By Laws

ARTICLE I

The name of the association is the UCSD Staff Association.

ARTICLE II

Objective

The objective of this association, as a group independent of the administration, is to provide an effective base for staff communication with the administration, the faculty and the 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

Section 1: The regular membership of this organization shall be limited to casual and career staff employees and non-Senate academic employees of the University of California, San Diego.

Section 2: Voting membership becomes effective upon payment of the required annual membership fee. The Executive Board shall, from time to time, determine the annual membership fee and is responsible for collecting and distributing all membership fees.

Section 3: Sustaining members who wish to show support to the Association but do not want or are ineligible to become regular members may pay a fee to be determined by the Executive Board to the Treasurer of the Association. They may or may not participate in the various association activities and have no vote.

Section 4: Any member wishing his/her name to be dropped from the register shall indicate in a memorandum directed to the Membership Chair of the Association.

Section 5: Membership in the Staff Association is open year round. An annual membership begins October 1 and expires September 30 of the next year. Members joining after April 1 will have their fees pro-rated by half.

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 and the Treasurer.

Section 2: The Staff Association Executive Board elects from among themselves a Chair, Vice-Chair, and a Treasurer. The Chair shall have served as a member of the Executive Board for a minimum of at least one year.

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

Section 4: The Chair presides at all meetings, is an ex-officio member of all standing committees, appoints the chair of the Nominating Committee, appoints a Recording Secretary, and has the general management of the Association in accordance with the By-laws and the direction of the Executive Board.

Section 5: The duties of the Recording Secretary are to record the transactions and attendance of members of all Board meetings, conduct correspondence and keep such records as may be required, and to distribute the minutes to members of the Executive Board and others as determined by the Board.
Section 6: The Vice Chair, in the absence of the Chair, performs the duties of and exercises the powers of the Chair.

Section 7: The Treasurer records and deposits in the Staff Association account all membership fees and other monies collected by the Association. The Treasurer issues payment for all legitimate expenses of the Association subject to the approval of the Executive Board. The Treasurer prepares and presents a monthly financial report and sends out copies of By-laws to all new members upon request.

Section 8: If an officer of the Executive Board is unable to serve his/her term, nominations for a replacement and a vote takes place at the next scheduled Executive Board meeting or if necessary at an emergency meeting established by the Chair or Vice Chair. If a vacancy occurs in the office of the Chair, the Vice Chair shall automatically succeed for the remainder of the term.

ARTICLE V
Elections

Section 1: At a mid-year meeting, the Chair of the Nominating Committee will be appointed by the Executive Board Chair. A list of members is submitted by the Chair of the Nominating Committee for the approval of the Executive Board. It is the duty of this committee to nominate as many candidates as it sees fit for the Executive Board so as to obtain broad representation from the campus community. A secret ballot is mailed to the entire membership in the spring and the results are reported, by name only, to all members.

ARTICLE VI
Meetings of the Membership at Large

Section 1: Meetings of the general membership may be held as often as required but at least one time each fiscal year 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 are called by the Executive Board. These meetings require three 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 is sufficient to transact all business of the Staff Association except election of the Executive Board and its officers. Teri percent of the membership constitutes a quorum.

ARTICLE VII
Executive Board

Section 1: The Executive Board consists of a total of twenty representatives, members-at-large and appointed representatives from each active and officially recognized staff association on campus. Members-at-large are elected by mail ballot from the membership-at-large of the Staff Association. Their term of office begins on July 1st of the year in which they are elected. Board members will serve for one fiscal year. See Addendum A for a list of officially recognized staff associations.

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 Association membership and performs such other duties as are specified in these By-laws. The Board is subject to the orders of the Association membership.

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 which 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 meetings consists of a simple majority. For emergency meetings, 25% of the Executive Board constitutes a quorum.

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-third vote in support of the motion.

Section 7: Ex-officio membership on the Executive Board is conferred upon immediate past Chairs of the
Board with the privilege of voting rights for one year. After that time, past Chairs may serve as ex-officio members only. 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.

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 shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE IX
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 By-Laws and any special rules of order the Staff Association may adopt.

ARTICLE X
Amendment of By-Laws

These By-Laws may be amended at a general business meeting of the Staff Association membership by a two-thirds vote. The amendment must have been circulated at least ten working days prior to the meeting. A majority of those voting by mail may take place instead of at the general meeting as long as the amendments have been circulated at least ten working days prior to the vote.

ARTICLE XI
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.

ADDENDUM A
Officially Recognized Staff Associations

- American Indian Staff Association
- BSA - Black Staff Association
- CADRE -Community Advocates for Disabled Rights & Education
- CLSA -Chicano/Latino Staff Association
- PASA - PanAsian Staff Association
- UCSD Staff Association
- Umbrella Group
- Women's Caucus