
CONSTITUTION

PROFESSIONAL STAFF SENATE

ARTICLE I- STATEMENT OF PURPOSE

The Professional Staff Senate (PSS) shall exist to contribute to the success of Binghamton University and to the growth and welfare of the University's professional employees. PSS shall be the officially recognized representative of professional employees within the University governance system. PSS does not claim to be, nor does it desire to be, the collective bargaining agent for professional employees and disclaims any intent to identify it as such.

The Senate shall seek an active role in the policy decisions of the University. The Senate shall be a fact-finding, deliberative, and consultative body, with authority to make studies, reports, and recommendations on all governance matters that have an impact on professional employees.

The business of PSS shall be to act as the responsible, representative voice of the concerns and needs of PSS constituents and to investigate, discuss, report, and make recommendations on those issues that are consistent with the purpose of the Senate. PSS shall operate, in accordance with the policies set forth by the Board of Trustees of the State University of New York, as a recognized part of the University's governance system and shall, as appropriate, work jointly with all the other component parts of this system.

ARTICLE II- CONSTITUENCY AND ELECTED REPRESENTATIVES

The constituency of PSS shall consist of all professional staff holding permanent, term, administrative or temporary appointment, with the exception of:

- A. The University President and Vice Presidents,
- B. Those with academic or qualified academic rank,
- C. Those with voting faculty privileges.

PSS shall consist of elected representatives, hereinafter referred to as "senators" and the immediate past Chair of the Senate.

The status of any senator or constituent shall be determined by the Senate in accordance with the prescribed eligibility and retention criteria, set forth in the PSS By-Laws and Standard Operating Procedures, which shall be designed to ensure the highest degree of representation.

ARTICLE III- STRUCTURE

1. Each senator and the immediate past Chair of PSS shall have one and only one vote.
2. The officers of PSS shall be the Chair, Vice Chair, Treasurer and Secretary. The PSS By-Laws shall outline their duties, terms, election process, etc. PSS shall provide for any additional officers, agents, and committees as are deemed necessary to carry out the business of PSS.
3. PSS shall establish a calendar of regular meetings and forums for the purpose of conducting its business. These meetings will be conducted in a manner which allows access to interested constituents and guests.

4. PSS shall provide for the documentation of all business and all official meetings of the Senate as a whole or in committee. PSS shall ensure the retention, safekeeping, and accessibility of these records to the constituents or those permitted by the Senate. No constituent shall be denied access to these records.

ARTICLE IV- PROVISION FOR BY-LAWS AND STANDARD OPERATING PROCEDURES

1. PSS shall establish By-Laws that outline the structure of the Senate including senators, officers, and committees, as well as the duties and expectations for these entities.
2. PSS shall establish Standard Operating Procedures for the effective and efficient conduct of its business.
3. The PSS By-Laws and Standard Operating Procedures shall be reviewed by the Senate each academic year.

ARTICLE V- PROVISIONS FOR AMENDMENT OF THE CONSTITUTION

Amendments to the Professional Staff Senate Constitution shall follow the process of approval below.

1. Submit a Request for Revision
 - A. A request for a revision of the Constitution may be submitted in writing to the PSS Executive Committee (membership defined in the PSS By-laws) by any member of the constituency. The Executive Committee shall review the proposed amendment and make a recommendation for further action within ten business days of receiving the amendment proposal.
2. Executive Committee Recommendation for Action
 - A. Approve Amendment – The Executive Committee may approve the amendment proposal as submitted if a majority of Executive Committee members vote in favor of the amendment. The proposal will then be submitted to the Senate membership for approval at the next general meeting.
 - B. Revise Amendment – The Executive Committee may revise the amendment proposal and approve the updated amendment proposal if a majority of Executive Committee members vote in favor of the revised amendment. The proposal will then be submitted to the Senate membership for approval at the next general meeting.
 - C. Reject Amendment – The Executive Committee may reject the amendment proposal if a majority of Executive Committee members vote to reject the proposed amendment. The requestor will be notified in writing of the decision, and the decision will be addressed and explained at the next general meeting.
3. Appeal of Executive Committee Recommendation
 - A. If the constituent who submitted the proposed amendment is not satisfied with the recommendation of the Executive Committee, the recommended action may be challenged. To do so, a motion for the Senate to approve the amendment as submitted must be made by a senator and must receive a second. After discussion, the Senate then votes on the motion. If a majority of sitting senators approve the amendment to the Constitution, procedures will then commence as outlined in Article V, Section 5.

4. Senate Recommendation for Action

- A. The proposed amendment will be shared with the Senate and approved if a majority of sitting senators vote in favor of the proposal. The proposal will then be put forward to the constituency within ten business days.
- B. If a majority of the sitting senators reject the amendment proposal, the requester will be notified in writing of the decision and the reason(s) for rejection.

5. Constituency Recommendation for Action

- A. A detailed explanation of the Senate approved amendment will be shared with the PSS constituency for review and will be presented at a general PSS meeting prior to voting. A ballot will be issued to all current constituents to vote for or against the amendment. Constituents must be given a minimum of ten business days to review the proposal and submit their vote.
- B. The proposed amendment shall be considered to be recommended when ratified by a majority vote of those constituents participating in a referendum.

6. Approval by the President of the University

- A. The amendment will be shared with the President of the University for review and shall be considered to be in effect if approved by the President.

REVISION HISTORY:

- Amended: *Fall 2023*
 - *Rules Chair: Caitlin Crisman*
 - *Senators: Courtney Ignarri, Elise Thornley, Patrick Doyle*
- Amended: *Spring 2019*
 - *Rules Chair: Dale Felix*
 - *Senators: Courtney Ignarri, Virginia Stever, Kevin Boettcher, Robert Mess*
- Previous revisions: *Unknown*
- Adopted: *Unknown*