

# CONSTITUTION OF THE STAFF COUNCIL UNIVERSITY OF ALASKA ANCHORAGE

## ARTICLE I: NAME

The name of this organization shall be known as the Staff Council and will herein be referred to as the Council.

## ARTICLE II: PURPOSE

The Council represents all nonexempt and exempt (hereinafter referred to as hourly and salaried, respectively) staff, full-time staff of the University of Alaska Anchorage (UAA), exclusive of staff with executive classification. The purpose of the Council is to provide a forum through which common concerns and opinions regarding University matters may be voiced. The Council offers representative participation towards the solution of problems, formulation and/or revision of policies affecting these staff, their salaries and benefits, working conditions, general services, and services performed. The Council will act as a resource, support, and advocate for hourly and salaried staff. The Council serves as an advisory body to the Chancellor in matters concerning hourly and salaried staff.

## ARTICLE III: MEMBERSHIP

**Section 1:** All hourly and salaried staff of UAA, including the community campuses, shall be considered non-voting members of the Staff Council and shall hereafter be referred to as the general membership.

**Section 2:** The Council shall consist of twenty-one (21) voting members.

**Section 3:** Elections of Council members shall be held each May from the general membership.

**Section 4:** Any voting member of the Council may be recalled according to the provisions of the Bylaws of the Council.

**Section 5:** The executive powers of the Staff Council shall be vested in the voting members of the Council, and shall be headed by Council Co-Presidents or Acting President.

## ARTICLE IV: OFFICERS

**Section 1:** Officers of the Council shall be two (2) Co-Presidents and two (2) Co-Vice Presidents. One (1) Co-President and one (1) Co-Vice President shall be exempt and the other non-exempt representatives.

**Section 2:** Election of officers shall be held in June of each year.

**Section 3:** Officers shall be elected from the Council voting membership.

**Section 4:** The officers shall take office July 1.

**Section 5:** The Staff Council Co-Presidents shall have the power to break all tie votes, and resolve all questions of procedure not specified in the governing documents or Robert's Rules of Order. The Staff Council Co-Presidents shall have the power to interpret the governing documents of Staff Council.

## **ARTICLE V: MEETINGS**

**Section 1:** Meetings of the Council shall be held monthly during the fiscal year, or more often if needed. Meetings of the Council shall generally occur on the first Thursday of every month with consideration for holidays and University closures.

**Section 2:** Meetings of the general membership may be called annually.

**Section 3:** All meetings are open to the general membership.

## **ARTICLE VI: QUORUM**

A quorum for Council meetings shall be at least fifty percent (50%) of the Council members. General business shall be approved by a simple majority vote of the Council members present.

## **ARTICLE VII: COMMITTEES**

**Section 1:** Standing committees of the Council shall be those specified by the Bylaws of the Council.

**Section 2:** The Council Co-Presidents shall appoint and conclude once their purpose is accomplished, ad hoc committees and their membership.

**Section 3:** Standing committee memberships shall be appointed by a majority vote of the Council.

**Section 4:** All committees shall report to the Council at regular Staff Council meetings.

## **ARTICLE VIII: AMENDMENTS**

**Section 1:** Amendments to the Constitution shall be proposed by voting members of the Council. Copies of the proposed amendment(s) shall be sent to all voting Council members prior to a first reading of the amendment.

**Section 2:** A first reading and discussion of the proposed amendment(s) shall be held at the first meeting of the Council after distribution of the proposed amendment(s).

**Section 3:** Approval of amendments to the Constitution requires a two-thirds vote of all ballots returned by the voting membership. The proposed amendment shall be subject to a final vote no sooner than thirty (30) calendar days and not later than sixty (60) calendar days after the first reading.

**Section 4:** All amendments to the Constitution approved by the Council shall be transmitted to the Chancellor. Amendments will become effective upon approval by the Chancellor.

## **ARTICLE IX: ESTABLISHMENT OF THIS CONSTITUTION**

Upon acceptance by a two-thirds majority of the voting representatives in attendance at the time of the submission of this document, the Constitution shall be considered ratified and used to govern all activities of the organization. Any document written before the proposed Constitution shall be superseded with the revised and newly ratified one.

## **ARTICLE X: PARLIAMENTARY AUTHORITY**

The parliamentary authority of the Staff Council shall be the latest edition of Roberts Rules of Order.