

**The College of New Jersey
Staff Senate
Constitution**

ARTICLE I

NAME

The name of this organization is the Staff Senate of The College of New Jersey.

ARTICLE II

STATEMENT OF PURPOSE

The Staff Senate is the representative voice of the college staff for purposes of college governance. The staff is defined as permanent non-faculty employees of The College of New Jersey including all classified, administrative unit and administrative non-unit job categories with the exception of the Cabinet Officers of The College.

ARTICLE III

MISSION

The Staff Senate of The College of New Jersey is the representative body of the staff established to support the mission of the College, promote staff involvement in College affairs, and provide staff voice on issues facing the institution. Working in conjunction with College governance, the Staff Senate ensures a staff perspective on college-wide issues; promotes diversity through its appointments to college-wide committees and councils; and fosters community and collegiality. The Staff Senate does not purport to be a collective bargaining unit and will not negotiate terms and conditions of employment.

ARTICLE IV

FUNCTIONS AND PROCEDURES

- A. The Staff Senate is responsible for appointing a balanced and diverse cohort of staff representatives to Standing Committees, Planning Councils, and Program Councils. The Staff Senate will inform the staff representatives annually of all open governance positions and request self-nominations.
- B. Any staff member may bring an issue regarding existing and proposed policies and procedures, as well as any other matters related to the interests of The College, the campus community, and other stakeholders to the Staff Senate for its consideration (excluding terms and conditions of employment subject to union negotiation). A staff member may contact any member of the Staff Senate, who in turn should contact the Staff Senate President to have the item placed on the agenda of the Senate Executive Committee. Staff members may also contact the Senate President directly. Issues brought before the Executive Committee will be passed on to the full Senate at the discretion of the Board. It is the responsibility of the Staff Senate President to contact staff members who bring an issue for consideration and let them know the status of the issue.
- C. Provide a forum for examination of common concerns and issues related to quality of life and employment for all staff (excluding terms and conditions of employment subject to union negotiation). The Staff Senate may provide testimony to Standing Committees both before and after a committee's preparation of a preliminary recommendation
- D. Staff Senate testimony, resolutions, and reports will be communicated to the campus community and relevant stakeholders.
- E. The Staff Senate will annually establish such internal committees as are necessary to fulfill its mission. Depending upon need, these committees may correspond to the areas covered by college-wide Standing Committees, as well as activities as determined by the Staff Senate to be consistent with its overall purpose and the mission of The College.
- F. The Staff Senate will uphold and advance the College's commitment to diversity, equity, and inclusion in all

its policies, procedures, decisions, appointments, and other actions.

ARTICLE V

MEMBERSHIP

- A. The Staff Senate shall consist of forty-three Senators, the President and Vice President.
- B. Senators are recommended or appointed to serve designated terms on college-wide committees, planning councils and program councils of The College governance system and/or designated terms on internal Senate Councils.
- C. Associate Members – Any interested staff member of The College may serve as an Associate Member of the Staff Senate. Associate Members may participate in Staff Senate functions and attend general meetings. Associate Members may serve on internal Senate Councils and external governance committees and councils, with the exception of The College’s six standing committees.
- D. All College staff is represented by the Staff Senate and may attend and participate in general Staff Senate meetings and functions.

ARTICLE VI

VOTING REQUIREMENTS AT SENATE MEETINGS

- A. Eligibility – all Senators, with the exception of the President, may vote on matters of official Senate business. Associate Members have no voting privileges within the Senate.
- B. Vote – For vote to occur, a quorum of full-time, voting senators must be present at the meeting during which the vote is scheduled to take place. A quorum is defined as half of Senator membership roll plus 1.
- C. Method – voting shall be conducted by a show of hands. A Senator’s request for secret ballot is approved by majority vote of those present. A secret electronic ballot shall be used in the following instances:
 - 1. Revision or amendment of the Constitution
 - 2. Election of the President, Vice President and Senators (see Bylaws, Article III)
 - 3. At the discretion of the President
- D. General Motions (except those noted in section E below) will be passed by a majority vote of those present (see Bylaws, Article V).
- E. The following motions require a two-thirds vote of the quorum for their adoption:
 - 1. Amend, annul, repeal, or rescind any part of the Constitution, Bylaws, or Rules of Order previously adopted. These actions require previous notice (see Constitution, Article XIV)
 - 2. Amend or rescind a standing rule, program, or order of business, or a resolution, previously adopted, without notice being given at a previous meeting or in the agenda of the meeting
 - 3. Move to executive session
 - 4. Removal or impeachment of a senator or executive officer of the Staff Senate (see Constitution, Article XIII)

ARTICLE VII

OFFICERS

- A. Executive Officers of the Staff Senate shall constitute the Executive Committee of the Senate and consist of:
 - 1. President
 - 2. Vice President
 - 3. Senate Council Chairs. A Vice-Chair may attend in place of a Chair. In this instance, the Vice-Chair will have voting privileges on Executive Committee actions.
- B. The responsibilities of the President and Vice President shall be those as outlined in Article I of the Bylaws.

