



UNIVERSITY
of ALASKA
Many Traditions One Alaska

Staff Alliance Constitution

Changes passed ~~April 10, 2012~~ by Staff Alliance on ~~November 11, 2014~~ [date in 2015]

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 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 Board of 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 UA president.

3. Consultation

To provide consultation to the UA president and the UA Board of 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 [UA 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 1 to August 30~~ July 1 to June 30 of the following year.

D. Qualifications

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

E. 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. 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. 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 president of the university and the board of regents. 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.G. 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. Officers

A. Officer Positions

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

B. Officer Elections

~~Officers will be elected from current Staff Alliance members. The election will occur at the beginning of each term each June, after local constituent elections are finalized in May. The chair and vice chair shall be from different local staff governance groups.~~

C. Term of Office

~~The officers shall serve from the time of election through JuneMay 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.~~

Article 6. 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 of Regents, 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~~7. 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~~8. Parliamentary Authority

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

Article ~~8~~9. Constitutions and Bylaws, Amendments, Approval

A. Constitutions and bylaws

1. 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.~~
2. The bylaws once passed by the Staff Alliance shall be forwarded to the UA president.
- ~~3. Copies of the Staff Alliance constitution and bylaws shall be maintained in the System Governance Office.~~

B. Amendments; distribution prior to voting

1. Amendments to the constitution shall be sent to all members of the Staff Alliance at least 30 days prior to the meeting when they will be considered. Amendments shall have first reading and discussion at the first meeting after they are received by ~~the~~ Alliance members. Amendments to the constitution affecting membership rights shall require consensus with no negative vote.

~~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~~2. Amendments to the bylaws shall be sent to all members of Staff Alliance at least two weeks prior to the meeting when they will be considered.

Amendments to the bylaws may then be voted on at the same meeting or postponed for further consideration. ~~Amendments shall be by a simple majority of a quorum of the membership.~~

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 910. 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 for~~ 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 of Regents on any issue within the purview of the Staff Alliance.

Article 1011. 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' 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 of Regents is final.

Article ~~11~~13. 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~~14. 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 inclusion in electronic and printed newsletters.~~



UNIVERSITY
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Staff Alliance

Bylaws

Changes passed April 10, 2012

Section 1. ~~Membership and Organization~~ Officers Duties (Constitution Article 45.)

~~E. Election of the vice chair~~

~~F. The alliance shall elect one vice chair from an MAU other than that of the chair.~~

E. Duties 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.

F. 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. If the vice chair is unable to fulfill these duties, the Alliance ~~will~~may select a representative from among their membership.

~~Secretary~~

The secretary shall:

- ~~— take minutes at each Staff Alliance meeting and submit the minutes to the System Governance Office at least five days prior to the next meeting~~
- ~~— work with the Alliance chair and the System Governance Office to set the agenda for the next meeting.~~
- ~~— perform other duties as assigned~~

~~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~~

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

~~A. Term of office~~

~~B. The vice chair shall serve from September 1 through August 30 of the following year. Vacancy~~

~~When a vice chair seat becomes vacant prior to the term expiration, the Alliance shall elect a new vice chair from that vacancy's MAU representation.~~

Section 2. Meetings (Constitution Article 56.)

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~~Minutes

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

~~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 include verbal or written reports from Alliance task forces or committees.~~ These shall be ~~shall be~~ made available to Alliance members and their public university constituents, 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 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 ~~with~~ by teleconference or video conference, any communication technology.

Section 3. Quorum (Constitution Article ~~67~~.)

A. ~~Alternates; proxy voting prohibited~~ Voting by proxy

Voting by proxy is allowed. When an Alliance member is unable to attend, they can send a proxy to vote in their place. They must, in advance, notify the chair in writing of this substitution. 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. Alternates may vote in the place of the Alliance member they are representing.

Section 4. Parliamentary Authority (Constitution Article ~~78~~.)

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

~~E.C. 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.~~



UNIVERSITY
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Constitution

Changes passed by Staff Alliance on [date in 2015]

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B. Purposes

1. Representation

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Article 4. Membership

A. Voting membership

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

B. Selection

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C. Terms of office

Representatives to Staff Alliance shall serve a minimum of a one-year term. The term shall run from July 1 to June 30 of the following year.

D. Qualifications

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

E. 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. 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 and any other such person or persons as the UA president may designate, and such others as determined by Staff Alliance.

G. 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. Officers

A. Officer Positions

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

B. Officer Elections

Officers will be elected from current Staff Alliance members. The election will occur each June, after local constituent elections are finalized in May. The chair and vice chair shall be from different local staff governance groups.

C. Term of Office

The officers shall serve from the time of election through May 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.

Article 6. Meetings

A. Regular and special meetings

The Staff Alliance shall meet a minimum of 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 of Regents, 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. 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 7. 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 8. Parliamentary Authority

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

Article 9. Constitutions and Bylaws, Amendments, Approval

A. Constitution and bylaws

1. The constitution, once passed by the Staff Alliance, shall be transmitted to the UA president for approval.
2. The bylaws once passed by the Staff Alliance shall be forwarded to the UA president.
3. Copies of the Staff Alliance constitution and bylaws shall be maintained in the System Governance Office.

B. Amendments; distribution prior to voting

1. Amendments to the constitution shall be sent to all members of the Staff Alliance at least 30 days prior to the meeting when they will be considered. Amendments shall have first reading and discussion at the first meeting after they are received by Alliance members. Amendments to the constitution affecting membership rights shall require consensus with no negative vote.
2. Amendments to the bylaws shall be sent to all members of Staff Alliance at least two weeks prior to the meeting when they will be considered. Amendments to the bylaws may then be voted on at the same meeting or postponed for further consideration.

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 10. 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. 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 for 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 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 of Regents on any issue within the purview of the Staff Alliance.

Article 11. 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, together with the statement of reasons, shall be placed on the next UA

Board of Regents' meeting agenda for the information of the board if requested. At the request of either the UA president 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 of Regents is final.

Article 13. 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 posted online and publicly available.

Article 14. 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.



UNIVERSITY
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Staff Alliance

Bylaws

Changes passed April 10, 2012

Section 1. Officer Duties (Constitution Article 5.)

E. 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.

F. 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. If the vice chair is unable to fulfill these duties, the Alliance may select a representative from among their membership.

Section 2. Meetings (Constitution Article 6.)

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. Minutes

The Alliance shall provide official minutes to all meetings. The minutes shall include verbal or written reports from Alliance task forces or committees. These shall be made available to Alliance members and their university constituents, and shall be posted on the Internet.

E. Open meetings

All Alliance meetings are open to all members of the university; 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 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. Meeting Format

Any regular or special Alliance meeting may be conducted with any communication technology.

Section 3. Quorum (Constitution Article 7.)

A. Voting by proxy

Voting by proxy is allowed. When an Alliance member is unable to attend, they can send a proxy to vote in their place. They must, in advance, notify the chair in writing of this substitution. Section 4. Parliamentary Authority (Constitution Article 8.)

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

C.