

Bylaws
The University of Arkansas – Fort Smith
Staff Senate

Article I
Principles of Organization

Section 1. Purpose. The purpose of the University of Arkansas - Fort Smith Staff Senate is to facilitate participation in University governance, thus fostering staff development and commitment to University goals. Staff Senate and its committees operate in an official capacity with authority delegated by the Chancellor.

Section 2. Functions. Functions of Staff Senate shall be to:

- A. Support and participate in the development and implementation of the mission, vision, and traditions of the university.
- B. Serve as advocates regarding services, programs, policies and procedures, facilities, equipment, and other resources essential to the welfare and development of staff.
- C. Assist in the planning and implementation of a staff professional development program.
- D. Make recommendations to the administration regarding concerns of the Staff Senate.

Section 3. Operating Year. The Staff Senate’s fiscal year will be from July 1 to June 30.

Article II
Organization

Section 1. Membership.

Staff Council membership shall comprise all University of Arkansas – Fort Smith regular full and part-time employees who are not deans, associate deans, provost, associate/assistant provost, vice chancellor, associate vice chancellor, or members of the Chancellor’s Cabinet, or the Faculty Council.

Section 2. Staff Senate.

A. Staff Senate shall comprise elected representatives from each administrative area of the university that reports directly to the Chancellor. Break down of representation shall be as follows:

- 40 or fewer Employees: One Representative
- 41-70 Employees: Two Representatives
- 71+ Employees: Three Representatives
- Academic Colleges One Representative/College

Areas with ten or fewer employees will be grouped with the next smallest administrative area for election purposes.

The total membership of the Staff Senate shall be the elected representatives and the elected, at large, officers.

Officers will be elected at large. Elected officers will include the Chair, Past-Chair, Chair-Elect, and Secretary. The Chair serves for three years: Chair-Elect, in the first year; Chair in the second year; and Past-Chair in the third year.) The Committee shall have the authority to make recommendations to the University Administration on all matters of concern to staff.

- B. The Faculty Senate Chair, Chancellor's Chief of Staff, and Student Government Association leadership may be invited to any USC or Staff Senate meeting by the Staff Senate Chair as deemed appropriate.

Section 3. Duties of Elected Representatives

- A. The duties of the Chair shall be:
1. Maintain communication with Chancellor/university administration to facilitate the exchange of information.
 2. Represent the USC in university decision making
 3. Preside at all meetings of the USC and the Staff Senate
 4. Manage the Staff Senate budget as allocated by the university
 5. Call meetings when necessary.
 6. Mentor Chair-Elect to provide continuity.
 7. Appoint staff to committees as needed.
 8. Other duties as assigned by the Chancellor's Office
- B. The duties of the Chair-Elect shall be:
1. Attend to the duties of the Chair in their absence.
 2. Attend all meetings of the USC and Staff Senate.
 3. Fulfill whatever other duties the Chair may vest in the office.
 4. Keep and maintain committee member and volunteer lists.
 5. Responsible for overseeing committee work and managing committee chairs. The Chair-Elect may assign committees tasks and projects and call for committee reports when necessary.
- C. The duties of the Secretary shall be to:
1. Attend all meetings of the USC and the Staff Senate.
 2. Accurately record, publish, and maintain minutes of the USC and Staff Senate meetings.
 3. Keep records of past minutes and all motions and resolutions passed by the USC and Staff Senate.
 4. Assist the Chair with all communication to staff members
 5. Chair the Awards committee & facilitate the Lucille Speakman nominations and award process.

- D. The duties of the Past-Chair shall be to:
 - 1. Attend all meetings of the USC and the Staff Senate.
 - 2. Serve as Parliamentarian.
 - 3. Conduct the Nominations & Elections process
 - 4. Serve as a mentor to the Chair and Chair-elect.

