



## UNIVERSITY OF CENTRAL ARKANSAS STAFF SENATE CONSTITUTION

### ARTICLE I. NAME

**Section 1.** The name of this organization is the Staff Senate of the University of Central Arkansas, hereinafter referred to as the Staff Senate.

### ARTICLE II. PURPOSE

**Section 1.** Mission Statement

A. The mission of the Staff Senate is to represent, serve, and recognize members of the UCA Staff..

**Section 2.** Function of the Senate

A. The Senate shall provide the representation for the staff in matters affecting the welfare of the university.

B. Within the limitations stated in the remainder of this article, the Senate shall have the opportunity to review non-academic policies of the university.

C. The Senate shall establish such committees as it deems necessary to carry out its functions.

D. The Senate shall serve as the Staff Committee on Committees for the selection of staff members on all university standing committees.

E. The Senate shall provide personal and professional development opportunities for all staff members.

F. The Senate shall provide employee recognition on an annual basis.

### ARTICLE III. ORGANIZATION OF THE SENATE

**Section 1.** The staff shall include all employees of the university who do not hold faculty rank.

**Section 2.** Membership of the Senate.

The Senate shall consist of full-time staff elected members as follows

A. Staff Senators: Staff members shall be elected by secret ballot from the administrative divisions of the university in accordance with the provisions of the

Constitution. The administrative divisions shall include all departments under the jurisdiction of the President and/or a vice president of the University of Central Arkansas.

i. The following scale shall become the base used to ensure representation of the number of staff employed within each administrative division:

<b>Staff in Division</b>	<b>Senators Needed</b>	<b>Staff in Division</b>	<b>Senators Needed</b>
1 - 39	1	150 - 199	5
40 - 69	2	200 - 249	6
70 - 99	3	250 - 300	7
100 - 149	4	300 +	8

B. Classification Senators: Each designated classification group of staff employees shall elect at least one classification senator from within its group. If a designated classification group has more than 100 staff members, there will be two classification senators elected from the group. The number of Classification Senators shall not exceed ten.

i. The groupings are as follows:

Class 103 through 105	Class 110 through 115
Class 106 through 109	Class 116 through 124
Non-classified/non-teaching	

C. Ex-Officio: The immediate past President of the Staff Senate shall serve as an advisor to the officers for one year. If his/her elected term as a representative has expired, he/she shall serve as a non-voting member of the Staff Senate and Executive Committee. If he/she is not able to serve, a former officer may be appointed with Senate majority.

D. Executive Staff Liaison: A member of the Executive Staff appointed by the University President to serve as a non-voting member in an advisory and liaison capacity.

#### **ARTICLE IV. TERM OF OFFICE**

**Section 1.** A term for an elected senator is three years. The term of office for newly elected senators shall begin on July 1. No elected person shall succeed himself/herself more than one three-year elected term.

**Section 2.** Vacancies shall be filled as follows:

A. Vacancies for unfulfilled terms shall be filled immediately by Senate appointment from the same division/classification as the resigned senator until the

next regularly scheduled election. At that time, a senator will be elected to fulfill the remainder of the original term.

B. Vacant positions that have been vacant for more than one month can be filled by any staff member of any classification or division until the next regularly scheduled election.

**Section 3.** When the Senators elected to Senate seats eliminated by a reorganization of the administrative divisions of the university, or when the number of senators to be elected from an administrative division must be reduced as the result of such a reorganization (ARTICLE III, Section 2, A., i.), said senators duly serving in office at the time of the reorganization shall be allowed to serve the remainder of the year to which they were elected, provided however that should a vacancy occur in such seat, such vacancy shall not be filled by appointment or election. Those senators in divisions that have been reorganized, and are not within the base as described in ARTICLE III, Section 2, A., i., shall be designated as "at large" representatives. The number(s) of Senators shall be reduced at the next regularly scheduled election to correspond with the scale in ARTICLE III, Section 2, A., i.. *(Example: If two (2) senate seats come up for election at the next regularly scheduled election within a division and that division's number of senators has been reduced by one due to the reorganization, only one senator shall be elected at the next regularly scheduled election.)*

**Section 4.** When a reorganization of the administrative divisions of the university results in the need for an additional senator or additional senators in an administrative division, such a situation shall be deemed to create an unfulfilled three-year term and such vacancy shall be filled by Senate appointment until the next regularly scheduled election as provided for by Article V of this Constitution.

**Section 5.** When a senator moves divisions or classifications due to change in job or university reorganization, such senator shall be allowed to serve as an "at large" representative until the next regularly scheduled election. This "at large" appointment shall be effective at the beginning of the employment period. The remainder of the term shall be filled at the next regularly scheduled election.

## **ARTICLE V. ELECTIONS**

**Section 1.** Elections shall take place no later than May 1 or the last business day prior to that date. Nominations and information concerning the election process will be distributed to staff no later than two weeks prior to May 1. The election process shall be conducted in accordance with the Staff Senate Constitution & Bylaws.

## **ARTICLE VI. OFFICERS**

- Section 1.** The officers of the Senate shall be as follows: President; President-elect, who shall serve as Vice President; Secretary; Treasurer, and Parliamentarian/Historian.
- Section 2.** Eligibility for election to an office shall be restricted to elected members of the Senate.
- Section 3.** The term of office for a Senate officer shall be one year.
- Section 4.** The officers of the Senate shall be elected by a majority vote of the elected members of the Senate.
- Section 5.** Should any officer's position, other than the President, become vacant during the year, a senator will be elected by the Staff Senate to fill the vacant officer position for the remaining year. If the position for President becomes vacant, the Vice President assumes the duties of the President for the remainder of the year.
- Section 6.** The Executive Committee of the Senate shall be granted "senate time" as approved by the President of the university, and coordinated with his/her immediate supervisor. The "senate time," not to exceed eight hours per week for President and five hours per week for all other Executive Committee members, is to be used for Staff Senate only and must not interfere with the mission of the university or his/her normal duties.

## **ARTICLE VII. MEETINGS**

- Section 1.** The Senate shall hold regularly scheduled meetings each month of the fiscal year.
- Section 2.** The Senate may be called into special session by the President of the Senate or by request of the majority of the Senate with at least forty-eight (48) hours notice.
- Section 3.** Any staff member may attend any regular or special session of the Senate, and may participate in its deliberations with the consent of the presiding officer. Only Senate members shall be eligible to propose motions or to vote.
- Section 4.** A quorum for any meeting of the Senate shall consist of a majority of the members.

## **ARTICLE VIII. BYLAWS**

- Section 1.** The Staff Senate may establish bylaws consistent with this constitution.

## **ARTICLE IX. AMENDMENTS**

- Section 1.** An amendment to this Constitution may be proposed at any regular meeting of the Senate by a majority vote of the Senate, provided a copy of the proposed amendment has been presented to each member at least fourteen days in advance.
- Section 2.** Any amendment proposed by the Senate shall be submitted to a vote of the staff. Each staff member shall be notified at least fourteen days in advance of such a vote and at that time furnished with a copy of the proposed amendment.
- Section 3.** An amendment to this Constitution shall become effective upon approval by a majority of the members of the staff.

## **ARTICLE X. RATIFICATION**

- Section 1.** This Constitution shall be considered ratified upon approval by the President of the university and by the Board of Trustees of the University of Central Arkansas.

Amended: May 1993; December 1993; October 1995; February 1998; April 2009; March 2010, June 2013