



## **UNIVERSITY OF CENTRAL ARKANSAS STAFF SENATE BY-LAWS**

### **Article I: Election of Senators**

Section 1. Article V of the Staff Senate Constitution shall rule in all elections.

Section 2. Representation will follow Article III of the Staff Senate Constitution.

Section 3. President-elect shall follow guidelines established in the Operations Manual to conduct the elections process.

### **Article II: Officers**

Section 1. Election of officers shall occur by ballot after the general elections but no later than the second Wednesday in May.

Section 2. If there is a tie (or deadlock) in the election of officers by senate, another vote shall be taken immediately.

Section 3. If the President-elect's term expires prior to the beginning of his/her term as President, a special election for office of the President shall occur. If the tie (or deadlock) is not broken on that vote, the chair's vote shall stand.

Section 4. Officers shall fulfill their duties as outlined in the Operations Manual.

### **Article III: Meetings**

Section 1. The regular meetings of the organization will be held on the second and last Wednesdays of each month.

Section 2. Special meetings may be called into session as provided for in Article VII of the Staff Senate Constitution.

### **Article IV: Transparency to Constituents**

Section 1. Meetings are open to the public.

Section 2. Minutes of Staff Senate meetings shall be available on the Staff Senate website no later than one week after the meeting.

Section 3. All concerns and proposals to the Staff Senate shall be submitted using the contact form on the Staff Senate website. The President will address any submissions in a

timely fashion.

Section 4. Any staff member wishing to address the full senate may do so upon approval of the President at least 48 hours in advance.

## **Article V: Senator Accountability**

### **Section 1. Attendance at Meetings**

- A. 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 secretary.
- B. A senator incurring five unexcused absences from regularly scheduled meetings during a fiscal year shall be cause for official review and potential removal by the Appointments Committee. Excessive absences, excused or unexcused, shall also prompt a review.
- C. Should a position be declared vacant by the Appointments Committee, the position shall then be filled according to Article IV, Section 2, in the Constitution.
- D. If a senator anticipates being absent during a scheduled vote, they should make every effort to identify a proxy to cast their vote on their behalf. In the event that a proxy is employed, the proxy may cast a vote on behalf of the senator only if the Senator has formally articulated their vote via email to the Staff Senate Secretary, President and/or Vice President at least 24 hours prior to the scheduled meeting. Senators are permitted to utilize a proxy no more than two [2] times per fiscal year. A Senator will not incur an absence when a proxy is present and proper notice is given.

### **Section 2. Committee Participation**

- A. Senators are expected to attend all scheduled meetings for their appointed Standing Committees and University Committees to adequately represent the staff constituency.
- B. If a senator is unable to attend a University Committee meeting, they are responsible for finding a fellow senator or staff member to attend the meeting in their place to represent the staff constituency.
- C. Failure to attend committee meetings and/or senate-related responsibilities without proper communication may lead to official review and potential removal from the committee and/or from Senate by the Appointments Committee.
- D. A Standing Committee meeting report shall be submitted electronically by the committee chair before the next scheduled senate meeting.

E. Staff representatives attending University Committee meetings are expected to submit an electronic report of meeting business on behalf of the committee by the next scheduled staff senate meeting.

F. All committees are expected to give an oral report of meetings at the next scheduled senate meeting.

## **Article VI: Committee System**

### **Section 1. Staff Senate Committee Structure**

A. Standing Committees are listed in the Operations Manual and shall operate as outlined in the Operations Manual.

B. Special (Ad Hoc) Committees shall be formed and operated on an “as-needed” basis and shall meet at called times.

C. Staff senators shall be required to serve on at least (4) committees.

D. Committee meetings shall be scheduled at a time that is satisfactory to a majority of members.

E. Per the June 12, 2019 minutes, Committee chairs for Reynolds, Basketball, and Football are exempt from the staff senate volunteer hour requirements due to the time commitment for these committees.

Section 2 The Appointments Committee shall appoint staff representation to serve on University Committees as requested by the Committee on Committees.

