



# Staff Alliance Constitution

*Changes passed April 10, 2012*

## Article 1. Intent

It is the intent of the [University of Alaska](#) Board of Regents: 1) that the faculty, staff and students shall share in the governance of the university, 2) that shared governance is an integral part of the business of the university, and 3) that participators in shared governance are empowered by the [UA Board of regents-Regents](#) to carry out their governance responsibilities to the best of their abilities without interference or fear of reprisal.

## Article 2. Name

The UA Board of Regents hereby establishes a mechanism for non-exempt and exempt staff system governance consisting of the Staff Alliance of the University of Alaska, hereinafter "Staff Alliance."

## Article 3. Authority, Purposes and Responsibilities, and Role

### A. Authority

The Staff Alliance receives its authority by policy 03.01.01 of the UA Board of Regents which derives its authority from the Constitution and statutes of the State of Alaska. The Staff Alliance shall carry out its function subject to the authority of the [UA Bboard of regents-Regents](#) and the [University of Alaska](#) president.

### B. Purposes

#### 1. Representation

To provide official representation for the non-exempt and exempt employees, who are not represented by a collective bargaining agent, in matters which affect the general welfare of the university and its educational purposes and effectiveness.

#### 2. Legislation

To function as a legislative body having as a primary authority that of initiating, developing and reviewing proposals relating to staff affairs for policy and regulation adoption. Actions of the Staff Alliance are binding subject to review and approval by the [president of the universityUA president](#).

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### 3. Consultation

To provide consultation to the [UA](#) president ~~of the university~~ and the [UA board](#) ~~Board~~ of ~~regents~~ [Regents](#) on staff affairs.

### 4. Communication

To serve as an instrument by which information which is of interest and concern to the university system staff may be freely collected, disseminated, and discussed.

### C. Responsibilities

Staff Alliance responsibilities include, but are not limited to staff affairs personnel policies and regulations, compensation and benefits, and other issues affecting the work environment and the general welfare of university staff.

### D. Role

The Staff Alliance and local staff governance groups shall have primary system governance authority for staff affairs. For staff affairs impacting faculty and/or students, staff shall seek input from those groups, but are not governed by them.

## Article ~~54~~. Membership and Organization

### A. Voting membership

The voting membership of the Staff Alliance shall consist of two each from the University of Alaska Anchorage, the University of Alaska Fairbanks, the University of Alaska Southeast, and Statewide Programs and Services.

Voting members shall communicate their governance activities to their supervisors as appropriate and constituencies on a regular basis.

### B. Selection

Representatives to the Staff Alliance shall be selected in such a manner as prescribed by the local constituent groups.

### C. Terms of office

Representatives to Staff Alliance shall serve a minimum of a one-year term. The term shall run from ~~September~~ [July](#) 1 to ~~August~~ [June](#) 30 of the following year.

### D. Officers

Staff Alliance officers shall include a chair, vice chair, secretary, and treasurer elected annually by the members of Staff Alliance.

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### ~~D-E~~. Qualifications

Representatives to the Staff Alliance should have prior shared governance experience wherever possible.

### ~~E-F~~. Recall of members

Any member may be recalled by the body from which the member was chosen. The local constituent body shall select a replacement to complete the term of office.

#### **F.G. Ex-officio, non-voting membership**

Ex-officio, non-voting membership in the Staff Alliance shall include the UA president of the university, an appropriate vice chancellor or other administrative officer from each university MAU and any other such person or persons as the UA president may designate, and such others as determined by Staff Alliance.

#### **G.H. Official Spokesperson**

##### **1. Election**

The official spokesperson for Staff Alliance shall be the chair of Staff Alliance, elected by and from the voting membership by a majority vote.

##### **2. Duties**

The chair shall a) preside over all meetings of the alliance, b) represent the alliance, and c) serve as primary contact on behalf of the alliance to the UA president ~~of the university~~ and the UA board-Board of regentsRegents. Should the chair be unable to attend a board of regents' meeting, the chair may appoint a replacement to speak to the board on behalf of the alliance.

#### **H.I. Task forces or Committees**

The alliance may establish task forces to consider complex system issues relating exclusively to staff affairs. These task forces are a formal part of shared governance, and as such, are subject to the Alaska Open Meeting Law, per Article 5. C., below.

### **Article 5. Meetings**

#### **A. Regular and special meetings**

The Staff Alliance shall meet a minimum of ~~two-six~~ times per year. At least once per year, all governance group spokespersons shall meet with the UA president of the university to identify system issues and plan for the coming year. Special Staff Alliance meetings may be called by the UA board-Board of regentsRegents, the UA president, the spokesperson of the Staff Alliance, or on petition of one-third of the Staff Alliance membership.

