BYLAWS OF THE UCSD STAFF ASSOCIATION

ARTICLE I

The name of the association is the UCSD Staff Association.

ARTICLE II

Mission Statement

The objective of the UCSD Staff Association, as a group independent of the administration, is to provide an effective base for staff communication with the administration, faculty, and students, in all matters relating to the welfare and proper functioning of the University in its role as an educational institution by:

A. Encouraging staff members to present their opinions on issues that affect the University community; and

B. Serving in an advisory capacity to the administration on these issues when the Staff Association membership deem it necessary.

ARTICLE III

Members

The UCSD Staff Association membership will be comprised of all career staff employees. Members may opt-out of the mailing list by following the instructions at the Staff Association website. Contract and temporary employees who will be at UC San Diego for more than one year are welcome to opt-in to the staff association mailing list to stay abreast of events by following the instructions at the Staff Association website.

ARTICLE IV

Officers

Section 1: The members of the Executive Board are the officers of the Staff Association. The officers of the Executive Board are the Chair, Chair-Elect, immediate Past Chair, Treasurer and Secretary.

Section 2: The Executive Board elects from among itself a Chair-Elect, Treasurer and Secretary. The Chair-Elect shall have served as a member of the Executive Board during a previous Board year. A quorum, consisting of a simple majority of the board, is required to elect officers of the Executive Board. The Chair-Elect may not be a member of a collective bargaining unit.

Section 3: The Executive Board officers shall serve a one year term commencing July 1.

Section 4: If an officer of the Executive Board is unable to complete his/her term, nominations for a replacement shall take place at the next scheduled Executive Board meeting and a vote taken. If necessary, an emergency meeting may be called by the Chair or Chair-Elect. If the vacancy occurs in the office of Chair, the Chair-Elect shall automatically succeed for the remainder of the term.

Section 5: The Duties of Officers

A. The duties of the Chair include:

   1) presiding at all meetings
   2) serving as an ex-officio member of all Staff Association standing committees
   3) appointing the chair of the Nominating Committee
   4) having general management of the Association in accordance with the bylaws and the direction of the Executive Board
5) serving as the second-year delegate to the Council of University of California Staff Assemblies (CUCSA). The Chair must be in a policy-covered, non-represented position to serve on CUCSA

6) appointing and/or recommending staff representatives to UC San Diego committees.
   a. maintaining an accurate list of UC San Diego committees with staff representatives

7) appointing a Past Chair from the ex-officios in the case where the immediate Past Chair cannot serve in the role

B. The duties of the Chair-Elect include:

1) in the absence of the Chair, performing the duties and exercising the powers of the Chair
2) serving as the first-year delegate to CUCSA. The chair-elect must be in a policy-covered, non-represented position to serve on CUCSA
3) serving as an ex-officio member of all Staff Association standing committees
4) coordinating all Staff Association standing committees
   a. maintaining a list of committee chairs and members
   b. serving as the liaison between committee chairs and officers

C. The duties of the Treasurer include:

1) recording and depositing all monies collected by the Association
2) issuing payment for all legitimate expenses of the Staff Association subject to the approval of the Executive Board
3) preparing and presenting a monthly financial report to the Executive Board
4) serving as chair of the finance committee and serve as a member of the fundraising committee

The Treasurer’s Social Security number will be used for the Staff Association checking accounts.

An ideal Treasurer will have knowledge of fiscal practices and policies; FinancialLink; MyTravel; and other campus fiscal systems.

D. The duties of the Secretary include:

1) recording the transactions and attendance of members of all Executive Board meetings
2) conducting correspondence, such as but not limited to: meeting reminders and meeting announcements
3) maintaining records as may be required
4) distributing the minutes to members of the Executive Board and others as determined by the Board
5) serving as the chair of the communication committee

E. The duties of the immediate Past Chair include:

1) serving as an advisor to the Officers and Executive Board
2) serving as liaison to ex-officio board members
3) serving as a substitute UC San Diego representative to CUCSA
4) completing goals from previous year in partnership with the current Chair
ARTICLE V
Elections

Section 1: The membership annually shall elect board members to the Staff Association Executive Board. Six of the twelve elected board members shall rotate off the Executive Board at the end of their two-year term unless re-elected.

Section 2: Executive Board Terms

A. The term of office for each elected member of the Executive Board shall be for two consecutive years coinciding with the fiscal year, except in those instances where a member of the board is appointed to fill a vacant seat or voted into Chair-Elect.

B. Board members may serve three consecutive terms, including service in an Officer position with the exception of Chair-Elect. After serving the term limit, the member may be eligible to serve again after being off the Executive Board for a minimum of one year.

Section 3: At a mid-year meeting, the Chair of the Nominating Committee will be appointed by the Executive Board Chair. Nominations for the Executive Board shall be as follows:

A. A message offering board positions shall be sent via e-mail to the membership.
B. The committee shall nominate as many candidates as it sees fit for the Executive Board so as to obtain broad representation from the campus community.
C. A ballot shall be distributed via e-mail to the entire membership in the spring and the results are reported, by name only, to all members on or before June 1 each year.
D. A quorum, consisting of a simple majority of the members, is required to elect members of the Executive Board.

