Staff Assembly Bylaws

I. AUTHORITY

From the Chancellor and by vote of the staff of the University of California, Davis in accordance with University policy 270-05. (Am. 3/14/84) (Am. 10/25/06)

II. NAME

The name of this organization shall be the UC Davis Staff Assembly. (Am. 5/15/79) (Am. 10/25/06)

III. PURPOSE AND OBJECTIVES

A. To promote and advocate the welfare, interests and diversity of the staff, the campus, and the University of California following the Principles of Community. (En. 10/25/06)

B. To stand as a University-sanctioned organization of staff employees which will have a voice in matters pertaining to the University within the limitations imposed by law. (Am. 11/3/83)

C. To provide opportunities for increased staff participation in the governance of the Davis campus. (Am. 11/1/94)

D. To promote and advocate improved communication and interaction with all University of California, Davis staff employees. (En. 5/21/86) (Am. 11/1/94) (Am. 10/25/06)

E. To promote and advocate the involvement and interaction of staff among other University of California, Davis organizations and units. (Am. 11/1/94) (Am. 10/25/06)

IV. STRUCTURE

A. Membership shall be automatic to all non-academic career staff employees of the University of California, Davis. (Am. 10/22/91)

B. Participation

1. All Executive Committee and Board Members who are in exclusively represented units may participate in all discussions and activities of the Assembly except those concerning scope of representation as defined by HEERA (wages, hours, and other terms and conditions of employment). (En. 10/25/06) (Am. 3/1/13)
2. Members who are in exclusively represented units may not hold Chair or Vice-Chair positions of the Staff Assembly Executive Committee, Staff Insurance and Retirement, or any other committee that deals with issues within the scope of representation. (En. 3/14/84; Am. 4/26/89; 11/1/94) (Am. 10/25/06) (Am. 3/1/13)

V. QUORUM

Two-thirds (2/3rds) of the Executive Committee present shall constitute a quorum for the transaction of business. (Am. 10/31/88) (Am. 10/25/06) (Am. 3/1/13)

VI. MEETINGS

A. Frequency (Am. 3/1/13)

1. The Board shall meet as often as necessary, but not less than once per academic quarter, with a goal of meeting once per month. All members of the Assembly may attend Board meetings.

2. The Executive Committee shall meet as often as necessary, but not less than once per academic quarter, with a goal of meeting once per month. All members of the Board and invited guests may attend Executive Committee meetings.

3. Emergency or special meetings shall be called by the chair at any time as necessary.

B. Rules of Order (Am. 5/11/83) (Am. 10/25/06) (Am. 3/1/13)

The rules contained in Roberts Rules of Order shall govern the Assembly in all cases to which they are applicable insofar as they are not inconsistent with these bylaws.

VII. EXECUTIVE COMMITTEE (Am. 3/1/13)

The Executive Committee of the Staff Assembly shall be the chair, vice chair, secretary, communications chair, membership chair, and two board members at large. (En. 10/22/91; Am. 11/1/94) (Am. 10/25/06) The Board shall elect the Executive Committee of the Assembly from within its own membership. Executive Committee members must be Board members in good standing. (Am. 11/1/94) (Am. 10/25/06) (Am. 3/1/13)

A. Duties

The Executive Committee will vote on any action items on behalf of the Staff Assembly. All Executive Committee members are required to volunteer for a minimum of two (2) events per year hosted by Staff Assembly.
1. Chair

   a. Shall preside at all meetings of the Assembly.

   b. Shall call emergency or special meetings of the general membership as circumstances may warrant.

   c. Shall act as official representative of the Assembly and of the Board for purposes of communication with campus administrative officers, other campus organizations and their officers, and news media; and as a campus representative to the Council of UC Staff Assemblies. (Am. 10/22/91) (Am. 3/1/13)

   d. At the request of the Chancellor, to nominate staff employees for service on administrative committees. Such nominations shall be reported to the general membership. Nominations shall be coordinated by the chair with Board consultation. (Am. 11/1/94) (Am. 3/1/13)

   e. Shall serve as an ex officio, non-voting member for one year after the term expires. (En. 10/22/91)

   f. Shall delegate any of the above duties as appropriate. (En. 11/1/94)

2. Vice Chair

   a. Shall perform the duties of the chair, as circumstances may require, during the absence of the chair.

