

Montana State University All Staff Council Constitution

Preamble

Montana State University has an established shared governance structure for the University which provides mechanisms and opportunities for the involvement of faculty, staff, and students in decision-making. This university council structure enables communication among the students, faculty, staff, and administration on matters that impact these various constituencies. The staff at Montana State University is an important employee group that contributes to the University's shared governance system.

Article I: Mission and Purpose

Section 1: Name

The name of this shared governance shall be the *Montana State University All Staff Council (MSUASC)*.

Section 2: Purpose

The Montana State University All Staff Council (hereinafter referred to as MSUASC) acts as an advisory body to the President and senior administrative officers at Montana State University on issues relating to all staff. MSUASC shall provide for the orderly representation of non-instructional personnel through participation in shared governance councils and through general communications between staff and policy-makers in areas affecting the general welfare of staff. MSUASC shall provide a medium for the exchange and coordination of information among staff, administration, faculty, and students. MSUASC shall at all times direct its activities in a positive, constructive manner and commit itself to the betterment of Montana State University by fostering a spirit of unity, pride, and support.

Section 3: Authority

MSUASC is established with the encouragement and approval of Montana State University President Waded Cruzado and Vice President of Administration & Finance Terry Leist on this 14th day of August 2019. MSUASC shall continue its work as long as it is recognized by the President as the duly authorized employee group for staff at Montana State University.

MSUASC's scope of authority includes, but is not limited to, the role of staff in University concerns, issues, and initiatives that impact all staff and strategic goals related to staff. MSUASC is not a labor organization and is not authorized to engage in activities related to terms and conditions of employment such as wages, union business, promotion, or individual workloads.

MSUASC may consider matters referred to it by any staff member or administrative officer that relate to the role of staff at the University and policy matters that affect staff. MSUASC may make recommendations to senior administrators, the President, Office of Commissioner of Higher Education, and the Board of Regents on all institutional matters that directly impact staff of the University.

Section 4: Mission

The primary mission of MSUASC shall be to serve as the voice of MSU staff; promote a positive and collaborative campus work environment; advise the President and senior administrators on employee engagement and working climate; and to support the land-grant mission through a commitment to excellence in education, research, creativity, and civic responsibility.

Article II: Vision Statement, Core Values, and Goals

Section 1: Vision Statement

MSUASC exists to provide a forum to discuss and define the role of staff; promote and strengthen communication among and between the University entities; provide a channel for the communication of interests, concerns, and issues that impact all staff; provide and promote professional development; gather a broad base of input in the strategic goals and initiatives of Montana State University; and to contribute to a culture of diversity, inclusion, and recognition through service excellence.

Section 2: Core Values

The core values of MSUASC are:

Collaboration

We believe employees working together produce better outcomes.

Integrity

We are committed to honesty, ethical conduct, and accountability.

Service Excellence

We are dedicated to providing exceptional service in all we do.

Advocacy

We encourage and promote ideas that lead to the advancement of all staff.

Section 3: Goals

The goals of MSUASC shall be to:

- serve as an advisory council for all staff by incorporating a broad and diverse group of individuals as representatives;
- strengthen communication among and between various University entities;
- ensure discussion, decision-making, and communication move forward in a timely manner to a final resolution;
- promote the participation of all staff in University initiatives and decisions through the nomination of staff members to serve on University-wide committees and task forces, as appropriate;
- provide input and ideas in University strategic objectives and goals;
- support, sponsor, and promote staff recognition efforts; and
- provide opportunities for all staff to engage in professional development.

Article III: Structure

Section 1: Structure

MSUASC shall consist of thirty-three elected council members plus the Program Coordinator (ex officio and non-voting), governed by the Executive Board. Elected council members shall be non-instructional Montana State University employees who have completed their probationary period and are employed at an FTE of 0.5 or higher.

Section 2: Executive Board

The MSUASC Executive Board shall include five voting council members consisting of the Chair, Chair Elect, Past Chair, Governance Chair, and Member-at-Large and three non-voting council members comprised of the Chairs of the Professional Development and Special Events & Recognition Committee and, the Program Coordinator.

Section 3: Terms of Service

Each MSUASC council member shall serve a term of two years with a maximum of two terms. Previous council members may be elected again after a one-year break in service.

Article IV: Operation

MSUASC shall operate as outlined in the *Montana State University All Staff Council Operating Agreement*, established on the 14th day of August 2019, and all amendments thereto.

Article V: Amendments to the Constitution

Section 1: Proposals




Amendments to the *Constitution* may be initiated by:

- i. the President of the University; or
- ii. any council member.

Section 2: Amendments

All proposed amendments to the *Constitution* shall be approved by a simple majority (51%) of the Montana State University All Staff Council.

DATED this 14th day of August 2019

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|  _____ President Waded Cruzado | <u>Aug. 14, 2019</u> _____ Date |  _____ Vice President Terry Leist | <u>8/14/19</u> _____ Date |
|  _____ MSUASC Chair Glen Steinhoff | <u>8/14/2019</u> _____ Date | | |

HISTORY: Adopted August 14, 2019