- a. Senators shall begin their terms of office with the first regular Senate meeting of the year held in July and shall continue in office for two years. Senators are expected to attend all regular Senate meetings.
- b. Positions vacated by resignation, impeachment, or for other reasons prior to the date of the annual election shall be filled by the Executive Committee by

appointment from the constituency represented by the vacated position. Such appointments shall be ratified by the Senate and shall continue through the length of the unexpired term.

- c. Senators who are absent from two consecutive regular meetings, or who are absent from three of five consecutive regular meetings, and who have not offered reasons acceptable to the Executive Committee (e.g. illness, University business, University travel, etc.) for such absences shall be designated by the Executive Committee as delinquent.
- d. Once notified by the secretary/treasurer of the designation as delinquent, a senator shall have his or her name placed before all senators at the next regular meeting. A vote of two-thirds of those present shall be sufficient to remove the delinquent senator from office.
- e. The Executive Committee or a senator may initiate impeachment proceedings against executive officers or senators for failure to carry out duties and responsibilities of the position as stated in the Constitution and Bylaws.
  1. A motion for impeachment must be made one meeting prior to voting and must receive a second. This motion must be accompanied by a written report outlining the grounds and evidence for the motioned impeachment.
  2. At the following meeting, the individual shall have the opportunity to address the written report.
  3. A vote of two-thirds of those present shall be sufficient to impeach an officer or senator.

## Section 6: Officer and Senator Responsibilities

[AMENDED 2022]

- a. The chair shall call and preside over all regular, special, and Executive Committee meetings and act as chair of the Executive Committee (see Section 3, subsection b). The chair and/or the Executive Committee of the Senate shall appoint ad hoc committees as needed for the conduct of special business.
- b. The vice chair shall preside in the absence of the chair, coordinate the standing and ad hoc committees established by the Senate, carry out such additional duties as may be assigned by the chair, and assume the duties of the chair during the second year in office.
- c. The past chair provides advice, counsel, and support to the Executive Committee and serves as the chair of the Nominations and Elections Committee. The past chair organizes and prepares for vote any By-Law changes.
- d. The secretary/treasurer shall keep minutes of the Senate, official correspondence, a record of attendance and votes, maintain the Senate archives, serve as senate historian, confer with Human Resources to obtain updated listings of administrative/professional staff as needed, manage all fund resources and review expenditures, submit a report to the Senate at each regularly scheduled meeting, and carry out such additional duties as may be assigned by the chair.
- e. District and at-large senators shall represent their constituents in all matters before the Senate. They may serve as chair or vice chair for one or more standing committees. They shall serve on ad hoc committees as needed and represent the Administrative Senate on University committees as appointed.

## Section 7: Committees and Duties<sup>[AMENDED 2018]</sup>

- a. Executive Committee: The Executive Committee shall be composed of the chair, vice chair, past chair, and secretary/treasurer. The Executive Committee shall have the authority to act for the Senate between Senate meetings and discharge those responsibilities and duties vested in the committee by the by-laws and actions of the Senate. The Executive Committee either shall act as or designate a liaison between the Senate and other campus governance groups, the University administration, and other related groups and agencies. In cooperation with the Senate, the Executive Committee shall develop a statement of goals and priorities annually.
- b. Standing Committees: There shall be the following standing committees, with the chair and vice chair of each being a senator unless otherwise noted: a.) Employee Benefits, b.) Professional Development, c.) Nominations and Elections, d.) Employee Events, e.) Employee Outreach. The membership of each committee may include administrators who are not senators.
  1. The Executive Committee shall appoint the chair and vice chair of each committee. The chair shall, in consultation with the vice chair and Executive Committee, appoint senators and other eligible administrators to committee membership. Standing committee appointments shall be for an annual term with the possibility of reappointment. In order to maintain momentum and ensure continuity with committee charges, the vice chair of each standing committee shall become the chair of the standing committee for the following fiscal year as long as he/she retains the appointment of senator.
  2. Standing committee appointments that are vacated prior to the expiration of the term shall be filled by the committee chair in consultation with the vice chair and Executive Committee, and shall continue for the duration of the unexpired term.
  3. Standing committees may also include liaisons from University departments or constituencies; e.g., the Employee Benefits committee may include, as a liaison, the executive director of human resources or designee.
  4. The duties and responsibilities of the standing committees shall be as follows and may include other duties as assigned by the Executive Committee:
    - a. Employee Benefits: Reviews salaries and benefits and makes annual recommendations for changes; works with Human Resources regarding employee concerns and the process to address those concerns; recommends promotion and progression steps; addresses the relationship between administrators and the University as an employer; reviews, studies, and recommends Senate action regarding performance, evaluation, professional leave, and policies and procedures which affect administrators' ability to function in their positions.
    - b. Professional Development: Addresses efforts to provide and encourage professional growth and development of administrators; assists in developing training for administrative staff specifically during fall and spring meeting activities; reviews, studies, and