- C. The responsibilities of the Council Chairs shall be to lead the senate councils in accordance with Article IV of the Bylaws.

ARTICLE VIII

TERMS OF OFFICE

- A. The term of office for Staff Senators will be three years. New senators will be elected each Spring semester, and terms will begin at the start of the following Fall semester. Terms will be staggered to permit elections of approximately one-third of the Senate each year.
- B. Terms of office for the President and Vice President will be for two years.
- C. The President and Vice President may be reelected for no more than two consecutive terms. Senators will be limited to no more than two consecutive terms on any one college-wide committee or internal Senate council. If circumstances arise where it is necessary for more than two consecutive terms to be served, the Election and Constitution Committee will review the case, make a recommendation, and inform the Executive Council for final decision.

ARTICLE IX

ELECTIONS

- A. Election of the President and Vice President shall be conducted (on each two-year cycle) before the election of Senators.
- B. Election of Senators shall be conducted each spring in accordance with Article III of the Bylaws.
- C. Appointment of Senators to college-wide and internal committee, planning council or program council shall be conducted in accordance with Article III of the Bylaws.

ARTICLE X

GOVERNANCE RESPONSIBILITIES

Senators serving on a college-wide committee, planning council or program council shall:

- A. Represent the Staff Senate and staff in the discharge of their responsibilities.
- B. Inform the Staff Senate of pertinent matters and actions taken at governance committees or councils by:
 - 1. Informing the Senate of discussions and actions taken at meetings of each governance committee or council
 - 2. Submitting committee, planning council or program council summary or minutes for distribution prior to each Staff Senate general session meeting
 - 3. Bringing matters from the Staff Senate before the respective governance committee or councils.

ARTICLE XI

SENATE COUNCILS

- A. The Staff Senate councils shall consist of the following standing committees:
 - 1. Communication & Public Relations Council
 - 2. Council for Action and Advocacy United for Social Justice & Equity
 - 3. Election & Constitution Council
 - 4. Helen Shaw Staff Excellence & Special Achievement Award Selection Committee
 - 5. Special Events & Community Building Council
 - 6. Staff Development & Recognition Council
 - 7. Staff Mental Health Council
 - 8. Staff Mentorship Council
- B. Each Staff Senate Council Chair will serve on the Executive Committee of the Senate and shall be

nominated by fellow Council members to the President (see Bylaws, Article IV B 1)

C. Membership and participation on Councils is encouraged and open to all College Staff.=

ARTICLE XII

CONFLICT OF INTEREST AND ETHICAL CONDUCT

- A. Any College staff member who serves as an officer of one of The College's bargaining units may not serve as an executive officer of the Staff Senate but is not precluded from serving as a Senator.
- Appeals of the eligibility requirements noted above shall be brought to the Executive Committee in writing and in accordance with guidelines established by the Election and Constitution Council.
- B. Staff members from the Office of Human Resources may not serve as executive officers of the Senate but are not precluded from serving as Senators.
- Appeals of the eligibility requirements noted above shall be brought to the Executive Committee in writing and in accordance with guidelines established by the Election and Constitution Council.
- C. Staff Senators are obligated to adhere to the TCNJ Policy – Code of Ethics for Employees of The College of New Jersey.

ARTICLE XIII

REMOVAL OR RESIGNATION FROM OFFICE

- A. Any Executive Officer or Senator can be removed from office by the Staff Senate for nonperformance of duties. A petition requesting such removal can be brought to the Executive Committee by a simple majority of the quorum of the Senate. The Executive Committee will investigate the matter on a case-by-case basis and will recommend action to the Senate
- B. The Senate will make the final decision by secret ballot. A two-thirds vote of the quorum will carry the vote. Possible causes of expulsion constituting grounds for removal from office shall include, but not be limited to:
1. use of the powers of the Senate, real or implied, to further personal cause
 2. failure to consistently fulfill the responsibility of the Senate positions
 3. more than two unexcused absences
- C. Resignation in good standing from the Senate shall require a formal, written letter of resignation to be submitted to the Executive Committee.
- D. Executive Officer replacement procedures
1. Once removal or resignation is confirmed, the Executive Committee will convene and, after consultation with current Council members, appoint a replacement.
 2. Notification for approval by the Senate will occur in accordance with Bylaws, Article IV.
- E. Senator replacement procedures:
1. Open Senate seats will be filled during the next general election.
 2. Notification of senator changes will be sent to the Executive Committee and Steering Chair who will contact the affected College-wide committee or council.