ARTICLE VI
Meetings of the Members

Section 1: Meetings of the entire membership may be held as often as required at a date, time, and place designated by the Executive Board. At least five working days notice will be given for the announcement of the meeting.

Section 2: Special meetings of the entire membership may be called by the Executive Board. These meetings require three working days advance notice.

Section 3: Announced educational programs are open to the general campus and the membership at large. If required, a portion of this meeting may be used to conduct general business.

Section 4: A quorum, consisting of simply majority of regular members present, is sufficient to transact all business of the Staff Association.

ARTICLE VII
Executive Board

Section 1: The Executive Board consists of fourteen elected members and appointed representatives from each active and officially recognized staff association on campus. Elected members are selected by electronic ballot from the regular membership of the Staff Association. The Chair and the Chair-Elect may not be represented staff members. A minimum of half of the elected members of the Board must be non-represented. Their term of office begins on July 1st of the year in which they are elected. Board members will serve for two fiscal years. The UC San Diego Human Resources Department maintains the list of officially recognized staff associations that register with their office each year and maintain an active board. Duplicative in nature staff associations will not be approved or permitted to participate in the Association.
Section 2: The Executive Board has general direction of the affairs of the Staff Association between its general, special meetings, and educational programs. The Board sets the hour and place of meetings, and makes recommendations to the Staff Association membership and performs such other duties as are specified in these bylaws.

Section 3: The Executive Board meets monthly on a date to be determined by the Board at their initial meeting. Emergency meetings of the Executive Board are called by the Chair within 24 hours upon request by three members of the Board.

Section 4: Vacancies that occur on the Executive Board after elections have been held are filled by appointment of the Chair from the list of non-elected candidates from the last election in order of vote-count. These appointees serve for the balance of the previous representative’s term.

Section 5: A quorum for the regular monthly Executive Board meetings consists of a simple majority. For emergency meetings, 25% of the Executive Board is required.

Section 6: Members of the Executive Board accept the responsibility of performing the duties assigned them as well as appropriate conduct and regular attendance at meetings. Should either misconduct or neglect of duty become evident, the member may be deposed from office, for cause, by the Executive Board (at a monthly Executive Board meeting) upon a motion for same and a resulting two-thirds vote in support of the motion.

Section 7: *Ex-officio* membership on the Executive Board is conferred upon the immediate Past Chair of the Board with the privilege of voting rights for one year. After that time, Past Chairs may serve as *ex-officio* members. Past Chairs are not excluded from being elected as Executive Board members or holding an officer position on the Executive Board. *Ex-officio* membership may also be extended to any retiring member of the Executive Board if the University retirement occurs during a Board term. Such *ex-officio* memberships shall have the privilege of voting rights until the expiration of the Board term. No *ex-officio* members are counted in establishing a quorum for the conduct of Board business.

Section 8: The duties of the Executive Board

All members of the Executive Board are expected to attend meetings. If a member cannot attend a meeting, the Chair should be notified prior to the meeting.

All members of the Executive Board shall serve as an advocate for the Staff Association. Members shall attend Staff Association events and represent the Staff Association at campus events, departmental meetings, committee meetings, etc.

A. The duties of the Elected Board members include:

1) serving as Chair or Co-Chair of a Staff Association standing committee or workgroup as established by the Chair

B. The duties of the Appointed Representative of an affiliate group include:

1) serving as liaison between the Staff Association Executive Board and the affiliate group which they represent

Affiliate group representatives are encouraged to serve as a member of a Staff Association standing committee or workgroup as established by the Chair.
ARTICLE VIII
Committees

Section 1: Standing or special committees are appointed by the Chair of the Staff Association as the Executive Board deems necessary to carry on the work of the association. The Chair and Chair-Elect shall be an ex-officio member of all committees except the Nominating Committee.

Section 2: The duties of the Committee Chairs:

A. scheduling and presiding at all committee meetings
B. having general management of the committee in accordance with the charge and goals
C. regularly updating the Staff Association Chair-Elect on committee membership, goals and progress
D. recruiting Staff Association members to serve on the committee
E. submitting funding requests to the Staff Association Treasurer

ARTICLE IX
Council of UC Staff Assemblies

Section 1: Each participating UC location will send two delegates to participate in the Council. Each UC location shall name its delegates by June 1. The term of office shall be two (2) years, the first year as a first year delegate and the second year as the second year delegate. Each year will commence on July 1.

Section 2: The second year delegate shall be the Chair of the Association and may not be a member of a collective bargaining unit.

Section 3: The first year delegate to CUCSA shall be the Chair-Elect of the Executive Board.

ARTICLE X
Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the Staff Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Staff Association may adopt.

ARTICLE XI
Amendment of Bylaws

These bylaws may be amended at a general business meeting or by electronic voting of the Staff Association membership by a simple majority vote. The amendment must have been circulated at least ten working days prior to the vote. Prior to the general business meeting or electronic vote, the Staff Association Executive Board must vote on the recommended changes and approve them by a simple majority vote.

ARTICLE XII
Association Assets

In the event the UCSD Staff Association is dissolved, all Association assets will be used only for the UCSD staff employees as determined by the Executive Board.

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