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

Approved May 12, 2020

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.

Section 4 SAC will inform, engage, and advocate on behalf of all university staff. The council will hold a strategic planning session in order to better align the current council's desires and goals with the overall plans of the council and committees.

ARTICLE III - ORGANIZATION AND MEMBERSHIP

Section 1 SAC will be composed of up to 40 members (Article III, Section 6), representing UNO's diverse managerial/professional and office/service staff, for a maximum membership of 40. 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 multicultural 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. Also, the Past President is included as an ex-officio member.

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

Section 3 Elected members will serve three continuous years and must wait one year 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.

Section 4 The SAC President-Elect and Vice President 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 the University of Nebraska Foundation whose workload consists of fifty percent or more 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 (180 days).

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
The University of Nebraska at Omaha
P.O. Box 30
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, Director of Operations, Director of SAC Communications and Director of Finance.

Section 2 In addition to the duties listed below, each officer is responsible for training the next person elected to their position. 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. Liaison to SAC Strategic Planning and Culture Committee.
3. Serves as an Ex-Officio member of the Executive Committee.
 - a. As a non-voting ex-officio member, the Past-President shall be permitted to attend closed session Executive Committee meetings.
 - b. Ex-officio members are not counted to establish a quorum.
4. Participates in public meetings and hearings of the Staff Advisory Council including, 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. Meets with the Chancellor to make recommendations and present matters of concern and interest as the representative of SAC and staff.
6. 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.
7. Attends UNO Board of Regents Constituency meetings when scheduled.
8. Solicits nominations and conducts the election of SAC executive officers at the last meeting of the SAC year in May. (Article III, Section 5).
9. Solicits nominations and conducts the election of SAC committee chairs at the last meeting of the SAC year in May.
10. Serves on various University committees and meets with University stakeholders on a regular basis.
11. Trains President-Elect and makes necessary introductions to help them prepare for presidency.

C. PRESIDENT-ELECT

1. Serves on the Executive Committee.
2. Oversees and serves as liaison to all SAC ad hoc committees.
3. Liaison to the Events 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. Serves on the UNO Strategic Planning Committee.
8. Responsible for SAC elections and resolutions.
9. Carries out the annual election of new members with Vice President
10. Reviews and monitors staff eligibility and representative composition.
11. Prepare resolutions for action at SAC meetings.

D. VICE PRESIDENT

1. Serves on the Executive Committee.
2. Liaison to the SAC Strategic Planning Committee.
3. Presides at meetings of SAC in the absence of the President and President-Elect.
4. Reviews the Constitution/By-Laws for possible changes and acts as parliamentarian at all official SAC meetings.
5. 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.
6. Attends the Board of Regents meetings when the agenda warrants.
7. Attends UNO Board of Regents Constituency meetings when scheduled.
8. Serves on the UNO Strategic Planning Committee.
9. Carries out the annual election of new members with the President Elect.
10. Reviews and monitors staff eligibility and representative composition.
11. Leading liaison for resolutions for action at SAC meetings in partnership with the

Strategic Planning Committee.

E. DIRECTOR OF OPERATIONS

1. Serves on the Executive Committee.
2. Liaison to the SAC Community Engagement Committee.

3. Works with Director of SAC Communications to accomplish all communication responsibilities.
4. Provides accurate minutes of each SAC general and executive committee meetings, on a timely basis.
5. Schedules and prepares for SAC general meetings monthly
 - a. Reserves room for monthly meetings.
 - b. Distributes SAC meeting notices on a timely basis.
 - c. Distributes agenda for all monthly SAC meetings.
6. Maintains all records of the Council.
7. Improves visibility of the Council through newsletters, welcome letters, websites and other publicity in concert with SAC Director of Communications.
8. Responsible for all SAC communications working with Director of SAC Communications.
9. Maintains a list of SAC committee members.
10. Sends out SAC packets to new council members prior to June advance meeting.

F. DIRECTOR OF SAC COMMUNICATIONS

1. Serves on the Executive Committee.
2. Works with SAC Operations Director to accomplish all communication responsibilities.
 - a. Serves as alternate minute-taker when SAC Operations Director is unable to attend meetings.
3. Responsible for SAC social media communications.
4. Direct Liaison to UNO's Office of University Communications.
 - a. Works with each committee chair on communications related to their committee activities
5. Works with SAC President to formulate new strategies for staff communication.
6. Improves visibility of the Council through newsletters, welcome letters, websites, and other publicity.