ARTICLE XIV

AMENDMENTS

The approval process of amendments to the Constitution shall be

- A. A proposal for an amendment must be reviewed by the Election and Constitution Council and submitted to the Executive Committee.
- B. A notice of amendment must be presented by the Executive Committee to all members of the Staff Senate prior to the meeting where the proposal will be discussed. The notice shall explain the proposed amendment in context.

Amended March 1, 2024

- C. All Senators and Associate Senators will have a week to review and provide written feedback on the proposed amendments after they have been explained in a general meeting.
- D. Proposed amendments shall be voted on electronically after the introduction of the amendment and the feedback period has concluded.
- E. Amendments to the Constitution shall be ratified by two-thirds vote of the quorum of the Staff Senate.

ARTICLE XV

ADOPTION OF CONSTITUTION

The Constitution shall be ratified by a majority vote of the ballots cast by current TCNJ staff employees in a general election process.

**The College of New Jersey
Staff Senate Bylaws**

ARTICLE I

DUTIES OF THE OFFICERS

A. The President shall:

1. Be a non-voting member of the Senate
2. Prepare for, plan for, and preside over all meetings of the Staff Senate and Executive Committee
3. Publicize general session meetings to all College staff
4. Serve on the Committee on Planning and Priorities as designated by The College governance structure
5. Represent the Staff Senate at major campus events, on committees, search committees and at various campus activities as requested by various stakeholders Act as Staff Senate spokesperson in communications with the public
6. Be responsible for oversight of the annual budget
7. Prepare and present the annual report to the Senate and other constituencies
8. Supervise the work of any support staff working on behalf of the Staff Senate
9. Recommends the formation of Ad Hoc committees
10. Direct Senate Councils to elect chairs of the Senate Councils
11. Invite the TCNJ President to one Senate meeting a year
12. Ensures that all policies, procedures, and required actions of the Staff Senate are conducted in accordance with the Constitution and Bylaws

B. The Vice President shall

1. Be a voting member of the Senate only in case of a tie
2. Convene, or appoint a designee to convene, the Helen Shaw Award Committee
3. Succeed the President in the event that the office becomes vacant
4. Perform the duties of the President in the absence of the President
5. Keep official attendance records
6. Be responsible for the preparation and management of the annual budget
7. Assist in the preparation of the Annual Report
8. Serve as a reference for Rules of Order not otherwise addressed by Constitution and Bylaws utilizing most recent edition of Robert's Rules of Order

C. The Council Chairs shall:

1. Lead the Senate Councils (Bylaws Article IV)
2. Serve on the Executive Committee of the Senate
3. Prepare and distribute annual calendar of Staff Senate activities and procedures

ARTICLE II

DUTIES OF STAFF SENATORS

A. Staff Senators shall:

1. Fulfill the responsibilities of their respective appointment (i.e. college-wide committee, planning council,

program council, or internal Senate council).

2. Attend all Senate meetings
3. Make informed decisions
4. Senators shall serve a three-year term on the Staff Senate, during which time they shall participate within the college governance and/or within one of the internal Senate councils
5. Senators who have not been appointed to a college-wide committee, planning council, or program council are required to serve as a member of at least one internal Senate Council
6. Attend orientation programs related to governance

B. Associate Senators shall:

1. Be eligible to serve on college-wide committees (excluding Standing Committees) and internal Senate councils
2. Be eligible to serve as vice chair on an internal Senate councils
3. Fulfill the responsibilities of their respective appointment (i.e. college-wide committee, program council, or internal Senate council)
4. Be considered full members of committees and councils, thus vote for chairs and on internal committee/council business
5. Attend Senate meetings
6. Associate Senators do not have voting privileges and as such there is no term limit for the Associate Senator position – see Bylaws, Article III, H)

