

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, specific UA assemblies, Staff Alliance and/or committees, per BOR P03.01.01.

ARTICLE III. Objectives

- A. Bring together UAS non-represented employees for collaboration and support.
- B. Improve standards and conditions for UAS non-represented employees by promoting, encouraging, and recommending relevant training and securing the working conditions essential to optimal performance.
- C. Recommend improvements in personnel policy, working conditions, and workplace standards.
- D. Facilitate understanding, communication, and cooperation between the non-represented staff, administration, faculty, and among all units of UAS.
- E. Advocate the principle that UAS non-represented employees' pay and benefits should be at least equivalent with comparable positions within the UA System.
- F. Encourage and support professional development for all employees.
- G. 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 affecting the non-represented personnel of UAS.

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. Officers shall consist of a President, Past President, Vice-President, 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. Officers will interpret and enforce the Constitution. In an officer's absence, they may delegate to any member of the Association to perform all acts necessary in order to carry out the purposes of the Association.

C. 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. Officers may establish ad hoc committees as necessary for conducting the Association's business.

E. Officers shall be permanent full-time non-represented employees.

ARTICLE VI. Elections and Vacancies

A. Elections should be conducted during the month of May for vacant officer positions.

B. Terms of office are two years, with staggered election years for the President (even years) and Vice-President (odd years). Elections shall be by secret ballot. Any member of the Association employed by university 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 have the responsibility to fill the vacancy through special election. If there is a single candidate, that candidate shall be directly appointed.

ARTICLE VII. Association Meetings

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

B. 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. Oversee and/or participate on the Association's committees.
10. Collectively select annual recipients of Staff Makes Students Count and Staff Excellence awards.
11. Coordinate with Human Resources on Staff Development Day.

B. The Past President shall:

1. Provide advice, guidance, and continuity for the President and Vice-President positions.
2. Serve as an ex-officio member.
3. As ex-officio, the Past President shall not vote unless there is a tie. If there is a tie, the Past President shall cast the deciding vote.
4. The term of office shall be at least one year. The Past President officer position may be vacated for a representative or At-Large position on Staff Council if the existing Past President is elected to represent their unit. The office may also be vacated upon an approval vote of the President, Vice-President, and Staff Council.

C. 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. Participate on one of the Association's committees.
6. Collectively select annual recipients of Staff Makes Students Count and Staff Excellence awards.
7. Coordinate with Human Resources on Staff Development Day.

D. The Secretary shall:

1. Record and preserve the minutes of all meetings of the Association.
2. Prepare and distribute draft/final copies of all such minutes or a summary thereof to all council members within five days aforementioned meeting.
3. Maintain a list of members of the Association.
4. Provide notice of all such meetings to all Members-at-Large a minimum of five days prior to the meeting.
5. Manage the correspondence and website of the Association.
6. Participate on one of the Association's committees.
7. Collectively select annual recipients of Staff Makes Students Count and Staff Excellence awards.
8. Coordinate with Human Resources on Staff Development Day.

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

1. Attend all meetings, and if unable to attend, provide an alternate as needed.
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 five days prior to any action required.
5. Participate on one of the Association's committees.
6. Collectively select annual recipients of Staff Makes Students Count and Staff Excellence awards.
7. Coordinate with Human Resources on Staff Development Day.