- E. The duties of the Elected Representatives shall be to:
 - 1. Serve as liaison between Staff Senate and area from which elected.
 - 2. Attend all meetings of the USC and Staff Senate
 - 3. Chair or Co-Chair Staff Senate standing committees
 - 4. Serve on University committees, taskforces, and search committees on behalf of the Staff Senate, as appointed by the Staff Senate officers

Section 4. Experience.

Staff Senate shall consist of full-time regular employees who are members of the USC, with a minimum of six (6) months of experience at the university. The experience requirement may be waived with a simple majority vote of the Staff Senate if it is determined that this provision would deprive proper representation of staff of the university.

Section 5. Term of Office.

Terms shall be:

The Chair-Elect will be elected and serve a term of three years. The term will consist of three roles rotating from Chair-Elect, Chair, and Past-Chair.

- A. Chair-Elect - One Year. (Initial Elected position)
- B. Chair- - One Year.
- C. Past-Chair - One Year.
- D. Secretary – Two Years.
- E. Elected Representatives – Two Year.

Members will be elected for two-year terms. For the first term (2022-2023), functional areas will elect one member for a one-year term and another for a two-year term to begin the rotation. Beginning in 2023-2024, all representatives will be elected to two-year terms. Elected representatives may only serve three consecutive terms and then must wait for two years before being eligible for re-election.

Section 6. Nominations and Elections.

The nomination and election of officers and representatives should occur during the months of May/June, with those elected assuming office in July. The Past-Chair shall conduct the nomination and election process. The call for nominations should occur annually in May. Elections should begin the first week of June and be open for ten business days. The results of the elections should be announced before July 1.

Section 7. Vacancy.

- A. Officer Officers of the Staff Senate are the Chair-Elect, Chair, Past-Chair, and Secretary.
 - i. If the Past-Chair position becomes vacant for any reason, the remaining officers will appoint to fill this role.

- ii. If the Chair position is vacated, the Chair-Elect shall assume the role of Chair immediately upon the vacancy.
- iii. If the Chair-Elect position is vacant, the Staff Senate shall conduct a call for nominations and hold a special election immediately upon vacancy.
- iv. If the Secretary position is vacant, the Past-Chair shall appoint an individual to fill the vacancy within 30 days. If the Past-Chair vacates the position, the Chair will appoint an individual to fill the vacancy within 30 days. All appointments shall require majority approval from the Staff Senate and shall serve until the next regular election.

B. Representative - If any representative position becomes vacant for any reason, such as the staff member moving to a new UAFS position and functional area or leaving their role at UAFS, the Staff Senate Chair will conduct a special election within 30 days of the vacancy to elect a new representative. The new Representative shall serve until the next regular election. If the vacancy occurs within six months of the next regular election, the position shall be filled by an appointment of the Staff Senate Chair and approved by the Staff Senate.

Article III Meetings

Section 1. Regular Meetings.

- A. The Staff Senate shall meet monthly. The time of the meetings will be called by the Chair and set for the entire term.
- B. Regular meetings of the entire USC shall occur each semester. The fall meeting should be held during the last two weeks of September, and the Spring meeting, the last two weeks of February. There will be no meeting held in the summer terms.
- C. Attendance of regular Staff Senate and Standing Committee meetings by Representatives should be a priority. Lack of participation in regular meetings may result in the Staff Senate electing to create a vacancy, as attendance is required to conduct efficient business within the University Staff Council and Staff Senate.
- D. If an elected Representative is absent, without cause, from three consecutive meetings and shows a substantial lack of participation, the Staff Senate Chair may remove the Representative and then move forward with the process, as outlined in Article II, Section 7, to fill the vacancy.

Section 2. Special Meetings.

Special meetings may be called by the Chair as deemed necessary.

Section 3. Quorum/Voting.