ARTICLE III

ELECTIONS/NOMINATIONS FOR EXECUTIVE OFFICERS, SENATORS, AND ASSOCIATE MEMBERS

- A. The Senate is constituted through two distinct yet related selection/election processes. First, the Staff Senate President and Vice-President are elected through a campus-wide staff election. Second, Senatorial seats, which are determined to be vacant by the Election and Constitution Council, are filled through a second campus-wide staff election.
- B. All Elections and appointments to the Staff Senate shall be managed by the Election and Constitution Council according to the guidelines outlined in this article.
- C. The Election and Constitution Council is responsible for administering an inclusive election process, ensuring that information about the process, timelines, candidates, and election is readily available to all members of the TCNJ staff.
- D. The timeline for election of Staff Senate President and Vice President is as follows
 1. At the start of the spring semester, the Election and Constitution Council will determine whether a Presidential or Vice-Presidential election must be administered as part of the spring election process. In the spring semester, the Election and Constitution Council will send out a general announcement detailing both the anticipated Election timeline, and the anticipated position openings for the upcoming cycle.
 2. Ballot applications for the President and Vice President will be sent to current Senators immediately following the Election announcement.
 3. Campus-wide staff election of President and Vice President will be conducted and completed by the end of March.
 4. Newly-elected Presidents and/or Vice Presidents will be formally recognized at the first Staff Senate meeting following the election. They will be included in all meetings of the Executive Committee from that point forward.
 5. They will be sworn into their new position at the first Staff Senate meeting of the academic year.
- E. The timeline for election of Staff Senators is as follows
 1. In the spring semester, the Election and Constitution Council will send out a general announcement detailing both the anticipated Election and Appointment timeline, and the anticipated position openings

for the upcoming cycle.

2. Nominations/applications for open Senatorial Positions will be accepted for at least ten days following the election announcement. The Election and Constitution Council will determine the exact deadline each year based on TCNJ's academic, event, and governance calendars.
3. Ballot for open Senatorial positions will be released to the campus community within one week of the Nomination/Application deadline as determined by the Election and Constitution Council.
4. Campus-wide staff election of Senators will be completed prior to the final day of undergraduate classes of the spring semester.
5. Orientation for newly-elected senators will take place in prior to the new academic year, and newly-elected senators will be sworn in during the first Staff Senate meeting of the new academic year.

F. Election of Staff Senate President and Vice President is as follows:

1. Eligibility criteria for election of the President and Vice President
 - All candidates must be a current, permanent non-faculty employee of The College and must have at least ten months' experience as an employee of The College at the time of application.
 - Candidates must also have 10 months of active membership as a Senator in good standing (attended a minimum of 75% of scheduled Senate meetings).
 - Appeals of the eligibility requirements noted above shall be brought to the Executive Committee in writing and in accordance with guidelines established by the Election and Constitution Council.
2. Application – Applications for the position of Staff Senate President and Vice President will be designed and made available to all current staff Senators by the Election and Constitution Council. Completed ballot applications must be submitted for approval to the Election and Constitution Council. The Election and Constitution Council is responsible for verifying the eligibility of all applicants.
3. Selection – The Election and Constitution Council, upon review of the Executive Officer ballot applications, shall compose and distribute to the TCNJ staff an official ballot containing names and information on all approved candidates at the start of the campus-wide election
4. Notification – Ballots will be counted under the supervision of the Election and Constitution Council, which will announce the results of the election to TCNJ staff within one week of the ballot submission deadline. Ballots will be retained digitally following public notification of election results. Election results can only be contested within two working days of the period following announcement of election results, in accordance with a process as established by the Election and Constitution Council and approved by the Senate. In case of a tie for either the President or Vice President, the Senate shall hold a meeting and shall elect the next President or Vice President by majority vote of the quorum.
5. Vacancies
 - President – Upon the resignation or removal of the President, the Vice-President will assume the presidency for the duration of the previous President's term of office. The Vice President will be officially sworn in as President at the Staff Senate meeting immediately following confirmation of the vacancy. If the Vice President declines to serve, the Staff Senate will solicit nominations/applications from the Staff Senate and elect the President by two-thirds vote of the quorum of the Staff Senate. The Election and Constitution Council shall administer the election in a fair and timely manner.

Candidates for President must meet the eligibility criteria as established in the Bylaws (Article III.F.1).
 - Vice President – Upon the resignation or removal of the Vice President, the President shall solicit nominations/applications from the Staff Senate and appoint an interim Vice President to serve for the duration of the previous Vice President's term of office. This appointment must be confirmed by a two-thirds vote of the Staff Senate. The appointed interim Vice President must meet the eligibility criteria as established in the Bylaws, (Article III.F.1).

