

## BYLAWS OF THE UCSD STAFF ASSOCIATION

### I. ARTICLE I

- i. The name of the association is the UCSD Staff Association.

### II. ARTICLE II - *Mission Statement*

- i. The UC San Diego Staff Association engages and empowers all UC San Diego staff in order to advocate staff priorities and maximize our impact.

### III. ARTICLE III - *Vision Statement*

- i. All staff will have the opportunity to engage and thrive as integral members of the UC San Diego community.

### IV. ARTICLE IV - *Members*

- i. The UCSD Staff Association membership is composed 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.

### V. ARTICLE V - *Officers*

- i. **Section 1:** The officers of the Executive Board are the Chair, Chair-Elect, Immediate Past Chair, Treasurer and Secretary.
- ii. **Section 2:** The Executive Board elects from among itself a Chair-Elect, Treasurer and Secretary. The Chair-Elect must have served on the Executive Board or on the Board of an Affiliate Group in the last five years. 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.
- iii. **Section 3:** The Executive Board officers shall serve a one year term commencing July 1.
- iv. **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.
- v. **Section 5:** The Duties of Officers
  - 1) The duties of the **Chair** include:
    - a) Presiding at all meetings.
    - b) Serving as an ex-officio member of all Staff Association standing committees.
    - c) Having general management of the Association in accordance with the bylaws and the direction of the Executive Board.
    - d) 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.
    - e) Appointing and/or recommending staff representatives to UC San Diego committees.
    - f) Appointing a Past Chair from the ex-officios in the case where the immediate Past Chair cannot serve in the role.
  - 2) The duties of the **Chair-Elect** include:
    - a) In the absence of the Chair, performing the duties and exercising the powers of the Chair.

- b) Serving as the first-year delegate to CUCSA. The chair-elect must be in a policy-covered, non-represented position to serve on CUCSA.
  - c) Serving as an ex-officio member of all Staff Association standing committees.
  - d) Coordinating all Staff Association standing committees.
  - e) Maintaining a list of committee chairs and members.
  - f) Serving as the liaison between committee chairs and officers.
- 3) The duties of the **Treasurer** include:
  - a) Recording and depositing all monies collected by the Staff Association.
  - b) Issuing payment for all legitimate expenses of the Staff Association subject to the approval of the Executive Board.
  - c) Preparing and presenting a monthly financial report to the Executive Board.
  - d) Serving as chair of the finance committee and serve as a member of the fundraising committee.
  - e) An ideal Treasurer will have knowledge of fiscal practices and policies; and campus fiscal systems.
- 4) The duties of the **Secretary** include:
  - a) Recording the transactions and attendance of members of all Executive Board meetings.
  - b) Conducting correspondence, such as but not limited to: meeting reminders and meeting announcements.
  - c) Maintaining records as may be required.
  - d) Distributing the minutes to members of the Executive Board and others as determined by the Board.
- 5) The duties of the **immediate Past Chair** include:
  - a) Serving as an advisor to the Officers and Executive Board.
  - b) Serving as liaison to ex-officio board members.
  - c) Serving as a substitute UC San Diego representative to CUCSA.
  - d) Completing goals from previous year in partnership with the current Chair.

## VI. ARTICLE VI - Elections

- i. **Section 1:** The membership annually shall elect board members to the Staff Association Executive Board. Elected board members shall rotate off the Executive Board at the end of their two year term unless re-elected.
- ii. **Section 2:** Executive Board Terms
  - 1) 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.
  - 2) 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.
- iii. **Section 3:** At a mid-year meeting, the Special Projects and Campus Collaboration Chair will begin preparations for elections, including establishing an elections committee. Nominations for the Executive Board shall be as follows:
  - 1) A message offering board positions shall be sent via e-mail to the membership.
  - 2) The Executive Board will take steps to foster nominations from a broad representation of the campus community.
  - 3) 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 30 each year.

- 4) A quorum, consisting of a simple majority of the members, is required to elect members of the Executive Board.

## VII. **ARTICLE VII** - *Meetings of the Members*

- i. **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.
- ii. **Section 2:** Special meetings of the entire membership may be called by the Executive Board. These meetings require three working days advance notice.
- iii. **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.
- iv. **Section 4:** A quorum, consisting of a simple majority of regular members present, is sufficient to transact all business of the Staff Association.

