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, and the Treasurer.

Section 2: The Executive Board elects from among itself a Chair-Elect and a Treasurer. 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, is required to elect officers of the Executive Board. If the Chair-Elect is a member of a collective bargaining unit, a non-represented staff member must be appointed to serve as CUCSA delegate for two years.

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: Duties of Officers
A. The duties of the Chair include:

1) presiding at all meetings
2) serving as an ex-officio member of all standing committees
3) appointing the chair of the Nominating Committee
4) appointing a Recording Secretary
5) having general management of the Association in accordance with the bylaws and the direction of the Executive Board
6) serving as the Senior Delegate to the Council of University of California Staff Assemblies (CUCSA) - unless they are represented by a collective bargaining unit
7) serve as Chair for the Picnic Planning Committee

B. The duties of the Chair-Elect include:

1) in the absence of the Chair, perform the duties and exercise the powers of the Chair
2) serving as the Junior Delegate to CUCSA – unless they are represented by a collective bargaining unit

C. The duties of the Treasurer include:

When selecting/nominating the Treasurer the following is to be considered:
1) candidate should have access to all university fiscal components such as FinancialLink, MyTravel, and MyEvents etc, to provide the ability to process any expenditures within university fiscal compliance guidelines
2) ability to perform university transactions or the ability to be trained to perform the transactions through university training modules
3) have a reasonable understanding of the university fiscal guidelines
4) recording and depositing all monies collected by the Association
5) issuing payment for all legitimate expenses of the Staff Association subject to the approval of the Executive Board
6) preparing and presenting a monthly financial report to the Executive Board
7) sending copies of bylaws to new members
8) the Treasurer’s Social Security number will be used for the Staff Association checking accounts

Section 6: The duties of the Recording 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

ARTICLE V
Elections

Section 1: At a mid-year meeting, the Chair of the Nominating Committee will be appointed by the Executive Board Chair. This appointment shall coincide with the Council of University of
California Staff Assemblies’ (CUCSA) election schedule. 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) A list of members shall be submitted by the Chair of the Nominating Committee for the approval of the Executive Board at the April board meeting
3) 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
4) A secret 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
5) A quorum, consisting of ten percent 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 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, is sufficient to transact all business of the Staff Association.

ARTICLE VII
Executive Board

Section 1: The Executive Board consists of twelve regular members and appointed representatives from each active and officially recognized staff association on campus. Executive Board members are elected by electronic ballot from the regular membership of the Staff Association. The Chair and the Chair Elect may not both be represented staff members. Either the Chair or Chair Elect may be represented by a Union, but not both simultaneously. 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 one fiscal year. The UCSD Equal Opportunity/Staff Affirmative Action (EO/SAA) 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. The Board is subject to the orders of the Staff 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 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.

**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**

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 junior delegate and the second year as the senior delegate. Each year will commence on July 1.

Section 2: The Senior Delegate shall be the Chair of the Association and may not be a member of a collective bargaining unit. If the Chair is a member of a collective bargaining unit, the Chair-Elect must not be a member of a collective bargaining unit. Also, another member of the Board must be appointed to the role of Senior Delegate that is not a member of a collective bargaining unit to represent the Association at the Council of University of California Staff Assemblies (CUCSA). The Junior Delegate to CUCSA shall replace the Senior Delegate.

Section 3: The Junior Delegate to CUCSA shall be the Chair-Elect of the Executive Board unless the Junior Delegate is a member of a collective bargaining unit. In which case, the Chair must not be a member of a collective bargaining unit and another member of the Board
has been appointed to the role of Junior Delegate that is not a member of a collective bargaining unit.

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 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 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.

Revised November 21, 2014
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Revised March 13, 2001
Revised June 4, 1997