G. Election of Senators:

1. Eligibility criteria for election of Senators are as follows:

- All candidates must be a current, permanent non-faculty employee of The College.
 - Appeals of the eligibility requirements noted above shall be brought to the Executive Committee in writing in accordance with guidelines established by the Election and Constitution Council.
2. Nomination/Application – The Election and Constitution Council shall solicit nominations each spring for vacant Senatorial positions. Candidates may be nominated by a colleague or may opt to self-nominate. No staff member’s name shall be listed as a nominee without that person’s approval. The Election and Constitution Council will determine the nomination deadline each year based on TCNJ’s academic, event, and governance calendars. The Election and Constitution Council is responsible for verifying the eligibility of all nominees.
 3. Election Process – The Election and Constitution Council, upon review of the nominations, shall compose and distribute to the staff an official ballot containing names and information on all approved candidates. The Election and Constitution Council will determine the ballot submission deadline each year based on TCNJ’s academic, event, and governance calendars.
 4. Notification – The Election and Constitution Council will announce the results of the election process to TCNJ staff within one week of the ballot submission deadline.
 5. Appointment Process – The Elections and Constitution Council will conduct appointments to college-wide governance committees, program and planning councils and internal Senate councils, whenever possible Senator preferences will be solicited and honored.
 6. Vacancies of Senators Due to Resignation or Removal - Upon the resignation or removal of a Senator all interested Associate Senators will be placed on a ballot for vote at next general election. If outside the normal appointment cycle, the position will remain vacant until the next Senatorial election process.

H. Election of Associate Members:

1. The eligibility criteria for election of Associate Members are as follows:
 - All candidates must be a current, permanent non-faculty employee of The College.
 - Any person not elected as a Senator through the normal election process is eligible to become an Associate Member.
 - Appeals of the eligibility requirements noted above shall be brought to the Executive Committee in writing in accordance with guidelines established by the Election and Constitution Council.
2. Election Procedure
 - Any staff member interested in serving as an Associate Member may do so by filing an Associate Member Application with the Election and Constitution Council.
 - To join as an Associate Member, interested parties submit an interest form. Once eligibility requirements are confirmed, associate members are introduced at the next general meeting.

ARTICLE IV

RESPONSIBILITIES OF EXECUTIVE COMMITTEE AND SENATE COUNCILS

A. Executive Committee Responsibilities

This committee will consist of the President, Vice President and the Chairs of the Senate Councils. The responsibilities of the Executive Committee shall include but not be limited to:

1. Provide leadership direction for the Staff Senate and Senate councils
2. Delegate appropriate tasks to the Senate Councils
3. Upon resignation or removal of an Executive Officer, appoint, seek Senate approval of, and announce replacement
4. Coordinate overall Senate operations inclusive of monitoring expenditures
5. Prepare annual budget
6. Monitor the committee and council work of the Senators and

7. Prepare an annual Staff Senate report.

B. Senate Council Responsibilities

1. Every April, the members of each Senate Council will nominate to the Staff Senate President a Council Chair from current Council members for the following academic year. The President shall present nominations to the full Senate for confirmation by majority vote at the final meeting of the academic year. If the Council fails to make a recommendation, the President shall appoint a chair and seek confirmation by majority vote of the full Senate.
2. At the start of the new academic year, a Council may decide to elect a Vice Chair. This is left to the discretion of the current membership of the council. Council Chair may seek advice from Executive Committee as deemed necessary.
3. The general responsibilities of Senate Councils Chairs shall consist of the following:
 - The Chair will be a full-time Senator
 - The Vice-Chair can be a full-time Senator or Associate Senator
 - The Chair will convene meetings of their council or committee at a regular interval to ensure progress of the established annual goals and objectives
 - The outgoing Chair will transition all council/committee procedures, materials, and rosters to the incoming Chair
 - The Chair of each Council shall submit an annual report to the Executive Committee
 - The Chair, or Vice Chair, of each Council shall submit minutes including attendance to the President within seven working days
 - The Chair of each Council shall consult with the Executive Committee related to internal council issues, including attendance concerns
4. The general responsibilities of Senate Councils shall consist of the following:
 - Each Council shall be responsible for addressing issues delegated by the Executive Committee or Senate
 - Council functions shall adhere to the guidelines of the Senate Constitution
 - Councils shall not act independently of the Senate
 - Each Council shall assess campus events within the scope of their charge to determine impact on staff and provide suggestions to the Executive Committee