- A. Voting by the USC body will take place electronically for the election of the Staff Senate officers and Representatives and for changing the bylaws. Voting results will be decided by a simple majority of USC member votes received during the specified period. Items presented for voting at meetings require approval by a simple majority of those members present. Any voting results presented to the administration will list details of the vote count.
- B. Staff Senate Quorum. Staff Senate quorum will be 50% of the elected members and will be decided by a simple majority. This will be for all business, resolutions, and other items

presented to Staff Senate. All elected members, other than the sitting Chair, should cast a vote. Voting can be conducted in person or virtually.

Article IV Standing Committees

Section 1. Staff Senate Standing Committees.

Members of the standing committees shall come from the University Staff Council membership and be Chaired or Co-Chaired by elected Staff Senate representatives/officers; exceptions may be approved by the Chair, if necessary.

- A. Professional Development
- B. Awards
- C. Scholarship
- D. Staff Engagement
- E. Policies & Procedures

Section 2. Appointments.

Committee Chairs and Co-Chairs shall be Staff Senate members and will be appointed by the Staff Senate Chair. Staff Senate standing committee members, will be appointed by committee chairs and with the approval of the Senate Chair. Members on standing committees may be any member of the USC.

Section 3. Duties of Committee Members.

Committee Chairs, Co-Chairs, and members are expected to attend committee meetings and provide reports at Staff Senate monthly meetings. If a committee member fails to fulfill the obligations of the position, they may be removed by the committee Chair/Co-Chair and replaced by appointment as deemed necessary by the same.

Section 4. Ad Hoc Committees.

These may be created by the Executive Committee as needed. The Chair/Co-Chairs and membership of the committee(s) shall be appointed by the Staff Senate Executive Committee.

Section 5. Vacancy.

Should a committee chair vacancy occur, the Staff Senate Chair shall appoint a new Chair or Co-Chairs within 30 days.

Article V Amendments

Section 1. Amendment.

Proposed amendments to these Bylaws may be presented to the Staff Senate at any meeting of that committee. Proposed amendments must be in writing. Simple majority approval is required to bring an issue forward. Amendments to these bylaws must be presented to the voting

membership at least 30 days prior to the meeting at which they are to be considered. Bylaws will be amended by a simple majority vote of votes received.

If the Executive Committee elects not to bring a proposed amendment before a scheduled USC meeting, the Chair of the Executive Committee shall notify the individual or individuals who presented the proposal to the Executive Committee at least thirty (30) days prior to the time of such a meeting. With a written petition of at least one hundred (100) USC members representing at least five (5) administrative areas, the individual(s) who made such a proposed amendment may present the proposal to the USC membership at its next regularly scheduled meeting. In this case, Bylaws will be amended by a two-thirds majority vote of votes received.

Approved amendments shall be made a part of, or correction to, these Bylaws subject to the approval of the Chancellor of the University. If approved, the amendments will become effective the following July 1.

Article VI Parliamentary Rules

Section 1. Rules of Order. The rules in the current edition of Robert's Rules of Order shall serve as the parliamentary rules of the Staff Senate.

Article VII Responsibilities of the Staff Senate

Section 1. Lucille Speakman Excellence Award for Staff.

- A. The Lucille Speakman Excellence Award for Staff shall be administered by the Staff Senate. The Speakman award nominations and scoring process shall be conducted by the Staff Senate Awards Committee.
- B. The Lucille Speakman award should be presented each spring semester.

Section 2. USC Scholarship

- A. The USC Scholarship is distributed each fall to eligible students as approved by the Chair and Staff Senate.
- B. The USC Scholarship will follow the Fund Agreement on file, as approved by the University of Arkansas-Fort Smith Foundation and signed by the Staff Senate Chair. The Fund Agreement will establish the eligibility of applicants. The USC Scholarship applications will be facilitated by the University of Arkansas – Fort Smith Foundation, and applicants shared with the Staff Senate.
- C. The Staff Senate will fundraise each semester with fundraising dollars going to the USC Scholarship fund. The USC Scholarship will be awarded each June, with the award being applied to the student accounts equally for the upcoming fall and spring terms.

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