

UNIVERSITY OF CENTRAL ARKANSAS STAFF SENATE CONSTITUTION

ARTICLE I. MEMBERSHIP AND ORGANIZATION OF THE STAFF

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

Section 2. The Staff Senate, hereinafter referred to as the Senate, shall serve as the representative body of the staff of the University of Central Arkansas.

ARTICLE II. FUNCTION OF THE SENATE

Section 1. The Senate shall provide the representation for the staff in matters affecting the welfare of the university.

Section 2. Within the limitations stated in the remainder of this article, the Senate shall have the opportunity to review non-academic policies of the university.

Section 3. To facilitate timely review of proposals which pertain to non-academic functions of the university, each university standing committee shall forward copies of its minutes to the Senate. The Senate may request chairs of the university standing committees to discuss policy proposals which the Senate may wish to review.

Section 4. The Senate shall establish such committees as it deems necessary to carry out its functions.

Section 5. The Senate shall serve as the Staff Committee on Committees for the selection of staff members on all university standing committees.

Section 6. The Senate shall encourage the university to adopt policies that promote personal and professional development opportunities for all staff members.

ARTICLE III. MEMBERSHIP OF THE SENATE

Section 1. The Senate shall consist of 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.

B. Classification Senators: Up to ten staff members shall be elected by vote of each designated classification group in accordance with the provisions of the

Constitution. If a designated classification has over 100 staff members, two staff members will be elected from that designated classification group.

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

Section 2. The following scale shall become the base used to ensure representation of the number of staff employed within each administrative division:

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

Section 3. 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 groupings are as follows:

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

A non-voting ex-officio member to be appointed by the Senate for a one-year term

Section 4. A normal term for an elected senator is three years. Vacancies for unfulfilled terms shall be filled by Senate appointment until the next regularly scheduled election. At that time, a senator will be elected to fulfill the remainder of the original term. No elected person shall succeed himself/herself more than one three-year elected term.

A. 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 5. Vacancies for Senate positions shall be filled each year. By May 1, the staff shall elect by secret ballot the senators to fill the vacancies as may be required.

Section 6. The term of office for newly elected senators shall begin on July 1.

Section 7. 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 (Section 2), said senators duly serving in office at the time of the reorganization shall be allowed to serve the remainder of the terms 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 Section 2, 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 Section 2. *(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 8. 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 III, Section 4 of this Constitution.

ARTICLE IV. 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.

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 vote of the elected members of the Senate.

Section 5. The President 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 five hours per week, is to be used for Staff Senate only and must not interfere with the mission of the university or his/her normal duties.

ARTICLE V. 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. Such called meetings must be scheduled at a time subject to the approval of the President of the university.

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 VI. 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 VII. RATIFICATION

Section 1. This Constitution shall be submitted to the staff at a called meeting. At least fourteen days before that meeting, each member of the staff shall be provided a copy of this Constitution.

Section 2. This Constitution shall be considered ratified upon approval by a majority of the staff members present at the called meeting, 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