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UNO Staff Advisory Council Constitution and Bylaws

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Recommended Citation

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UNIVERSITY OF NEBRASKA AT OMAHA STAFF ADVISORY COUNCIL Constitution/By-Laws

PREAMBLE

The Staff Advisory Council consists of members of the staff of the University of Nebraska at Omaha and staff of other University of Nebraska divisions working primarily at the University of Nebraska at Omaha campus.

ARTICLE I-NAME

The name of this organization will be the Staff Advisory Council, hereafter referred to as SAC or the Council, of the University of Nebraska at Omaha, hereafter referred to as UNO.

ARTICLE II-PURPOSE AND FUNCTION

Section 1 SAC was established in March 1973, to promote and facilitate communications between the managerial/professional and the office/service employees of UNO and the Chancellor.

Section 2 SAC will study policies, procedures, and other issues of concern to managerial/professional and office/service employees and make recommendations to the Chancellor.

Section 3 SAC will encourage all employees to consult with members of the Council regarding policies, procedures, and other issues of concern.

ARTICLE III- ORGANIZATION AND MEMBERSHIP

Section 1 SAC will be composed of up to 24 members, representing UNO's diverse managerial/professional and office/service staff, plus one external staff member {Article III, Section 6) for a maximum membership of 25. SAC will strive to maintain representative distribution of council members, approximating the ratios of managerial/professional and office/service employees and their organizational units. SAC will work to maintain a council reflective of the diverse multi-cultural UNO community. To facilitate communication and streamline decision-making, an appointed representative of the Chancellor serves as a non-voting, ex-officio member of SAC.

Section 2 Elected members are recommended by SAC to the Chancellor.

Section 3 Elected members will serve three continuous years, and must wait three years between terms to be eligible for nomination. If a member serves as a result of an appointment to a vacant seat, the member would be eligible for nomination at the end of that term on the condition that the member was not in the three-year waiting period from prior elected service.

Section 4 The Election Committee will monitor changes in the composition of managerial/professional and office/service employees and recommend membership adjustments to SAC.

Section 5 The SAC calendar year runs from June through May.

Section 6 To be eligible for membership, an employee must:

A. Be under the administrative jurisdiction of UNO.

OR

B. Be a University of Nebraska staff person from UNL, UNK, UNCA, UNMC, UNO Alumni Association, or University of Nebraska Foundation hereafter deemed "external staff," whose workload consists of more than fifty percent conducted on the UNO campus.

AND

C. Be a regular full-time or regular part-time, managerial/professional or office/service employee.

AND

D. Have successfully completed the new employee probationary period.

AND

E. Be in good standing at UNO or designated campus if external staff.

Section 7 The SAC mailing address is:

UNO Staff Advisory Council
University of Nebraska at Omaha
P.O. Box 130
Omaha, NE 68182

Section 8 The SAC website is: <http://www.unomaha.edu/sac>

Section 9 Employees who are not eligible for membership are represented by the Council and are encouraged to offer input, attend meetings, and seek SAC assistance with problems.

ARTICLE IV- OFFICERS

Section 1 The executive officers of SAC are President, President-Elect, Vice President, Past-President Secretary, and Treasurer.

Section 2 The duties of the officers are as follows:

A. PAST-PRESIDENT

1. Serves as a consultant to the President and to perform such duties as assigned by the President.
2. Serves each year as an Ex-Officio member of the Executive Committee.
3. The non-voting ex-officio member shall be permitted to attend closed session Executive Committee meetings.
4. Ex-officio members are not counted to establish a quorum.
5. The Executive Committee may appoint or remove additional ex-officio nonvoting members at its pleasure.
6. Each ex-officio member may participate in public meetings and hearings of the Staff Advisory Council including, but is not limited to, the ability to make motions, the ability to cast a vote, request the placement of matters on the Staff Advisory Council's agenda, serve on committees, and to participate in all discussions regarding any matter which may come before the Staff Advisory Council in public session.

B. PRESIDENT

1. Chairs the Executive Committee.
2. Presides at meetings of the Council.
3. Determines internal SAC committee appointments and, when requested, submits SAC recommendations for University committee appointments.
4. Prepares an annual report of SAC activities (Article VII, Section 4).
5. Selects an alternate Secretary from the Council to take minutes in the absence of the Secretary.
6. Meets with the Chancellor to make recommendations and present matters of concern and interest as the representative of SAC and staff.
7. Attends the Board of Regents meeting, when the agenda warrants, for the purpose of reporting, back to the Council, information obtained at the meeting and to present matters of staff interest or concern.
8. Solicits nominations and conducts election of SAC executive officers at the first meeting of the SAC new year (Article III, Section 5).
9. Serves on various University committees.
10. Trains incoming President immediately following the June advance meeting.

