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

Section 1: Membership is made up of two types of members: Regular Members and Sustaining Members.

A. Regular Members

The regular membership of this organization shall be limited to career and limited appointment staff employees and non-Senate academic employees of the University of California, San Diego. There are two types of regular membership:

1) Annual Regular Members: these members renew their membership each year by paying annual dues; and

2) Lifetime Regular Members: these members pay a one-time fee to become members for life.

B. Sustaining Members

Sustaining members are those who wish to show support to the Association but are ineligible to become regular members. These members pay a fee, determined by the Executive Board, to the Treasurer of the Association. They may participate in the various association activities but have no voting privileges.

Section 2: Voting privileges are granted only to Regular Members and become effective upon payment of the required membership fee. The Executive Board shall determine the annual membership fee.

Section 3: Any member wishing his/her name to be dropped from the register shall indicate such in a memorandum directed to the Membership Chair of the Association.
Section 4: Membership in the Staff Association is open year round. An annual membership begins October 1 and expires September 30 of the next year. The full membership fee will be charged through May 31st of the membership year. Members joining after June 1 will be considered paid members for the remainder of that year and the next.

Section 5: New Employee Trial Membership confers the status of annual Regular Member dues-free on newly hired UCSD employees (excluding re-hires) for his/her first year employment. These members shall submit a Membership Form and designate “New Employee Trial Membership” along with his/her date of hire.

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 the previous Board year. A quorum, consisting of a simple majority, is required to elect officers of the Executive Board.

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 a 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)

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 Junior Delegate to CUCSA
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) sending copies of bylaws to new members upon request

The Treasurer’s Social Security number will be used for the Staff Association USE Credit Union 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 and keep such records as may be required
3) 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 regular members.
5) A quorum, consisting of a simple majority of the regular 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 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 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 one more than ten percent of the regular members, is sufficient to transact all business of the Staff Association except election of the Executive Board and its officers.

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. 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) shall be contacted for the current 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 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
Committes

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 Junior Delegate to the Council of University of California Staff Assemblies (CUCSA) shall replace the Senior Delegate. The Senior Delegate may not be a member of a collective bargaining unit.

Section 3: The Junior Delegate to CUCSA shall be the Chair-Elect of the Executive Board. The Junior Delegate may not be 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 March 1, 2008
Revised March 13, 2001
Revised June 4, 1997