## VIII. **ARTICLE VIII** - *Executive Board*

- i. **Section 1:** The Executive Board consists of seventeen 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.
- ii. **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.
- iii. **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.
- iv. **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. In the event additional candidates need to be considered, they may be presented to the Officers for review and appointment by the Chair. These appointees serve for the balance of the previous representative's term.
- v. **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.
- vi. **Section 6:** Members of the Executive Board accept the responsibility of performing the duties assigned to 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.

vii. **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.

viii. **Section 8:** The duties of the Executive Board

- 1) 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.
- 2) 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.

ix. **Section 9:** The roles and duties of the Elected Board members include:

**1) Marketing and Communications (MarCom) Chair**

- a) Description: Manages and coordinates the Staff Association marketing and communication strategy.
- 2) Oversees the Staff Association Marketing & Communication (Staff Association MarCom) Committee.**
  - c) Manages and coordinates three distinct digital communication channels:
    - i. Social media
    - ii. Newsletter
    - iii. Website
  - ci) Coordinates communications internally with constituent groups, including:
    1. All staff
      - i. Affiliate groups
      - ii. Campus partners (HR, Office of the Chancellor, Academic Senate, Graduate Student Association, and Associated Students)
  - cii) Represents the Staff Association at the "All Campus MarCom Committee".
- 3) Other tasks – voluntary and assigned by Chair.**

**x. Outreach and Engagement Chair**

- a) Description: Manages and coordinates Staff Association goals to drive staff engagement.
- b) Coordinates outreach activities to represent the Staff Association, including at tabling events, HR new employee orientations, campus initiatives and cultural celebrations.
- c) Supports Chair-Elect with oversight of campus committees, view\_-  
<https://staffassociation.ucsd.edu/involvement/committees.html>.
- d) Utilizes staff engagement survey to develop and engage in activities to meet Staff Association engagement goals, and measure Staff Association impact to provide feedback to Assessment Chair.
- b) Oversees committee (ad hoc).
- c) Other tasks – voluntary and assigned by Chair.

**xi. Social and Networking Events Chair**

- a) Description: Collaborates with various constituents to create, budget, manage, and plan UCSD Staff Association events, utilizing experience and understanding of event planning.
- b) Works with Special Events and Programs on UCSD Staff Association marquee events.

- c) Collaborates with constituents on other campus-wide events for UCSD Staff Association involvement.
- d) Supports Treasurer with tracking of all budget-related items to events.
- e) Oversight of giveaway items process (selection, purchasing, distribution, tracking, storage).
- f) Oversees Events Committee.
- g) Other tasks – voluntary and assigned by Chair.

#### **4) Ambassador Chair**

- a) Description: Coordinates the various community outreach opportunities in the UCSD community through presentations, Town Halls, and other collaborative opportunities.
- b) Coordinates the many opportunities to reach out to the UCSD community, particularly presentations requested by campus groups on the UCSD Staff Association, prioritizing larger meetings. Maintain a calendar of requests including how many staff attend.
- c) Collaborates with the Outreach and Engagement Chair to ensure the UCSD Staff Association presence is felt throughout the campus, with specific emphasis on units like SIO, UC Health, etc. Also coordinates with Outreach and Engagement to provide ambassadors to the campus committees overseen by different departments.
- d) Organizes clear and consistent messaging from the UCSD Staff Association, which may include presentations, talking points, and promotional materials. Coordinates with MarCom on promotional materials. (List standard presentations)
- e) Coordinates and organizes Staff Association Town Halls.
- f) Develops and manages an ambassador(s) program.
- g) Oversees committee (ad hoc).
- h) Other tasks – voluntary and assigned by Chair.

#### **5) Wellness Chair**

- a) Description: Actively supports wellness through various collaborations and initiatives to meet the needs of UCSD staff.
- b) Serves as a liaison for initiatives that involve UCSD Staff Association in collaboration with campus wellness initiatives (<https://blink.ucsd.edu/HR/benefits/work-life/health.html>).
- c) Develops opportunities to support staff wellness through collaborations and UCSD Staff Association initiatives.
- d) Works closely with HR and other campus units or committees to enhance the wellness of our staff and the life-work balance.
- e) Oversees committee (ad hoc).
- f) Other tasks – voluntary and assigned by Chair.

#### **6) Basic Needs Chair**

- a) Description: Addresses staff basic needs issues through campus collaborations and initiatives; leads Staff Association response to the changing landscape of basic needs for staff.
- b) Serves as a liaison for initiatives that involve UCSD Staff Association in collaboration with campus basic needs initiatives.
- c) Develops opportunities to support staff basic needs through collaborations and UCSD Staff Association initiatives.
- d) Works closely with HR and other campus units or committees to support the basic needs of our staff and the life-work balance.
- e) Oversees committee (ad hoc).
- f) Other tasks – voluntary and assigned by Chair.

#### **7) Staff Affiliate Relations Chair**

- a) Description: Responsible for actively supporting the collaboration between the Staff Association and Staff Affiliate groups.
- b) Supports the Chair of the Staff Association in their work with Staff Affiliate Groups regarding communications, collaboration with the Staff Association, and ensuring consistency in support for these groups.
- c) Encourages and assists with the facilitation of intersectional opportunities across UCSD community-based constituent groups.
- d) Oversees committee (ad hoc).
- e) Other tasks – voluntary and assigned by Chair.

