



**CHARTER OF THE  
LAWRENCE TECHNOLOGICAL UNIVERSITY  
STAFF SENATE**

**Introduction**

The mission of Lawrence Technological University is to provide the highest quality academic programs to the students of its several colleges. The Board of Trustees is the governing body of the University and is responsible for fulfilling the University's mission. The role of the staff is to provide the necessary services for students and faculty for the proper administration of University activities. To better serve administrative needs of the University and to assist the Board of Trustees in the fulfillment of its responsibilities, the Staff Senate is hereby established. It is anticipated that the leadership provided by the Staff Senate will enable each staff member to strive for personal and professional excellence and to participate fully in the life and growth of the University.

**Article I - Purpose**

**Section 1:** The purpose of the Staff Senate shall be to represent and promote staff aims, which contribute to the success of the University. The Staff Senate serves as a means of communication among staff; and speaks on behalf of staff members to the University community. The Senate facilitates dialogue between staff and administration on matters concerning University staff.

**Article II – Composition**

**Section 1:** The principal bodies of the Staff Senate are the Staff Senate Board and all members of Lawrence Technological University's staff.

**Section 2:** The terms of office of the Staff Senate Board and any formulas of representation shall be placed in the Bylaws of the Staff Senate.

**Article III – Functions and Responsibilities**

**Section 1:** The Staff Senate shall consider and make recommendations to the Administration on issues affecting staff welfare, rights and responsibilities.

- Section 2:** The Staff Senate may consider other relevant issues of concern to the staff and communicate the results of its deliberations to the staff and to the administration.
- Section 3:** The Staff Senate will consider matters referred to it by the President and the Vice President for Finance and Administration; and make recommendations to these parties.
- Section 4:** The Staff Senate shall establish its own bylaws and the procedures to amend them. Any amendments to the bylaws will be reported to the President, Vice President for Finance and Administration, and to the Board of Trustees.

#### **Article IV – Membership**

- Section 1:** All Lawrence Technological University full-time and permanent part-time employees are represented by the Staff Senate, with the exception of the following:
1. Employees covered by an “Academic Appointment” or “Letter of Agreement.”
  2. Employees who are also officers of the LTU Corporation.
  3. Employees covered by a union contract.
  4. Employees represented by the Administrators Council.

#### **Article V – Amendments**

- Section 1 :** Any member of the Staff Senate, the Administration, or the Board of Trustees may propose an amendment to the Charter in writing to the Staff Senate Board. The proposal shall be read and considered at the regular meeting of the Staff Senate, but shall not be acted upon until the next meeting of the Staff Senate.
- Section 2:** Upon Staff Senate approval, the amendment shall be presented to the entire staff for a vote. For passage, it must be approved by a majority of the voting eligible staff.
- Section 3:** The Board of Trustees must approve any amendments to the Charter.

*Adopted:* January 1996

*Amended:* January 19, 2011