

Section 3. A senator may give his/her proxy vote by written or electronic submission to the President, Vice President, or Secretary before the scheduled 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

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.

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

- 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.