

CREIGHTON UNIVERSITY STAFF ADVISORY COUNCIL

STANDING RULES

MISSION STATEMENT

The Creighton University Staff Advisory Council (SAC) serves as an advocate for University staff members (classification E-M positions). The Council is committed to fairness, justice, respect and promotion of service in accordance with the Mission of Creighton University.

PURPOSE

The Council shall advise and make recommendations to the President in matters affecting the general welfare and working conditions of all members of the staff.

MEMBERSHIP

The Council shall consist of members elected from and by the staff of the President's area and each Vice Presidential area to serve a three-year term. Representation from each area will be determined using the ratio of 1 representative for every 100 staff members in the areas designated below, provided that each area is ensured at least one member. Staff count will be obtained from the Human Resources Department approximately 30 days prior to the nominations process each spring (beginning March 1, 2009) to determine the appropriate SAC representation ratio. Eligibility to serve as a member of the Council requires a minimum of one year of employment with the University. Full-time and $\frac{3}{4}$ part-time employees shall be eligible for Council membership. The President of the University shall appoint one member as his representative.

Members shall be elected according to Vice Presidential areas from job classifications E-M as follows:

- Vice President for Academic Affairs.
- Vice President for Administration and Finance.
- Office of the President, the Vice President for University Ministry, the Vice President for University Relations, and General Counsel.
- Vice President for Student Services.
- Vice President for Information Technology.
- Representatives shall be elected from the area under the jurisdiction of the Vice President for Health Sciences as follows:
 - School of Dentistry
 - School of Nursing and the School of Pharmacy and Health Professions
 - Eight (8) School of Medicine*
 - Vice President for Health Sciences Office, Health Sciences Library, Minority Affairs, Center for Health Policy and Ethics, Clinical Pastoral Care, and Grants Administration.

*Effective August 2009

Ex-Officio members

President's office- One member shall be appointed by the President as his representative. This person shall serve as a liaison to the President's office.

Terms of Service

Terms of membership shall commence in August following the spring elections and will continue for the designated term until the member's successor takes office. Members shall serve three-year terms. Any member of the Council, after serving one three-year term, must leave the Council. After a period of one year, he/she may be re-nominated and re-elected for another three-year term.

A member may resign at any time by giving written notice of his/her resignation to the Chairperson or the Secretary of the Council. Any resignation shall take effect at the time specified in such written notice or, if no time is specified, then at the time of delivery.

If a member is removed or resigns from the Council, the Nominating subcommittee will research the prior election and seek out the runner-up.

If a member misses three consecutive meetings, the Council has the prerogative to seek appointment of an interested employee from the area he/she represents.

If a member is reclassified to a level not represented on the Council the employee must leave the Council within 30 days.

If a member changes divisions within the University, the Council has the option to allow the member to serve out his/her term. If any area then becomes underrepresented, the Nominating subcommittee has the option to fill the vacancy(ies) according to current rules.

OFFICERS OF THE COUNCIL

Officers of the Council are elected by its membership for a one-year term to carry out the duties of these offices and attend Executive Committee meetings.

Chairperson

The Chairperson shall be the presiding officer of the Council and shall in general supervise and control all of the business and affairs of the Council. He/she, when present, presides at all the meetings of the Council. The Chairperson shall perform all duties incident to the Office of the Chairperson and other such duties as may be prescribed by the Standing Rules. He/she will send written notice to new members and ensure that new members are oriented. The Chairperson shall request yearly budget funding from the Vice President for Administration and Finance. The Chairperson will attend the President's Advisory Committee and be available to serve on other special projects as requested by the President.

Vice Chairperson

The Vice Chairperson, in the absence of the Chairperson, or in the event of his /her inability or refusal to act, shall perform the duties of the Chairperson; when acting as Chairperson, shall have all the powers of and be subject to all the restrictions upon the Chairperson. Vice Chairperson will chair the Issues Subcommittee of the Staff Advisory Council.

Secretary

The Secretary shall keep an archive of meeting minutes and shall see that all notices are duly given in accordance to the provisions of the Standing Rules. He/she shall provide a copy of all approved minutes to the President of the University and to the entire Council, shall submit approved minutes to the webmaster to be posted on the Staff Advisory Council website, and notify all staff via e-mail of such postings. In general, perform all duties of the Office and such other duties as from time to time may be assigned to him/her by the Standing Rules or the Chairperson. In the absence of the Secretary, a member of the Council will record the minutes of the meeting.

Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds of the Council,' shall

receive and give receipts for monies in the name of the Council through the University accounting system, and shall perform all of the duties of the Office and other duties from time to time may be assigned to him/her by the Standing Rules or by the Chairperson.

An officer may resign at any time by giving written notice of his/her resignation to the Chairperson or the Secretary of the Council. Any resignation shall take effect at the time specified in such written notice or, if no time is specified, then at the time of delivery. A special election will be held to fulfill the position of Vice Chairperson, Secretary, or Treasurer for the remainder of the term.