#### **B. Voting**

Voting shall be by simple majority of the full voting membership to include at least one member from each university MAU. Amendments to the constitutions or bylaws affecting membership rights shall require a consensus with no negative votes.

#### **C. Open Meetings**

All meetings of the Staff Alliance are subject to the Alaska Open Meetings Law, which means that meetings of these bodies are open to the public, agendas must be posted, and meeting records kept. Staff Alliance activities shall be regularly communicated to the university community.

## **Article 6. Quorum**

A minimum of a simple majority of the voting membership to include at least one member from each MAU shall constitute a quorum.

## **Article 7. Parliamentary Authority**

The parliamentary authority shall be the latest edition of Robert's Rules of Order.

## **Article 8. Constitutions and Bylaws, Amendments, Approval**

### **A. Constitutions and bylaws**

The constitution and bylaws, once passed by the Staff Alliance, shall be transmitted to the [UA](#) president ~~of the university~~ for approval. Copies of the Staff Alliance constitution and bylaws shall be maintained in the System Governance Office.

### **B. Amendments; distribution prior to voting**

Amendments to the constitution and bylaws shall be sent to all members of the Staff Alliance at least 30 days prior to the meeting at which they will be considered. Amendments to the constitution affecting membership rights shall require consensus with no negative vote.

### **C. Transmittal to the UA President and UA Board of Regents for approval**

Amendments passed by the Staff Alliance shall be sent to [the UA](#) president ~~of the university~~ for approval, and for transmission to the board of regents as appropriate.

## **Article 9. Review and Transmittal of Proposals**

### **A. Review**

Administrative proposals and issues affecting the university system staff shall be submitted to the executive officer who shall send the items to appropriate governance groups for review. The Staff Alliance shall respond to the proposals and issues relating to staff affairs and such others as the Staff Alliance may deem appropriate within 40 days after receipt from the executive officer. Those administrative proposals submitted in the summer months shall be acted upon by the Staff Alliance by October 15. Responses shall be transmitted to the executive officer for compilation and submission to the [UA](#) president ~~of the university~~. Proposals requiring immediate implementation for compliance with state or federal law shall be submitted to the Staff Alliance for review, but may be implemented prior to their action.

### **B. Transmittal to the president**

The executive officer [of System Governance](#) shall submit in writing the original proposal, together with Staff Alliance input, including the majority and all minority opinions, to the [UA](#) president ~~of the university~~ for information or action as appropriate.

### C. Transmittal to the UA Board of Regents

The chair of the alliance may present the Staff Alliance majority and minority views in writing directly to the [UA board-Board](#) of [regents-Regents](#) on any issue within the purview of the Staff Alliance.

## Article 10. Actions of the UA President and UA Board of Regents

### A. Action by the UA President

The UA president shall, in writing, approve, disapprove, or modify a Staff Alliance action, and notify the chair and the executive officer within forty-five (45) days of receiving notification of the action by the [System Governance](#) executive officer.

### B. Modifications by the UA President

The UA president may modify a Staff Alliance action if the modification does not effectively contravene or nullify the purpose or principle involved in the action.

### C. Disapprovals

The UA president shall inform the Staff Alliance of the reasons for any disapproval or modification within one month of disapproving or modifying an alliance action.

### D. UA Board of Regents Notification and Action

Staff Alliance actions which are modified or disapproved by the [UA president-of the university](#), together with the statement of reasons, shall be placed on the next [UA board Board of regents'-Regents'](#) meeting agenda for the information of the board if requested. At the request of either the [UA president-of the university](#) or the alliance, the alliance action which has been modified or disapproved shall be brought before the board for action. The decision of the [UA board-Board](#) of [regents-Regents](#) is final.

## Article 11. Handbook

The Staff Alliance shall annually submit a directory of Staff Alliance members, a description of the Staff Alliance and how it works, and the annual Staff Alliance calendar to the [System Governance](#) executive officer for inclusion in the governance handbook. This handbook shall be ~~distributed-posted online and publicly available, to the UA Board of Regents and to the shared governance groups.~~

## Article 12. Reports

~~The alliance chair or designee shall prepare a report of alliance activities. This report shall be submitted to the System Governance executive officer for compilation into a single report of governance activities for submission to the UA president and the UA Board of Regents as part of the agenda for regular UA Board of Regents' meetings. The System Governance executive officer shall also maintain alliance electronic and written communications systems. The Staff Alliance shall annually prepare a report of activities. This report shall be submitted to the executive officer for compilation into a single annual report of governance activities for submission to the UA president and the UA Board of Regents. The executive officer shall maintain Staff Alliance communications electronically and prepare system governance news for~~

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# Staff Alliance Bylaws

Changes passed April 10, 2012

## Section 1. Membership and Organization (Constitution Article 4.)

### A. Election of the vice chair

The alliance shall elect one vice chair from an MAUa university other than that of the chair.

