

**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-

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 Sta

- 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

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.

Approved 08/29/07  
Revised 06/03/2010  
Revised 02/27/2013  
Revised 02/26/2014  
Revised 09/27/2016  
Revised 08/07/2017  
Revised 08/26/2018  
Revised 02/27/2019  
Revised 02/26/2019  
Revised 06/11/2021  
Revised 10/04/2021