Volunteer of the Council

Webmaster

The Webmaster will maintain the website of the Staff Advisory Council (<http://www.creighton.edu/sac>) The Webmaster will be required to receive training on the University's Content Management System to correctly administer the site. The Webmaster will be responsible to post SAC news as needed and to post the monthly minutes after being approved by the council..

MEETINGS

Meetings of the Council shall be held monthly and on call of the Chairperson. Robert's Rules of Order will be the guide for conducting business. No meeting of the Council shall be held unless there is a quorum present. A quorum of the Council shall consist of fifty (50%) percent of elected membership. Any member of the Council may place items on the agenda. Supervisors will arrange for employee representatives to be away from their work in order to attend these meetings and to participate in committee activities.

STANDING COMMITTEES

The Council maintains the right to oversee all Standing Committees. Amongst these rights, is the ability to create any new or dissolve any existing Standing Committee. The Council also reserves the privilege of Committee review and the right to overturn any decisions made in Standing Committees.

For consistency purposes, each Standing Committee is responsible for submitting a "Standard Operating Procedure (SOP)" to the Council. The SOP should include reason for forming the committee, basic operations, and goals of the Standing Committee.

Standing Committees of the Council shall meet a minimum of quarterly or as needed to fulfill the duties required by the council. Standing Committees shall report at Council meetings.

The Council currently recognizes the following Standing Committees:

Standing Rules

The Standing Rules Committee will consist of a minimum of four members of the Council. Membership will commence in September of each year.

The Standing Rules Committee shall be charged with the duties of keeping the Standing Rules current. They will keep all Council members abreast of any suggested changes, additions and/or deletions to the core documents. The committee will report quarterly with any suggestions or amendments to the core documents. The Council will approve by a majority vote any changes to the Standing Rules.

Staff Relations

The Staff Relations Committee will consist of a minimum of four members of the Council.

Membership will commence in September of each year.

The Staff Relations Committee shall be charged with the pre-eminent promotion and communication of the Staff Advisory Council through inter-campus relations, as well as outreach programs, while fostering our mission of advocacy to Creighton employees.

Issues

The Issues Committee will consist of a minimum of four members of the Council. Membership will commence in September of each year.

The Issues Committee shall be charged with the review of issues brought forth to the Council; conduct follow-up action on each issue within 60 days; meet monthly to prepare written report to Council on issues for review and recommendation; follow-up on issues (if action is needed) after written notification from the Council Chairperson of recommendation.

Nominating

The Nominating Committee will consist of a minimum of three members of the Council who have no interest in serving as a Council officer, as well as the presidential appointee. Membership will commence in September of each year.

The Nominating Committee will be charged with providing a slate of candidates for the spring election of Council officers. The Committee will also be charged with providing a slate of candidates for open positions on the Council, open positions on Special Committees of the Council and nominees for the annual "Rookie of the Year" award.

The Nominating Committee will call for nominations of open positions on the Council, as well as open positions on Special Committees of the Council. The Committee is encouraged to seek out and recruit a well-rounded slate of diverse nominees from a variety of positions and backgrounds within the University for all positions. In March of each year, the Nominating Committee will coordinate with DoIT the online ballot for the May election. This ballot will list position(s) of interest, name of individual, and area of representation. A minimum slate of candidates will equal the number of retiring member(s) open positions.

The Nominating Committee will count the ballots after voting has been completed.

Staff Service

The Staff Service Committee will consist of a minimum of four members of the Council. Membership will commence in September of each year.

The Staff Service Committee shall be charged with determining different strategies to involve the Creighton University staff members to donate or provide services to other people in the community that need assistance through either supplies or donations. A yearly SAC service project is encouraged to provide the opportunity for staff members to contribute to service and to help the community.

The Staff Service Committee can also work with Staff Relations Committee to promote service events in conjunction with free events offered by the Staff Relations Committee for staff members.

The chair of the committee will work with the webmaster to promote the service events on the SAC website and through e-mail.

If a member is removed or resigns from the Council or any Special Committee of the Council, the Nominating Committee will research the prior election and seek out the runner-up regarding his/her interest in fulfilling the term of the vacated position. The Committee will then bring forth a recommendation to the Council.

SPECIAL COMMITTEES

The Council will seek nominations from its constituents for staff representation on the following Presidential Committees:

- Campus Planning Committee
- University Committee on Benefits
- University Committee on the Status of Women
- University Grievance Committee
- Financial Advisory Committee
- University Committee on Public Honors and Events
- Americans with Disabilities Act Committee

Representative(s) appointed by the Council to Presidential Committees will be required to report on a regular basis or at the request of the Chairperson to the Council.

Other Special Committees may be established. The Council will seek nominations from its constituents for staff representation on special committees as needed on an ad hoc basis.

AMENDMENTS

Proposed changes to the Standing Rules shall be presented to the Chairperson and approved with a majority vote of two-thirds of the membership. The changes will be sent to the University President and General Counsel.