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EMR – membership list September 2009

Unit 1 Rural Campuses under CRCD

Reps(2)

Alts- Ann Hovde

Unit 10 - CNSM

Reps(3) Brad Havel,  
Alts

Unit 11 Facilities Services

Reps(3) Jenny Day, Marianne Freelong, Deb Hao  
Alts-

Unit 12 - VCAS

Reps(4) Leah Glasscock, Sanders, Carol Shafford  
Alts

Unit 13 Rasmuson & Fairbanks OIT

Reps(3) Jennifer Stutsman, Chris Van Dyck, Walker Wheeler  
Alts-

Unit 14 - IARC

Reps(1)  
Alts

Revised 5/09

## Constitution of the University of Alaska Fairbanks Staff Council

### Article 1. Name and Purpose

- A. The name of this organization shall be University of Alaska Fairbanks Staff Council.
- B. Authorized by the Board of Regents Policy 03.01.01 to represent both APT and Classified staff of the University of Alaska Fairbanks in its entirety, the organization formed by this Constitution enhances the staff's ability to serve the university and the public, provides a communication network between staff and the rest of the University community, and offers the considered views of staff necessary for decision making and problem solving on issues of common importance to achieving the mission of the University.
- C. Those actions requiring the Chancellor's approval must be forwarded for review, acceptance or veto.
- D. To act as a constituent body of the UAF governance process and to provide, from and by the UAF Staff Council, representatives to other constituent bodies, including but not limited to the UAF Governance Coordinating Committee and Staff Alliance.

- C. The President and Vice President shall be elected from the current council and staff at large by the representatives.
- D. The President and Vice President represent UAF Staff Council on the UAF Governance Coordinating Committee.
- E. The President and Vice President shall represent UAF Staff Council on the Staff Alliance.
- F. The President will have the opportunity to occupy the President Emeritus/Emerita officer position once their term as President has been fully served

Article 4. Meetings

- A. There shall be a minimum of six regular scheduled meetings during each academic year. Other meetings may be called by the President or President's designee or by petition of twenty percent of the representatives.
- B. Meetings may be conducted using teleconferencing and other electronic media.

Article 5. Amendments

- A. Amendment(s) to the Constitution may be proposed by members of the UAF Staff Council. The proposed amendment(s) shall be sent to all members of the UAF Staff Council.
- B. The President shall schedule a first reading and discussion of the proposed amendment(s) at the first scheduled meeting of the UAF Staff Council after distribution.
- C. Approval of amendment(s) to the Constitution requires a quorum and a two-thirds vote of all representatives present. The proposed amendment(s) shall be subject to a final vote at the next scheduled meeting. The vote will be by roll call.
- D. All amendment(s) to the Constitution approved by the UAF Staff Council shall be forwarded to the UAF Chancellor for approval.

The parliamentary authority shall be from Robert's Rules of Order Newly Revised.

Revised 5/6/09

## Bylaws of the University of Alaska Fairbanks Staff Council

### Section 1. Preamble

The UAF Staff Council is a representative organization for all APT and Classified employees of the University of Alaska Fairbanks in accordance with Article I of the Constitution. The UAF Staff Council's structure provides a means of dealing with issues concerning the welfare of employees and facilitates our role in the self-governance process.

### Section 2. Purposes, Rights, Responsibilities and Authority

#### A. -President

provide official representation for the staff, both Classified and APT, at the University of Alaska Fairbanks and all its campuses in matters which affect the general welfare of the staff, the university and the accomplishment of the university's goal

function as a representative body for staff not covered by collective bargaining agreements or applicable state or federal laws to initiate, develop, review and implement policies and procedures and make recommendations concerning issues pertinent to the staff and to the fulfillment of the mission of the University of Alaska Fairbanks including but not limited to:

- Appointment, reappointment, affirmative action, transfer, termination, non-retention and retirement
- Leave
- Performance evaluation
- Advancement and promotion
- Position evaluation
- Grievance

Secton 3. Membership

A. Representation

- VI. Alternates are encouraged to participate in permanent, ad hoc, and external committees and will have full representative rights within the committee(s).

#### C. Attendance

- I. Staff Council members who have three unexcused absences within a ~~month~~ ~~period~~ may be encouraged to resign or face removal from the Council defined in Section 10, Article ~~B~~ of the UAF Staff Council ~~Bylaws~~.
- II. If a representative is unable to attend a meeting, it is the responsibility of the representative to contact an alternate for that unit to attend in their place as a voting proxy. Excused absences will be granted for members at the discretion of the President.

#### D. Length of Terms

- I. Elected representatives and alternates shall serve ~~year~~ terms beginning January 1 and ending December 31.
  - a. There are no term limits for representative or alternates
  - b. Representatives and alternates up for ~~election~~ election must submit a nomination form and go through the election process.
- II. Even numbered unit representatives ~~and~~ alternates shall begin their term on an even numbered year. Odd numbered unit representatives ~~and~~ alternates shall begin their term on an odd numbered year.