### **Section 3. Operations Manual**

A. All Standing Committee charges, membership, duties, and procedures are outlined in the Operations Manual.

B. Committee Chairs shall review and propose any necessary revisions to the Operations Manual yearly.

C. Any procedural changes to the Operations Manual shall be approved every year at the first meeting in June by a majority vote of full Senate

## **Article VII: Fiscal Responsibility**

### **Section 1. Staff Senate Accounts**

A. University Accounts

## 1. Maintenance and Operations

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The Maintenance and Operations Account is funded by the University of Central Arkansas and shall be used for the Senate's normal operations. This account shall be used for payments to the UCA Copy Center, Aramark, and for other necessary supplies. This account requires purchase orders or supplies and services requisitions. This account shall operate under the same restrictions as all university and state accounts. These funds must be spent before June 30 each year, or they revert back to the university's general budget.

## 2. Staff Development Fund

The Staff Development Fund is funded by the University of Central Arkansas and shall be used for staff development. The Professional Development Committee shall facilitate the fund application process and approve allocations. Purchase orders or supplies and services requisitions must be processed to spend money from this account. These funds must be spent before June 30 each year, or they revert back to the university's general budget.

## 3. Continuing Fund

The Continuing Fund had a one-time payment of \$10,000 from the Board of Trustees University Improvement Fund. This money shall be used for professional development, continuing education, and training. The Professional Development Committee shall propose a plan to Staff Senate on the expenditures of this fund. Purchase orders or supplies and services requisitions must be processed to spend money from this account. Remaining funds at June 30 each year shall rollover to the next year if not spent.

## 4. Agency

The Agency Account is not funded by university money and shall be facilitated through the Accounts Payable department. It shall be used for deposits of all fund-raising activities and expenses for special events. Transfers from this account may be made to the Foundation Accounts if necessary.

## B. Foundation Accounts

1. Foundation funds are invested in the UCA Foundation to produce revenue. It takes \$10,000 to endow a fund, which then produces interest. Only the interest, kept in the expendable portion of the account, shall be spent from these endowed funds. All Foundation

Accounts shall be supplemented with transfers from the Agency account.

## 2. Employee of the Year

This Employee of the Year account shall fund the annual Employee of the Year awards.

## 3. Scholarship Fund

Scholarships awarded by the Staff Senate Scholarship Committee shall be funded out of the Scholarship Fund account.

## 4. Staff Enhancement Fund

The Staff Enhancement Fund shall be used at the sole discretion of the Staff Senate for increasing professional development among the staff.

## 5. Staff Emergency Fund

The Staff Emergency fund shall help staff members who experience an emergency that entails significant loss or damage of property. The Emergency Fund Committee shall review all requests for Staff Emergency funding and allocate funds according to the regulations in the Operations Manual.

## 6. Angel Bear Fund

The Angel Bear Fund account shall be spent on any Angel Bear program related costs as determined by the Angel Bear Committee.

## 7. Staff Grant

The Staff Grant was created in 2020 as a source for seed grants. The Executive Committee shall review all requests for the Staff Grant Fund. The purpose of the fund is to provide support to staff and encourage creative endeavors that may serve as “seeds” for future programs or support innovative activities that enhance the reputation of UCA.

## 8. Foundation accounts shall follow the established guidelines of the UCA Foundation and the individual account Memorandum of Understanding.

# Section 2. Financial Processes and Procedures

- A. The Treasurer shall oversee all financial activity of Staff Senate and fulfill all financial responsibilities as outlined in the Operations Manual.
- B. Every transaction must be signed by at least the President and Treasurer.
- C. An oral report of financial activity and balances shall be given to full Senate at all regular meetings.
- D. Any transaction shall be given at least a two-week window for processing.
- E. Processing of financial activities shall follow University Policies as outlined by Financial Accounting.

### Section 3. Committee Budgets Approval Process

- A. Each committee shall create a proposed budget at the beginning of the fiscal year and submit it to the Treasurer.
- B. Committee Budgets shall be approved at the first regular meeting in September by full senate.
- C. Any requests for changes in budget shall be submitted to the Treasurer and reviewed for approval by Executive Committee.

## **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. In the event of time-sensitive/extenuating circumstances, Staff Senate Officers reserve the right and authority to make appropriate decisions regarding those circumstances, particularly when the decision is needed before the general senate is due to meet. Notification of any executive decisions will be disclosed at the first general senate meeting following the decision.

## **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.

Bylaws: Adopted December 14, 1983

Revised: 1990; 1997; 1998; 2006; 2007 (Article VII)

Revised: 2009 (Articles IV and VIII)

Revised: Entire document: May 14, 2014

Revised: September 8, 2021

Revised: March 1, 2025 (Article V, Sections 1B, 1D, 2C, 3, Article VIII)