C. PRESIDENT-ELECT

1. Serves on the Executive Committee.
2. Oversees all SAC ad hoc committees.
3. Chairs the Professional Development Committee.
4. Presides at SAC meetings if the President is absent.
5. Attends the Board of Regents meeting in the absence of the President when the agenda warrants.
6. Responds to formal queries and comments from the staff.
7. Trains incoming President-Elect immediately following the June advance meeting
8. Chairs the annual Faculty/St Picnic.

F. VICE PRESIDENT

1. Serves on the Executive Committee.
2. Presides at meetings of SAC in the absence of the President and President-Elect.
3. Reviews the Constitution/By-Laws for possible changes and acts as parliamentarian at all official SAC meetings.
4. Chairs the Election Committee.
5. Chairs the Resolutions Committee.
6. Meets with the Chancellor in the absence of the President to make recommendations and present matters of concern and interest as the representative of SAC and staff.
7. Attends the Board of Regents meetings in the absence of the President or President-Elect when the agenda warrants.
8. Trains incoming Vice President immediately following the June advance meeting.

G. SECRETARY

1. Serves on the Executives Committee.
2. Provides accurate minutes of each SAC meeting, on a timely basis.
3. Maintains all records of the Council.
4. Reserves room for monthly meetings.
5. Distributes SAC meeting notices on a timely basis.
6. Responsible for all SAC communications.
7. Distributes agenda for all monthly SAC meetings.
8. Maintains list of SAC committee members.
9. Chairs the Communications and Publications Committee.
10. Serves on the Election and Activities Committees.
11. Sends out SAC packets to new council members prior to June advance meeting.
12. Trains incoming Secretary immediately following the June advance meeting.

H. TREASURER

1. Serves on the Executive Committee.
2. Responsible for all financial arrangements for SAC.
3. Chairs the Activities Committees.
4. Trains incoming Treasurer immediately following the June advance meeting.

Section 3

The election and terms of the officers are as follows:

- A.** Terms of the office shall run from June through June (13 months), which includes a one-month overlap for training. The incoming President (former President-Elect) takes office and presides at the first meeting of the SAC year.
- B.** The executive officers are elected by members of SAC at the last meeting of the previous SAC year. The Vice President, Secretary and Treasurer positions are elected for one-year terms. The President-Elect is elected for two one-year terms, the first term served as the President-Elect followed automatically as the President. All nominees for President-Elect must have two years of SAC eligibility remaining to be considered.
- C.** The new President (former President-Elect) shall conduct the election of the executive officers. Nominations are accepted from the floor.
- D.** A simple majority of votes of members present will elect (excluding outgoing members).

- E. Vote is by secret ballot.
- F. The newly elected officers assume their duties at the conclusion of each *vote*.
- G. The Secretary will provide the names of the new SAC Officers to University Affairs for publication and distribution.
- H. It is suggested that members should have served at least one year on the Council before election to an office. It is also suggested that officers not be elected to the same office for two consecutive years.

ARTICLE V- ELECTION PROCEDURES

Section 1 Eligibility

- A. Reference Article III, Section 6 for general membership.
- B. Reference Article III, Section 1 for representative composition.
- C. Reference Article III, Section 3 for waiting period for re-election.

Section 2 Nominations

- A. A list of nominations will be developed in March using the criteria listed under Section 1, eligibility.
- B. All nominees will be contacted regarding their willingness and ability to serve on SAC.
- C. By April, nominees must give a written or verbal agreement to serve if elected.

Section 3 Ballots

- A. Ballots reflecting the nominations shall be disseminated in early April.
- B. Complete ballots must be returned to the SAC Election Committee in late April by the deadline determined by the Election Committee
- C. The counting and tallying of ballots by the Election Committee should take place on the first business day after the ballots are due.
- D. On the first business day after the ballots are counted, the President of SAC will recommend the newly elected members to the Chancellor for approval.

Section 4 Post Election

- A. The Chancellor will notify the newly elected members and their supervisors of their election to SAC and of their first meeting date. New members will attend the June meeting for cross training and to elect new officers for the upcoming year.
- B. Immediately following the elections, a letter for the Chancellor will be sent to the supervisory staff of the newly elected member authorizing the participation of elected members in all SAC meetings and sponsored functions.
- C. Following the approval of the newly elected members by the Chancellor, the secretary will provide the names of new SAC members to University Affairs for publication and distribution.

Section 5 Vacancies

Should an elected seat on the Council be vacated, the Executive Committee may appoint an individual to finish the vacated term. The individual must be eligible under Article III, Section 6. The waiting period (Article III, Section 3) does not apply in this case. The Executive Committee should consider issues of fair and equitable staff representation, experience and needed skills when making these recommendations. All appointments must be approved by SAC and the Chancellor.