#### **7) Inclusion Chair**

- a) Description: Champions equity, diversity, and inclusion initiatives for the Staff Association.
- b) Maintains active involvement with equity, diversity, and inclusion topics across the campus while incorporating relevant priorities in the UCSD Staff Association. Coordinates quarterly educational speaker(s) or activity(ies) focusing on EDI topics for the Staff Association Executive Board meetings.
- c) Serves as the Staff Association representative on the Equity, Diversity, and Inclusion (EDI) Advisory Council.
- d) Oversees committee (ad hoc).
- e) Other tasks – voluntary and assigned by Chair.

#### **8) Special Projects and Campus Collaboration Chair**

- a) Description: Maintains connections with important UCSD constituent groups, Vice Chancellor areas, and oversees the election processes of the Staff Association.
- b) Tracks and encourages UCSD Staff Association connection with UCSD constituent groups (ex: Academic Senate, Committee on Gender Identity and Sexual Orientation Issues, Associated Students, etc.)
- c) Organizes connection of UCSD Staff Association board as points of contact with each VC, and maintains regular communications/reports for UCSD Staff Association board.
- d) Oversees the Election Committee.
- e) Oversees committee (ad hoc).
- f) Other tasks – voluntary and assigned by Chair.

#### **9) Staff Development and Education Chair**

- a) Description: Coordinates scholarship processes as well as broad oversight of training and development-related items for the Staff Association.
- b) Oversight of UCSD Staff Association scholarship process and committee.
- c) Works with HR, Staff Equity Education Committee, and other campus entities to create staff development and educational opportunities for UCSD Staff Association members.
- d) Supports the training and development of the UCSD Staff Association Executive Board in collaboration with the Chair.
- e) Oversees Staff Development and Education Committee.
- f) Other tasks – voluntary and assigned by Chair.

#### **10) Assessment Chair**

- a) Description: Collaborates with assessment-related constituents, tracks assessment related to the Staff Association, and ensures active use of data to improve the Staff Association.

- b) Collaborates with the campus, UCOP, CUCSA, and other UCSD-related data collection to share with UCSD Staff Association.
- c) Identifies, recommends, and implements assessment initiatives to compliment or enhance currently available data, as needed.
- d) Synthesizes information into a report delivered annually.
- e) Assists in tracking and packaging impact of UCSD Staff Association efforts towards our strategic plan goals, includes in a regular reporting.
- f) Coordinates Staff Association engagement goals by reviewing and sharing engagement metrics Staff@Work and the Council of UC Staff Assemblies (CUCSA) Engagement Survey to meet.
- g) Oversees Engagement Survey Action Committee (renamed from “team”).
- h) Other tasks – voluntary and assigned by Chair.

**11) Staff Recognition Chair**

- a) Description: Supports the ongoing recognition of staff contributions to the UCSD community within the Staff Association and in collaboration with other UCSD units.
- b) Works to regularly recognize UCSD Staff Association members in innovative and ongoing ways.
- c) Collaborates with HR, VC areas, the Health System, and other UCSD staff-related areas to ensure activities and programs are in place to recognize staff contributions and success.
- d) Finds regular ways to highlight staff accomplishments through Staff Association modes of communication.
- e) Coordinates UCSD Staff Association end of the year/term recognition event with Immediate Past Chair.
- f) Develops opportunities to build up the rapport and encouragement of UCSD Staff Association members.
- g) Oversees committee (ad hoc).
- h) Other tasks – voluntary and assigned by Chair.

- x. **Section 10.** 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  
2) Affiliate group representatives are encouraged to serve as a member of a Staff Association standing committee or workgroup as established by the Chair.

**IX. ARTICLE IX - Committees**

- i. **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.
- ii. **Section 2:** The duties of the Committee Chairs:
  - 1) scheduling and presiding at all committee meetings
  - 2) having general management of the committee in accordance with the charge and goals
  - 3) regularly updating the Staff Association Chair-Elect on committee membership, goals and progress
  - 4) recruiting Staff Association members to serve on the committee
  - 5) submitting funding requests to the Staff Association Treasurer

**X. ARTICLE X - Council of UC Staff Assemblies**

- i. **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.

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

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

**XI. ARTICLE XI - Parliamentary Authority**

- i. 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.

**XII. ARTICLE XII - Amendment of Bylaws**

- i. 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.

**XIII. ARTICLE XIII - Association Assets**

- i. 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.

**XIV. Bylaw Revision History**

- I. Revised May 31, 2022
- II. Revised June 17, 2020
- III. Revised April 3, 2018
- IV. Revised May 13, 2016
- V. Revised November 21, 2014
- VI. Revised March 1, 2008
- VII. Revised March 13, 2001
- VIII. Revised June 4, 1997