G. DIRECTOR OF SAC FINANCE

1. Serves on the Executive Committee.
2. Responsible for all financial arrangements for SAC
3. C. Works with each committee chair to process costs for relevant SAC activities
4. Liaison to the Professional Development Committee.
5. Responsible for collecting budgets from SAC committees and producing a final budget report for SAC each year.
6. Tracks SAC spending and provides an updated budget at each Executive and General SAC 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, Director of Operations, Director of Communications and Director of Finance positions are elected for one-year terms. The President-Elect is elected for two one-year terms and one term as an ex-officio, the first term served as the President-Elect followed automatically as the President which is then followed by a year as Past-President.

- a. If no current members accept nomination for an officer position, the position can be opened to incoming members with voting to occur in the first meeting of the new year.
- b. All nominees for President-Elect must have two years of their SAC term remaining to be eligible for consideration. If no SAC members with two years left accept the nomination, nominations will be accepted from the general membership.
- C. The new President (former President-Elect) shall conduct the election of the executive officers. Nominations will be collected in advance but are also accepted from the floor.
- D. A simple majority of votes of voting eligible members present will elect.
- E. The vote is by secret ballot.
- F. The Director of Operations will provide the names of the new SAC Officers to University Communications for publication and distribution.
- G. It is suggested that members should have served at least one year on the Council before the election to an office.

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 a waiting period for re-election.

Section 2 Nominations

- A. A list of nominations will be developed in March using the criteria listed under Article V 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 submitted to the SAC President-Elect and SAC Vice President in late April by the deadline determined by SAC, established by the President-Elect and Vice President.
- C. The counting and tallying of ballots by the President, President-Elect and Vice President, and 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, or SAC president, 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 receive SAC members committee assignments. Co-Chairs for all SAC committees will be elected in committee by the committee membership.
- B. Following the approval of the newly elected members by the Chancellor, the Director of Operations will provide the names of new SAC members to University Communications for publication and distribution.

- i. If no current members accept nomination for an officer position, the position can be opened to incoming members with voting to occur in the first meeting of the new year.

Section 5 Vacancies

Should an elected seat on the Council be vacated before September 1, the candidate who received the next highest votes will be offered an appointment. If the elected seat is vacated after September 1, the vacancy will remain open until the next election term. 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 and their respective Executive Committee liaisons unless other SAC members or individuals are invited. In addition to the duties listed in Section 2, each committee is responsible for producing a budget proposal to be approved by the SAC membership for all activities and establishing annual goals to be approved by the Council and submitted to the Strategic Planning Committee..

- A. Executive Committee
- B. Events Committee
- C. Strategic Planning and Culture Committee
- D. Professional Development Committee
- E. Community Engagement Committee

Section 2 Duties of Each Committee:

- A. Executive Committee is comprised of the six officers of SAC) and all four SAC committee chairs) shall conduct the business of the Council between meetings. At least half of SAC executive committee shall constitute a quorum and meetings shall be ran following the same policies as general SAC meetings (see Articles VIII, IX, and X).
 - 1. Reviews all other committee activities and reports.
 - 2. Plans agendas for all Council meetings.
 - 3. Makes recommendations to the Council.
 - 4. Directs the agenda for strategic plans, goals, and objectives.
 - a. Drafts proposed resolutions not originating from a committee
 - 5. Reviews and approves proposed budgets from each SAC committee before sending to the general meeting for approval
 - 6. The executive committee shall be empowered to make decisions in the name of the SAC when immediacy demands such action and SAC is unable to assemble to consider the issue. All decisions taken under these grants of authority must be presented to SAC at its next regular meeting and a motion of approval voted upon.
 - 7. The Executive Committee may vote to appoint or remove additional ex-officio nonvoting members.
 - 8. The Executive Committee may approve expenses up to \$1,000 without full membership vote.
- B. Events Committee (Chaired by a SAC member who is elected to the role; co-chair to

be elected from committee membership in June).

1. Organizes and promotes SAC events on campus, including involvement with other internal university activities. This includes but is not limited to:
 - a. Fall faculty and staff event
 - b. Spring staff appreciation event
 - c. Annual professional development event(s) with the support of the Professional Development Committee
- 2.
3. Coordinates with the SAC Director of Operations and Director of SAC Director of Communications on notification and promotion of events through campus media.

C. Strategic Planning and Culture Committee (Chaired by a SAC member who is elected to the role; co-chair to be elected from committee membership in June).

