

BYLAWS OF THE UCA STAFF SENATE

ARTICLE I - Name

The name of this organization shall be the University of Central Arkansas Staff Senate.

ARTICLE II - Objective

The objective of this organization shall be to participate constructively in the improvement of the University of Central Arkansas and its employees.

ARTICLE III - Members

The membership of this organization shall be open to all employees of the University who do not hold faculty rank.

ARTICLE IV - Officers

The officers of the organization shall be a president, a president-elect (who will serve as the vice president), secretary, treasurer, and a parliamentarian. The officers of the Senate shall be elected by a vote of the elected members of the Senate before July 15 of each year. The treasurer will provide a monthly written financial report to the senate for each account. The report will provide as a minimum: beginning balance, deposits, expenditures, and an ending balance. Each senator will be provided a copy of the report on the second meeting of the month.

ARTICLE V - Meetings

The regular meetings of the organization will be held on the second and last Wednesdays of each month. Special meetings may be called into session as provided for in Article V of the Staff Senate Constitution. A quorum for any meeting of the Staff Senate consists of a majority of the elected members. All regular and special meetings held will be considered voting meetings.

ARTICLE VI - Election of Senators

Article III, Sections 2 through 6 of the Staff Senate Constitution shall rule in all elections.

ARTICLE VII - Committees

The only standing committee required will be an Appointments Committee. Other standing committees can be established as deemed necessary to carry on the work of the Senate. The Appointments Committee will be composed of a minimum of three (3) staff senators and is charged with the responsibility of nominating staff members to various university committees, and nominating staff members for vacant Staff Senate positions. Other tasks may be assigned to the committee by the Senate president as needed. The Appointments Committee will designate a chairman at the time the committee is formed.

ARTICLE VIII - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* will govern the organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any other rules of order of the organization.

Proxy voting may be allowed in one of two ways:

1. A senator may give his/her written, signed proxy to a senator who is planning on attending the Staff Senate meeting at which the proposed issue is expected to be voted one.

2. A senator may give his/her proxy by e-mail to any of the following elected officers: President, Vice President, or Secretary.

ARTICLE IX - Amendment of Bylaws

These bylaws can be amended at any regular meeting of the organization by a two-thirds vote of the Senate, provided that the amendment has been submitted in writing at a previous regular meeting.

ARTICLE X - Attendance by Senators

Attendance by senators at all regularly scheduled meetings is required. However, a senator having a conflict preventing attendance should make a reasonable effort to notify the Senate president in order for the absence to be excused. A senator incurring three unexcused absences from regularly scheduled meetings during a fiscal year may have his/her office declared vacant by a two-thirds vote of the elected membership of the Senate. The position shall then be filled by Senate appointment until the next regularly scheduled election (Senate Constitution, Article III, Sec. 5, filling vacant positions).

Bylaws: Adopted December 14, 1983
Revised: 1990; 1997; 1998; 2006; 2007 (Article VII)
Revised: 2009 (Articles IV and VIII)