ARTICLE VI- COMMITTEES

Section 1 Standing Committees are comprised of SAC members appointed annually. Committee meetings are limited to committee members unless other SAC members or individuals are invited.

- A. Executive Committee
- B. Election Committee
- C. Communications and Publications Committee
- D. Activities Committee
- E. Professional Development Committee
- F. Resolutions Committee

Section 2 Duties of Each Committee:

- A. Executive Committee (comprised of the five officers of SAC, chaired by the President). The Executive Committee shall conduct the business of the Council between meetings. Three members shall constitute a quorum.
 1. Reviews all other committee activities and reports.
 2. Plans agendas for all Council meetings.
 3. Makes recommendations to the Council.
 4. Directs agenda for strategic plans, goals and objectives.
- B. Election Committee (Chaired by the Vice President who may appoint a co-chair).
 1. Carries out the annual election of new members.
 2. Reviews and monitors staff eligibility and representative composition.
- C. Communications and Publications Committee (Chaired by the Secretary who may appoint a co-chair).
 1. Assists the Secretary with communication duties, informing all University managerial/professional and office/service employees of meeting dates, meeting times, and matters of business conducted by the Council.
 2. Improves visibility of the Council through newsletters, welcome letters, websites and other publicity.
- D. Activities Committee (Chaired by Treasurer who may appoint a co-chair). Coordinates all SAC involvement in other University activities (i.e. awards, social events). This includes Awards Selections, Holiday Card Program and Employee of the Month.
- E. Professional Development Committee (Chaired by the President Elect who may appoint a co-chair).
 1. Provides input and PS evaluate Human Resources Department efforts with staff training and development programs.
 2. Plans agenda for November SAC advance and transition meeting
- F. Resolutions Committee (Chaired by the Vice President who may appoint a co-chair). The Committee shall consist of a minimum of five persons and shall prepare resolutions for action at SAC meetings.
- G. Ad Hoc Committees (Chair appointed by the President who in turn may appoint a co-chair). When necessary, ad hoc committees and task forces deemed will be formed. Once established the ad hoc committee will be overseen by the President-Elect. All UNO staff is eligible to serve on these committees.

ARTICLE VII - REPORTS

- Section 1** Formal reports, to be presented to the Council for consideration, should be typed or legibly written and be submitted to the President-Elect prior to the monthly planning meeting of the Executive Committee. Formal reports will be available to all SAC members. Informal reports and updates need not be submitted in writing and will be recorded in the meeting minutes.
- Section 2** Each officer and committee chair should maintain a notebook containing current operating procedures, committee reports, meeting notes and other pertinent information. This should be passed on to the next officer and committee chair to document past activities and maintain continuity.
- Section 3** All committee chairpersons should prepare a year-end report documenting activities and accomplishments. This should be filed with the President by the end of May.
- Section 4** The President prepares an annual report of SAC activities and accomplishments to be presented at the June Council meeting for approval. The approved report is submitted to the Chancellor at the conclusion of the SAC calendar year (Article III, Section 5).

ARTICLE VIII- MEETINGS

- Section 1** SAC meetings are to be held monthly with additional meetings called as deemed necessary by the President. All UNO employees are encouraged to attend.
- Section 2** All members of the Council should report their absence from a meeting to the President and the Secretary. The Executive Committee will evaluate the circumstances and determine whether an absence is excused. Two un-excused absences within on SAC year will be grounds for the Council to ask for the resignation of that person.
- a. An excused absence is defined as including but not limited to:
1. Campus/Office Obligation or Emergency
 2. Approved Sick Leave
 3. Approved Vacation Leave
 4. Approved Funeral Leave
- Section 3** The SAC Executive Committee meetings are held monthly with additional meetings called as deemed necessary by the President.
- Section 4** SAC committees meet as necessary to carry out their responsibilities.
- Section 5** Ingoing and outgoing officers will be required to meet immediately following the June meeting for the purpose of training.

ARTICLE IX- QUORUM

A simple majority of the current voting members will constitute a quorum for any SAC general or committee meetings.

ARTICLE X- PROCEDURE

All official business of the Staff Advisory Council shall be conducted in accordance with these constitution/by-laws and under Roberts Rules of Order (Revised) in all cases not specifically covered herein. The interpretation of these constitution/by-laws and application of Roberts Rules of Order shall be the duty of the Vice President.

ARTICLE XI- CHANGES TO THE CONSTITUTION/BY-LAWS

Recommended changes to this Constitution/By-Laws will require an affirmative *vote* of at least two-thirds of all SAC members before submission to the Chancellor for approval. Notice of a proposed change must be filed with the Secretary and communicated to SAC members at least ten days prior to the meeting at which the proposed change is to be voted on. For matters of immediate action a *vote* of at least three- fourths of all SAC members will be required for approval. This will override the 10-day prior notice period.