- recommends Senate action regarding such matters as professional leave and continuing education.
- c. Nominations and Elections: Composed of three continuing Senators appointed by the Executive Committee and chaired by the past chair; manages and oversees the annual elections process for senators and for Senate officers; monitors the number of administrators in each Senate district to ensure adequate and equitable representation and, if necessary, reconfigures the composition of districts.
  - d. Employee Events: Involves USI's administrators in university wide events; sponsors events that recognize the service and achievements of administrators at USI.
  - e. Employee Outreach: Develops productive partnerships with university groups such as Faculty Senate, Staff Council, and student groups; works with HR to welcome new staff, increase awareness of Senate to the larger community.
- 5. A written report of each committee's activities shall be submitted by the committee chair to the Senate during the last meeting of the year.
  - 6. Committee members who are absent from two consecutive meetings, or who are absent from three of five consecutive meetings, and have not offered reasons acceptable to the Committee Chair (e.g. illness, University business, University travel, etc.) for such absences, may be removed from the committee. Replacements may be appointed by the chair/vice chair of the standing committee.
- c. Ad Hoc Committees: The chair and/or the Executive Committee of the Senate shall appoint ad hoc committees as needed.
  - d. University Committees: With the advice and consent of the Administrative Senate, the chair, in consultation with the president, shall appoint eligible administrators to serve on university committees.
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## **ARTICLE V – MEETINGS**

### Section 1: Parliamentary Authority

*Robert's Rules of Order* (most recent edition) shall govern procedure at all meetings of the Administrative Senate in all cases not otherwise provided for in the Constitution and By-Laws.

### Section 2: Regular Meetings

[AMENDED 2011]

- a. Regular meetings shall be held monthly (see Appendix A for dates and times of meetings). Meeting details shall be posted on the Administrative Senate website.
- b. Each senator is expected to be present for each regular meeting. If a senator must be absent, he or she must notify the secretary/treasurer of his or her expected absence prior to the meeting.
- c. Senate meetings are open meetings unless specifically designated as executive sessions.

- d. Senate meetings may be attended by liaisons from the President's Council.
- e. The secretary/treasurer shall send an email reminder to senators and liaisons one week prior to each meeting.

### Section 3: Special and Emergency Meetings

[AMENDED 2011]

- a. The chair, Executive Committee, or five senators who submit a written request to the chair may call a special meeting. The secretary/treasurer shall send a notice of the meeting with an agenda at least three days in advance of the meeting.
- b. The chair, Executive Committee, or five senators may call an emergency meeting with little or no advance notice.
- c. Article VI applies to both special and emergency meetings.

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## **ARTICLE VI – QUORUM AND VOTING**

### Section 1: Quorum

For the conduct of business a quorum shall consist of a two-thirds majority of the Senate.

### Section 2: Voting by Members

[AMENDED 2011]

Each member of the Senate has one vote except the chair who votes only in the case of a tie. Voting shall normally be done by voice vote; however, any senator may request a roll call vote or a written ballot on any motion on the floor.

### Section 3: Voting on Motions

All substantive motions shall receive a reading at two consecutive meetings prior to voting. A vote of two-thirds of the senators present shall be necessary to suspend this rule.

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## **ARTICLE VII – AMENDMENTS**

The Constitution and By-Laws of the Administrative Senate may be amended by a two-thirds majority of all votes cast by the voting membership of all eligible administrators (see Article III, Section 1).

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## **ARTICLE VIII – PROCEDURES**

[AMENDED 2011]

The procedures document (see Appendix A) of the Administrative Senate may be amended by a two-thirds vote of the Senate.