### B. Duties

#### 1. Chair

The chair shall a) preside over all meetings of the alliance, b) represent the alliance, and c) serve as the primary contact on behalf of the alliance to the UA president and the UA Board of Regents. Should the chair be unable to attend a UA Board of Regents' meeting, the chair may appoint a replacement to speak to the board on behalf of the alliance.

#### 2. Vice Chair

The vice chair shall serve in the absence of the chair for all alliance meetings, meetings with the UA president, or with the UA Board of Regents.

#### 3. Secretary

The secretary shall:

- take minutes at each Staff Alliance meeting and submit the minutes to the System Governance Office no later than one week after a meeting is held
- work with the alliance chair and the System Governance Office to set the agenda for the next meeting. The secretary shall submit the agenda to the System Governance executive officer for posting to the System Governance website at least one week prior to the meeting
- perform other duties as assigned

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#### 4. Treasurer

The treasurer shall:

- work with the System Governance Office to budget the Alliance's spending
- report the current balance to the Alliance as needed for future planning
- perform other duties as assigned

#### B. —

The ~~vice chair~~officers shall serve from ~~September~~~~July~~1 through ~~August~~~~June~~ 30 of the following year. When an officer's seat becomes vacant prior to the term expiration, the Alliance shall elect a new officer from that vacancy's university's representation.

#### —Vacancy

##### **A. Public meeting notice**

Public meeting notices shall be distributed to the university community through the Internet at least five days prior to the meeting, except for special meetings called for in an emergency; special meetings shall have at least twenty-four hours' advance notice.

##### **B. Deadline for agenda items**

Deadlines for receiving agenda items shall be set by the alliance chair and these deadlines shall be distributed by the system governance executive officer to administration, the UA Board of Regents and the university community.

##### **C. Agendas**

The agendas of each regular or special alliance meeting shall be timed consent agendas approved by the alliance chair and distributed to the alliance membership by the system governance executive officer at least five calendar days prior to the meeting. The alliance chair may shorten the agenda distribution timeline under special circumstances.

##### **D. Recording meetings**

The alliance and its committees and task forces shall provide official minutes to all meetings.

The minutes of all meetings shall include all actions taken by the alliance, shall be prepared and distributed no later than thirty days after the meeting, shall be made available to alliance members and the public, and shall be posted on the Internet.

##### **E. Open meetings**

All alliance meetings are open to all members of the university and the general public; however, only alliance members may participate in the meeting unless the rules for participation in a meeting are suspended by a two-thirds vote of the members present.

##### **F. Executive session**

The alliance may meet in executive session at any meeting when the subject to be discussed tends to prejudice the reputation or character of any person, or when the

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subject under discussion includes matters which are required by law or university policy or regulations to be held confidential.

**G. Roll call vote**

A roll call vote shall be ordered if requested by one-third of the members present.

**H. ~~Teleconference and video conference meetings~~ Meeting Format**

Any regular or special alliance meeting may be conducted ~~by teleconference or video conference, any communication technology.~~

**Section 3. Quorum (Constitution Article 6.)**

**A. Alternates; proxy voting prohibited**

When alliance members cannot attend a meeting, they shall make every effort to send an alternate and shall advise the alliance chair prior to the meeting if this is not possible. Voting by proxy is prohibited.

**Section 4. Parliamentary Authority (Constitution Article 7.)**

**A. Time limit on speaking**

The chair may set time limits on each agenda item. No speaker shall then speak for more than the fixed number of minutes on any one topic unless more time has been granted in advance. The time limit may be extended by a two-thirds vote of the members present.

**B. Actions**

Motions shall be forwarded to the president of the university for the president's written approval, modification or disapproval no later than ten days after the meeting. Resolutions shall be forwarded to the president of the university for written comment no later than ten days after the meeting.

**Section 5. Amendments to the Bylaws (Constitution Article 8.)**

**A. Written submission**

Amendments to the bylaws must be presented in writing by voting members of the alliance to the alliance chair at least two weeks before the meeting at which they will be considered.

**B. First reading and action**

Amendments shall have first reading and discussion at the first meeting after they have been received by the chair. Amendments may then be voted at the same meeting or postponed for further consideration.

**C. Voting on amendments**

Amendments shall be by a simple majority of a quorum of the membership.



**D. Submission to the [UA](#) president**

Amendments, once approved by the alliance shall be forwarded to the UA president for approval, modification or disapproval within ten days after the meeting by the executive officer and posted in the System Governance Office.