   b. Shall perform other duties as requested by the chair. (En. 10/22/91)

   c. Shall appoint the Board members. (Am. 10/25/06) (Am. 3/1/13)

3. Secretary

   a. Shall receive petitions for the nomination of officers and ballots of the general membership and shall otherwise assist in the conduct of elections.

   b. Should the secretary be unable to perform these duties in connection with any election by reason of illness, participation in the election as candidate or signer of a nominating petition, or any other cause, the Board shall select another of their number to perform them. (Am. 3/1/13)
c. Shall review and maintain bylaws annually and ensure Staff Assembly adheres to the bylaws. (En. 10/25/06) (Am. 3/1/13)

d. Shall perform other duties as requested by the chair. (En. 10/22/91)

4. Communications Chair (En. 10/25/06) (Am. 3/1/13)

a. Shall publicize and report Staff Assembly programs, accomplishments, and issues relevant to staff and shall issue announcements and/or information to other appropriate media, such as the California Aggie and Dateline.

b. The chair shall assume the initiative in obtaining information suitable for publication from such sources as the Board and/or the Executive Committee.

c. Shall perform other duties as requested by the chair.

5. Membership (Am. 11/1/94) (Am. 10/25/06) (Am. 3/1/13)

a. Shall recruit members to Staff Assembly Board in an active manner, by such means as are deemed appropriate.

b. Shall evaluate the qualifications of potential committee nominees and recommend appointments to the Vice Chair.

c. Shall secure confirmation from potential nominees of their willingness to serve.

d. Shall develop a membership plan.

e. Shall perform other duties as requested by the Chair and/or Vice Chair.

6. Board Members at Large - Two (2) positions (En. 10/25/06)

Individual(s) will be assigned special projects and tasks as designated by the Chair.

7. Past Chair (Am. 3/1/13)

a. Shall serve as an ex-officio, non-voting member for one year after the term expires. (En. 10/22/91)

b. Shall perform other duties as requested by the chair. (En. 11/1/94)
B. Term of office

1. The regular term of office for each member of the Executive Committee shall be a two (2) year appointment, commencing the July 1 immediately following election. (Am. 5/5/82) (Am. 10/25/06) (Am. 3/1/13)

2. Should an Executive Committee member be unable to complete the term of office, the chair shall appoint an interim member to fill the vacancy. The term of office for that interim member on the Executive Committee shall be the end date of the original Executive Committee member’s term. (Am. 10/22/91; 11/1/94) (Am. 10/25/06) (Am. 3/1/13)

C. Staff Assembly Coordinator (En. 10/25/06) (Am. 3/1/13)

1. Under general direction and guidance on Staff Assembly Chair provide administrative support for Staff Assembly.

2. Assist chairs, committee members, and campus community on policies and procedures in the full range of committee responsibilities and duties.

3. Work with the Chair and Executive Committee members to update bylaws and policies

4. Assist the Chair and Membership Chair with volunteer recruitment; maintain record of all actions and decisions in accordance with Staff Assembly and University requirements.

5. Research and write proposals and reports as assigned by the Chair.

6. Work with various organizations and entities to negotiate and develop relationships and benefits.

VIII. BOARD

A. Composition

1. Campus members shall be appointed from the general membership of the UC Davis Staff Assembly with the exception of the member(s) of the Staff Insurance & Retirement Committee. (Am. 10/22/91; 4/26/93) (Am. 10/25/06) (Am. 3/1/13)

2. The Board comprises all Executive Committee members, the chairs of all Staff Assembly subcommittees, Staff Assembly representatives to campus committees, and members at large. (Am. 3/1/13)

3. Board members will vote to elect the seven (7) Executive Committee members. The Board also votes to create or disband Special Committees.
4. Any general member with an interest and record of dedication to staff issues will be appointed to the Board. (Am. 3/1/13)

B. Committee Attendance

Three (3) unexcused absences from scheduled meetings for which notice has been given will be reason for dismissal from the committee. The chair, or coordinator shall be notified of inability to attend. (En. 5/9/84; Am. 10/22/91)

C. Term of Office

1. The regular term of office for each member of the Board shall be for one (1) year appointment, appointed by the Vice Chair, commencing the July 1 immediately following election. Appointments shall be renewed without limit provided the Board member is in good standing and willing to serve. (Am. 5/5/82) (Am. 10/25/06) (Am. 3/1/13)

