UAS Staff Council Constitution

ARTICLE I. Name

This organization shall be known as the University of Alaska Southeast Staff Council Association, hereafter referred to as the Association.

ARTICLE II. Purpose

The Association will provide an important communication link between the University of Alaska Southeast (UAS) non-represented staff, the UAS Administration, the Chancellor, and specific UA assemblies, Staff Alliance and/or committees, per BOR 03.01.01.

ARTICLE III. Objectives

A. To encourage, support, and contribute to the development of higher education in Alaska.
B. To bring together UAS non-represented employees into relations of mutual assistance and cooperation.
C. To improve standards and conditions for UAS non-represented employees by promoting, encouraging, and recommending relevant in-service training and securing the working conditions essential to the best performance of professional service.
D. To encourage the hiring and retention of competent employees by recommending continual improvement of standards and working conditions.
E. To study and recommend improvements in personnel policy.
F. To facilitate understanding, communication and cooperation between the non-represented staff, the administration, the faculty and among all units of UAS.
G. To advocate the principle that UAS non-represented employees' pay and fringe benefits should, at all times, be at least equivalent to the pay and fringe benefits of employees with comparable positions in private industry and the state and federal governments and make recommendations thereon.
H. To encourage and support the maintenance of professionalism in any position, whether it be non-represented staff, faculty, or administrative.
I. To provide non-represented employees a means of representative participation towards the solution of problems, formulation of new policies, change in existing policies, and other matters of affecting the working conditions or services performed by the non-represented personnel of UAS.
J. Do all other things necessary or appropriate to the carrying out of these objectives.
ARTICLE IV. Membership

A. UAS non-represented staff including half-time employees currently employed shall be eligible for membership in the Association.

B. Those employed on a temporary basis for thirty (30) days or less shall not be eligible for membership in the Association.

ARTICLE V. Officers

A. The officers shall consist of the President, the Vice-President, the Secretary, and a Member-at-Large from each of the three campuses: Juneau, Ketchikan, and Sitka. The officers shall be elected by the entire membership. The responsibility of the Association is to be vested in the membership.

B. The officers will interpret and enforce the Constitution. In an officer’s absence, they may delegate to any officer of the Association to perform all acts necessary in order to carry out the purposes of the Association.

C. The officers shall propose by-laws not in conflict with this Constitution. Any newly proposed by-laws shall be presented to the general membership at the next meeting following their presentation to the officers. By-laws may also be proposed by a written petition signed by at least one-fourth of the membership. New by-laws shall be approved by a two-thirds affirmative vote of the voting members on the submission of a ballot to the entire membership.

D. The officers may establish ad hoc committees necessary for conducting the Association's business.

E. The officers shall be permanent full-time non-represented employees.

ARTICLE VI. Elections and Vacancies

A. The officers whose terms of service are ending shall be elected during the month of May. B. The officers shall be elected by the voting members.

B. Terms of office are for two years, with staggered for the President (even years) and Vice-President (odd years). Elections shall be by secret ballot. Any member of the Association employed by the UAS for at least six (6) months in a benefit-eligible position shall be eligible to run for office.

C. When a vacancy occurs in any office of the Association, the Officers will have the responsibility to fill the vacancy.
ARTICLE VII. Association Meetings

A. The general membership shall meet at least once every two months. Special meetings may be called by the officers or by a petition of one-fourth of the general membership.

B. The officers shall attend the general meetings and may be called to special meetings by the President of the Association.

C. A quorum is a minimum of a simple majority of the voting officers to include at least one member from each campus.

ARTICLE VIII. Amendments

A. Amendments to this Constitution may be proposed by the officers or by a written petition signed by at least one-fourth of the voting membership.

B. A first reading and discussion of the proposed amendment shall be scheduled at the first general meeting following the submission of the proposal to the officers.

C. Amendments shall be approved by a two-thirds affirmative vote of the voting members on the submission of a ballot to the entire membership.

D. Approved amendments shall be submitted to the Chancellor of UAS.

ARTICLE IX. Parliamentary Authority

The parliamentary authority shall be from ROBERT'S RULES OF ORDER- Newly Revised.

ARTICLE X. Ratification

This constitution shall become effective when ratified by a majority affirmative vote of all eligible members of the Association present.
UAS Staff Council By-Laws

Section 1. (Article V- Officers)

A. The President shall:

1. Organize and preside at all meetings of the Association.
2. Assume the responsibilities as representative to the UAS assemblies and/or committees, in compliance with the constitution and by-law procedures.
3. Serve as an official representative to Staff Alliance.
4. Implement decisions of and be responsible to the membership.
5. Prepare an agenda for each meeting of the Association.
6. Include all proposals presented in writing by a member of the Association on the agenda.
7. Provide and/or assist with distributing communication to the membership.
8. Project, create, and submit the budget for the Association annually.
9. Will work on the Staff Development Day committee for UAS.
10. Oversee and/or participate on the Association’s committees.

B. The Vice-President shall:

1. Assume the duties of the President in the absence of the President, and complete the term if vacancy occurs.
2. Assist the President in the implementation of the decisions of the membership.
3. Assume the responsibilities as alternate representative to the UAS assemblies and/or committees, in compliance with the constitution and by-law procedures.
4. Serve as an official representative to Staff Alliance.
5. Will work on the Staff Development Day committee for UAS.
6. Participate on one of the Association’s committee.

C. The Secretary shall:

1. Record and preserve the minutes of all meetings of the Association.
2. Prepare and distribute copies of all such minutes or a summary thereof to all members within five days prior to the next Association meeting.
3. Maintain a list of members of the Association.
4. Provide notice of all such meetings to all Members-at-Large within five days prior to the meeting.
5. Manage the correspondence and website of the Association.
6. Will work on the Staff Development Day committee for UAS.
7. Participate on one of the Association’s committee.

D. The Members-at-Large of the Association shall:

1. Attend all meetings and if unable to attend provide an alternate.
2. Assist the President and Vice-President in the carrying out of their duties.
3. Act as liaison between the Association and the general membership of their campus.
4. Distribute all correspondence from the Association to the membership within five days prior to any action required.
5. Serve on committees as appointed and act as host for the respective campus Association retreats.
6. Will work on the Staff Development Day committee for UAS.