THE CONSTITUTION OF THE STAFF ASSEMBLY OF
SINCLAIR COMMUNITY COLLEGE

Preamble. The Staff Assembly holds the conviction that it can assist the College
Administration and Faculty in further growth and development of Sinclair Community College
through its own growth, development, and operation. Since, a continual cycle of growth and
development is vital to the foundation of an institution, we hereby provide a formal structure
within Sinclair Community College to achieve this goal.

Article I. Name and Location
Section 1.01 The name of the organization shall be the Staff Assembly of Sinclair Community
College, hereinafter referred to as the Assembly.

Section 1.02 The principle place of business shall be at Sinclair Community College, Dayton
Campus.

Article II. Purpose
Section 2.01 The purpose of the Assembly shall be to review, initiate, and make
recommendations on institutional policies to further the best interests of Sinclair Community
College.

Article III. Membership
Section 3.01 Employees. All full-time clerical, service & maintenance, and technical
employees shall become members of the Assembly upon official date of employment at
Sinclair Community College.

Section 3.02 Voting. Voting privileges and committee membership eligibility shall be
obtained upon completion of a six month probationary period, as defined by Sinclair
Community College policy.
Article IV. Structure of Organization

Section 4.01 Fiscal Year. The Assembly’s fiscal year shall be July first through June thirtieth. This coincides with the Sinclair Community College fiscal year.

Section 4.02 Meetings. The Assembly shall meet a minimum of two times per fiscal year, as specified within the By-Laws of the Staff Assembly of Sinclair Community College.

Section 4.03 Executive Body. The Staff Senate, hereinafter referred to as the Senate, shall be the executive body of the Assembly.

Section 4.04 Policies and Procedures. The Senate shall establish those policies and procedures necessary for the accomplishment of its purposes, with approval of the Assembly, as specified herein, and within the By-Laws of the Staff Assembly of Sinclair Community College.

Section 4.05 Officers of the Senate. The Officers of the Senate shall be the President, Vice President, Immediate Past President, and Secretary, with duties and responsibilities as specified within the By-Laws of the Staff Assembly of Sinclair Community College.

Section 4.06 Senate Composition. The Senate shall be comprised of the President, Vice President, Secretary, Senators, Standing Committee Chairpersons, and the Immediate Past President. Voting members of the Senate shall include the Vice President, Secretary, and Senators. Non-voting members, or representatives from Standing Committees, shall attend all Senate meetings to render appropriate reports and to give and receive advice.

Section 4.07 Standing Committees. The Standing Committees of the Senate shall be the Communications Committee, Educational and Professional Development Committee, Elections Committee, First Year Staff Experience Committee, Historical Committee, Staff Advocate Committee, and Staff Senate Support for Success Scholarship Committee. The President may, subject to Senate approval, establish ad hoc committees to assist in orderly conduct of the Assembly or Senate business.
Article V. Amendments

Section 5.01 This Constitution may be amended by a majority vote of the Assembly who cast a ballot in the voting process. Proposed amendment(s) shall be submitted, in written or electronic form, to each member of the Assembly, no less than ten (10) working days prior to a meeting at which the amendment(s) will be discussed. The proposed amendment(s) shall be voted upon within thirty (30) days following said meeting.

Section 5.02 The By-Laws of the Staff Assembly of Sinclair Community College may be amended by a majority vote of the Assembly who cast a ballot in the voting process. Proposed amendment(s) shall be submitted, in written or electronic form, to each member of the Assembly, no less than ten (10) working days prior to a meeting at which the amendment(s) will be discussed. The proposed amendment(s) shall be voted upon within thirty (30) days following said meeting.

Section 5.03 Amendments to this Constitution or to the By-Laws of the Staff Assembly of Sinclair Community College involving simple grammatical, spelling, or other typographical errors may be completed by the Senate with a two-thirds vote at any scheduled Senate meeting.

Article VI. Rules of Order

Section 6.01 Any specific rule of procedure, not addressed in this Constitution or the By-Laws of the Staff Assembly of Sinclair Community College, shall be resolved by Roberts Rules of Order as determined by the Assembly Parliamentarian.