#### E. Elections

- I. The Elections, Membership, and Rules Committee shall be responsible for conducting elections.
- II. The elections for representatives and alternates shall adhere to the following time frame:
  - a. Elections will be conducted in the fall. The voting time frame will ~~be~~ a minimum of 30 days.
  - b. The election results will be reported during the December meeting.
  - c. January 1 newly elected representatives take office.
- III. Elections for President and Vice ~~President~~ shall be conducted as follows:
  - a. Notice of election to fill the office of President and Vice ~~President~~ shall be announced in the regular meeting in March for the election to be held in May.
  - b. Suggestions for possible candidates should ~~be~~ presented to the Elections, Membership and Rules Committee in order to prepare a ~~list~~ slate of candidates for presentation to the Staff Council. Nominations may also be submitted at the March or April Staff Council Meeting.





B.

- b. Other members of the committee shall be:
  - 1. Chairpersons of the permanent committees.
- c. The committee shall have the following responsibilities:
  - 1. Prepare for approval

IV. Staff Affairs Committee

- a. The chairperson shall be elected from the committee members
- b. The committee shall work on policies related to the following:
  1. Benefits
  2. Compensation
  3. Grievance procedures
  4. Position evaluation and hiring procedures
  5. Other human resources issues pertaining to staff
  6. Any matters which affect the health and welfare of the staff outlined in the UAF Staff Council Bylaws Section 2, Article 6.
- c. The chairperson of the committee may establish subcommittees for specific issues.

V. Rural Affairs Committee

- a. The chairperson shall be elected from the committee members
- b. As an ex officio member of the committee, the President is charged with communicating concerns of the Rural Affairs Committee to the Chancellor and Governance Coordinating Committee.
- c. The committee shall have the following responsibilities:
  1. Oversee the general welfare of the UAF community not residing on the Fairbanks campus.
  2. Monitor all activities affecting compliance with the College of Rural and Community Development mission statement of the University of Alaska Fairbanks.
- d. The chairperson of the committee may establish subcommittees for specific issues.

VI. University Advocacy

- a. The chairperson shall be elected from the committee members
- b. A representative from the Alumni Association and ASUAF will serve on the committee.
- c. The committee shall have the following responsibilities:
  1. Organize events and functions to help make the public aware of the value of University staff, as well as students and faculty.

2. Organize events and functions that increase staff morale and awareness of the University.
3. Other items to be determined by the committee on an annual basis.
- d. The chairperson of the committee may establish subcommittees for specific issues.

VII. Ad Hoc Committees

- a. Ad hoc committee membership

meeting. The proposed amendment will be distributed before the next Staff Council meeting

- E. The Administrative Committee shall schedule a reading discussion, and vote of the proposed amendment(s) at the next scheduled meeting of the UAF Staff Council after distribution of the copies.
- F. Approval of amendment(s) to the bylaws requires a quorum and two-thirds vote of all members representatives present eligible to vote in the UAF Staff Council. The vote will be by roll call vote.
- G. Suspension of bylaws must cite the specific section to be suspended and be approved by a two-thirds vote of the Staff Council members present.

#### Section 7. Quorum

- A. A majority shall consist of 51% of the total count of unit representatives on Staff Council.
- B. The presence of a majority of the representatives or their designated alternates, either in person or by electronic media shall constitute a quorum.

#### Section 8. Veto Powers

- A. Actions taken by the UAF Staff Council pertaining to university policy, procedures and regulations will be forwarded to the Chancellor for approval.
- B. An action of the UAF Staff Council will be considered approved if the Chancellor fails to respond to that action within 45 days of receipt of the action by the Chancellor.
- C. The Chancellor may veto an entire UAF Staff Council action or veto or change only a portion thereof, provided that the change does not effectively traverse or nullify the purpose or principle involved in the main action.

#### Section 9. Appeal

- A. Any action of the UAF Staff Council referred to the Chancellor and vetoed within the 45-day period provided for review may be appealed by a two-thirds majority veto override vote of a quorum at the next regularly scheduled or special meeting of the Staff Council following notice of the veto.
- B. The appeal process shall begin with the System Governance Council and proceed to the President of the University. If the President sustains the Chancellor's veto, the action may be appealed to the Board of Regents for final disposition.

#### Section 10. Recall and Referendum

- A. Any representative may be recalled by the unit from which the representative was chosen. Such a recall vote shall be held upon petition of one-fourth of the members of that unit. The majority of the votes cast shall rule.

- B. Any officer or member of the UAF Staff Council may be petitioned for recall with a one quarter vote of the UAF Staff Council. The majority vote cast for recall by a quorum of the UAF Staff Council shall cause the recall of that officer or member.
- C. A referendum of the constituency on any of the specific actions of the UAF Staff Council will be presented to the Chancellor. The petition for referendum requires specifying the issue and containing the signatures of ten percent of the number of staff defined in Section 2, Article A Subsection b of the UAF Staff Council Bylaws. The Chancellor may designate a staff council committee to perform a vote if necessary. The decision of a majority of the votes cast shall determine the action.

The parliamentary authority shall be from the Robert's Rules of Order Revised.