C. The respective responsibilities of each of the Councils shall include but not be limited to:

1. COMMUNICATIONS & PUBLIC RELATIONS
 - Foster and enhance communication between the Staff Senate, the staff, and campus community
 - Coordinate publications through newsletters, web page, social media, brochures and presentations
 - Record minutes of Senate meetings
 - Develop an educational campaign that promotes and markets the Staff Senate to the campus community and, in particular, to the college staff as a recruitment tool for staff participation in Senate meetings and activities
2. COUNCIL FOR ACTION AND ADVOCACY UNITED FOR SOCIAL JUSTICE & EQUITY (CAUSE)
 - Assist in the construction of a Staff Senate that is representative of the vibrant diversity found among TCNJ staff members
 - Provide and amplify opportunities for staff members to engage in enrichment and advocacy efforts centered in social justice and equity

- Support the College and the Division of Inclusive Excellence through targeted efforts to contribute to the overall inclusivity of the campus community

3. ELECTION & CONSTITUTION

- Develop election and nomination procedures for approval by the Senate
- Manage the election and appointment process for the positions of Senate President, Vice President, Senators
- Monitor all staff senate vacancies
- Review the Staff Senate Constitution and Bylaws on an annual basis and recommend revisions and/or amendments
- Manage eligibility of internal council chairs
- Provide an orientation on The College's Governance Structure for all new Senators
- provide a formal orientation and training program for all new Senators to prepare them to fulfill their assigned responsibilities

4. HELEN SHAW STAFF EXCELLENCE & SPECIAL ACHIEVEMENT AWARD SCREENING COMMITTEE

The Helen Shaw Staff Excellence and Special Achievement Award was established by the Helen Shaw Endowment in January 2003 as a memorial in honor of Helen D. Shaw, Class of 1936. The award recognizes the essential role TCNJ staff members play as full partners in the College's educational process and institutional activities, and acknowledges their commitment to varied models of excellence that display the dedication and breadth of staff contributions to the College, above and beyond their typical job role.

- Review the Memorandum of Agreement for the endowed award
- Create the guidelines, rubrics, nominations process and forms, and communicating with the campus
- Score the nominations and choosing winners
- Host awards event to celebrate nominees and winners
- Process all payments for costs and awards

5. SPECIAL EVENTS & COMMUNITY BUILDING:

- Organize events that will build a sense of community among the TCNJ staff
- Create opportunities for staff volunteers to engage in community service
- Host forums and activities that will provide staff an opportunity to discuss issues of concern with the Staff Senate

6. STAFF DEVELOPMENT & RECOGNITION:

- Provide in-service staff development workshops and seminars open to all staff
- Coordinate and develop an annual staff recognition program
- Explore opportunities for staff to build strong and productive relationships with the campus community.

7. STAFF MENTAL HEALTH COUNCIL

Our purpose is to provide resources, tools, strategies, opportunities, guidance and acting as a conduit in providing resource opportunities to our staff's mental health and wellness.

- Provide resources focused on mental health and wellbeing
- Streamline supports/resources for staff
- Recognize/evolve with the wellbeing of staff
- Coordinate in activities with Staff Senate's Special Events and Community Building committee in

wellbeing events

- Work to establish an outreach to staff members from different departments who support the mental wellness of staff across the campus community. We provide resources, tools, strategies, opportunities, guidance

8. STAFF MENTORING COUNCIL

- Cultivate a campus culture that fosters the advancement of staff and inspires all staff to discover and embrace their fullest potential
- Provide professional and personal growth opportunities such as our mentoring pairs as well as hosting events for staff that enhance a sense of connection to the TCNJ community

ARTICLE V

MEETINGS

- A. The Staff Senate shall meet every third Wednesday of the month in accordance with the College's official academic calendar year. When deemed necessary by the President and/or Executive Committee, a special session may be called on the first Wednesday of the month.
- B. The Quorum for all Senate meetings shall be 50% plus one of all Senate seats.
- C. A majority of the Senate may compel the President in writing to convene a special meeting of the Senate. Members of the Senate must receive official notification of the meeting at least three working days prior to said meetings.
- D. All meetings of the Senate shall be open to any member of the campus community.
- E. The Senate may go into closed session at the discretion of the President or by approval of two-thirds of the members present.

ARTICLE VI

PARLIAMENTARY PROCEDURES

All business conducted by the Staff Senate that is not specifically addressed by the Staff Senate Constitution and Bylaws shall be conducted according to the most recent edition of Roberts's Rules of Order.

ARTICLE VII

AMENDMENTS

Bylaws will be amended in the same manner as amendments to the Constitution.