1. Members of the committee to serve on future staff focused NU system or HR task force committees.
2. Conducts staff climate survey on a biennium basis. Distributes climate survey report to all SAC members. Incorporates climate survey into annual SAC strategic planning.
3. Leads SAC initiatives on culture and climate.
4. Responsible for providing Director of SAC Communications with staff recognition initiatives. Create monthly staff recognition standards for use in the Mav Daily, SAC Communications and other staff communication tools.
5. Takes the leads on SAC strategic planning in generating ideas and feedback from SAC for the annual strategic plan.
6. Develops SAC strategic plan on an annual basis to present to SAC in July for approval in August.
7. Supports the SAC President in developing the SAC annual report presented to the Chancellor at the end of the current SAC year.

D. Professional Development Committee (Chaired by a SAC member who is elected to the role; co-chair to be elected from committee membership in June).

1. Provides input and PS evaluate Human Resources Department efforts with staff training and development programs. Maintains professional development brochure.
2. Establishes an Award subcommittee to include members from the Professional Development committee and general membership at large

Coordinates SAC involvement in Employee of the Month recognition with HR.

3. Focus on both internal SAC recognition as well as staff-wide initiatives working with SAC Communications Director.
4. Responsible for the implementation and growth of the SAC Professional Development Fund.

E. Community Engagement Committee (Chaired by a SAC member who is elected to the role; co-chair to be elected from committee membership in June).

1. Coordinates SAC volunteer involvement in activities involving the UNO campus and UNO community engagement.
2. Coordinate and lead two service events each year that promote or enhance the mission of UNO community partners
3. Track and report campus and community engagement of SAC members

- F. 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 are eligible to serve on these committees.

ARTICLE VII – REPORTS & RESOLUTIONS

- Section 1** Formal reports and resolutions to be presented to the Council for consideration, should be typed and 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 notes containing current operating procedures, committee reports, meeting notes and other pertinent information. This should be stored in UNO SAC digital storage to be accessible by 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. The President can cancel a monthly meeting if deemed prudent. The President or chair of any committee shall also have the ability to move meetings to an electronic format if situations warrant.
- Section 2** All members of the Council should report their absence from a meeting to the President and the Director of Operations. 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. Two unexcused absences will prompt the President to reach out the member to discuss their involvement. Continued unexcused absences after that discussion may cause the Executive Committee to request the member's resignation.
- a. An excused absence is defined as including but not limited to:
1. Campus/Office Obligation or Emergency
 2. Approved FMLA/Sick Leave
 3. Approved Vacation Leave
 4. Approved Funeral Leave
 5. Approved Administrative Leave
- Section 3** The SAC Executive Committee meetings are held monthly with additional meetings called as deemed necessary by the President. The President can cancel a monthly meeting if deemed prudent.
- 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.

- Section 6 Agendas for each meeting will be set no later than one week prior to the meeting to allow for distribution of relevant materials to SAC members. Any SAC member, UNO staff member, or relevant campus stakeholder can request to items to the agenda. Proposed agenda items will be approved by the SAC Executive Committee. The Executive Committee or President are empowered to add agenda items if a time-pressing issue emerges in the week before meeting. If this is done, an updated agenda with relevant information will be sent to SAC as soon as possible.

ARTICLE IX- VOTING & QUORUM

Section 1 Voting & Quorum during Meetings

- A. A simple majority of the current voting members will constitute a quorum for any SAC general or committee meetings.
- B. The primary method of voting for any motions before the group, or a committee, shall be through immediate voting during a meeting. Such votes will be taken by a method determined by the chair and administered following proper parliamentary procedure. If an electronic system is used, all members will have access to a non-electronic secret ballot. All results will be posted in the meeting minutes.

Section 2 Voting & Quorum between Meetings

- A. In the event that a pressing matter occurs between meetings or when a committee/the Council cannot meet, a vote may be taken electronically asynchronously.
- B. In such votes, quorum will be established if at least half of eligible members to vote on the motion have submitted a vote at the end of the open timeframe.
- C. Asynchronous electronic voting will be done via an approved UNO system (eg: Google Forms & Qualtrics). The chair/President calling the vote will set a specified time limit for members to respond. Members will need to state their name to ensure voting validity. Only the chair/President calling the vote will have access to the individual results. Once voting has ended, if quorum is reached, the chair/President will anonymize the data and store it in Box – reporting the results to the group at the following meeting within the agenda.

ARTICLE X- PROCEDURE

All official business of the Staff Advisory Council, including general, committee, and Executive meetings, 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 Vice President will serve as parliamentarian in instances where interpretation of these constitution/by-laws and application of Roberts Rules of Order is required.

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. Each proposed substantive/policy change to the by-laws will require a separate vote. Notice of a proposed change must be filed with the Director of SAC Operations and communicated to SAC members at least seven days 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 710-day prior notice period.

