



**UCA
Staff Senate**

**UNIVERSITY OF CENTRAL ARKANSAS
STAFF SENATE CONSTITUTION**

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

Section 1. Mission Statement

The University of Central Arkansas Staff Senate will advocate for all staff members through the shared governance of the institution; communicate the concerns, suggestions, and recommendations of the staff; serve in an advisory capacity to the administration on matters regarding staff; promote the welfare and development of staff; and recognize the outstanding work of staff across the university.

Section 2. Function of the Staff Senate

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

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

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

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

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

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

ARTICLE III. ORGANIZATION

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

Section 2. Membership of the Staff Senate shall consist of full-time staff elected members as follows:

A. Division 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.

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

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 at least two classification senators elected from the group. The number of Classification Senators shall not exceed ten.

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 Staff 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 serve more than two consecutive terms.

Section 2. Vacancies shall be filled as follows:

A. Vacancies for unfulfilled terms shall be filled immediately by Staff 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 a reorganization of the administrative divisions of the university (ARTICLE III, Section 2 A.) or a change in the number of staff in a classification (ARTICLE III, Section 2 B.) results in a reduced number of senators needed for a division or classification grouping:

A. The senators currently serving in office at the time of reorganization shall be allowed to serve the remainder of the year to which they were elected. However, should a vacancy occur in such seat, the vacancy shall not be filled by appointment or election.

B. Said senators shall be designated as "at large" representatives.

C. The number(s) of Senators shall be reduced at the next regularly scheduled election to correspond with the scales in ARTICLE III, Section 2.

Section 4. When a reorganization of the administrative divisions of the university results in the need for an additional senator(s) in an administrative division, such a situation shall be deemed to create an unfulfilled three-year term and such vacancy shall be filled by Staff 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 the election date. The election process shall be conducted in accordance with the Staff Senate Constitution and Bylaws.

ARTICLE VI. OFFICERS

Section 1. The officers of the Staff 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 Staff Senate with appropriate length of term remaining.

Section 3. The term of office for a Staff Senate officer shall be one year.

Section 4. The officers of the Staff Senate shall be elected by a majority vote of the elected members of the Staff 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 Staff 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.

A. Staff Senate will pay the outgoing Staff Senate President a stipend up to \$1200 plus fringe benefits (not to exceed state maximum salary for position classification) at the end of their term. This stipend will be paid from the Staff Senate Agency Account.

ARTICLE VII. MEETINGS

Section 1. The Staff Senate shall hold regularly scheduled meetings each month of the fiscal year.

Section 2. The Staff Senate may be called into special session by the President of the Staff Senate or by request of the majority of the Staff Senate with at least forty-eight (48) hours notice.

Section 3. Any staff member may attend any regular or special session of the Staff Senate, and may participate in its deliberations with the consent of the presiding officer. Only Staff Senate members shall be eligible to propose motions or to vote.

Section 4. A quorum for any meeting of the Staff 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 Staff Senate by a majority vote of the Staff 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 Staff 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 simple majority of staff participating in the vote.

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; May 2019; September 2021, June 2023