2. Should a Board member be unable to complete the term of office, the vice chair shall appoint an interim member to fill the vacancy. The term of office for that interim member on the Board shall be for the end of the term of that vacancy. All vacancies shall be filled by election, in the spring next following occurrence of the vacancy. An interim member may seek election to such a position. (Am. 10/22/91; 11/1/94) (Am. 10/25/06) (Am. 3/1/13)

3. Board members are highly recommended to volunteer for a minimum of two (2) events per year hosted by Staff Assembly. (En. 10/25/06) (Am. 3/1/13)

D. Function

1. To elect the Executive Committee. (Am. 11/1/94) (Am. 10/25/06) (Am. 3/1/13)

2. To receive suggestions from staff employees regarding subjects for the Assembly’s consideration and recommendation, and then to refer such suggestions to the appropriate standing committee for review, evaluation, and formal recommendation as to Assembly action (if any).

3. To act, with respect to all matters affecting the general membership, in their best interest.

4. To assist the membership chair as necessary for the following purposes (Am. 3/1/13)
a. At the request of any standing committee, to augment its membership on a temporary basis so that an ad hoc task force may be formed to fulfill a specific, short-term assignment under the direction of the main committee.

b. To create ad hoc committees, independent of standing committees, to perform specific functions as circumstances may require.

5. When gross violations of the Bylaws of the Staff Assembly are found to have occurred in the conduct of an election, to invalidate results of the first election and order another to be conducted.

6. To act in cooperation with the UCDMC Staff Assembly. (En. 5/21/86)

IX. CHAIRS OF STAFF ASSEMBLY STANDING AND SUB-COMMITTEES AND STAFF ASSEMBLY REPRESENTATIVES TO CAMPUS COMMITTEES DUTIES (En. 10/25/06) (Am. 3/1/13)

A. Attend all required meetings: Staff Assembly Board, individual committee, campus committee, and any other meetings necessary or requested by the chair and/or vice chair.

B. Recruit members for committees.

C. Ensure meeting notes for Staff Assembly and/or campus committee meetings are taken and distributed to the staff coordinator.

D. Serve as an advocate for Staff Assembly and campus committee.

E. Provide and submit committee updates quarterly for to the Communications Chair.

F. Provide key point summary reports at Board meetings as requested.

G. Relay information from Staff Assembly to committee.

H. Gather information, analyze, and provide recommendations on issues as requested by the Board.

I. Perform other duties upon Board request.

X. STANDING COMMITTEES, SPECIAL COMMITTEES, AND AD-HOC TASK FORCES

A. General Organization and Operation

1. Creation of Standing and Special Committees
Various standing and special committees can be established to support the Staff Assembly under the following procedures:

a. The Board shall establish standing and special committees as needed to support the Staff Assembly in its purpose and objectives.
b. Standing committees can be established or dissolved by a two-thirds vote of the Board (Am. 3/1/13)

2. Appointment and Membership
   Regular (i.e., voting) members of standing committees shall be selected from the membership of the Assembly on the basis of their prior experience, interest, knowledge, and abilities, as evaluated with specific reference to the duties of the committees on which they are to serve.
   a. The committee chair shall be appointed by the Vice Chair of Staff Assembly
   b. The committee members are appointed by the committee chair.
   c. Committee Chairs must maintain a list of members.

3. Committee Attendance
   Three (3) unexcused absences from scheduled meetings for which notice has been given will be reason for dismissal from the committee. The standing committee chair or designee shall be notified of inability to attend.

4. Function (Am. 3/1/13)
   a. The specific duties of standing committees shall be as described in their respective charge. The following functions shall be common to all:
      i. On their own initiative or at the request of the Board, to consider and develop recommendations upon matters within the scope of their respective charges.
      ii. To transmit their recommendations regarding Assembly actions to the Board.
iii. To perform specific operational tasks as assigned by these Bylaws or, on an ad hoc basis, by the Board.

iv. To submit to the Board, a report of their activities since the preceding July 1; committees shall present negative reports if no activities have been undertaken.

XII. LEGISLATION AND AMENDMENTS (Am. 3/1/13)

A. The Bylaws and other official publications of the UCD Staff Assembly may be added to, amended, or repealed only by a majority vote of the members responding online to a call. (Am. 5/9/84; Am. 4/7/10) (Am. 3/1/13)

B. No proposal relating to introduction, amendment, or repeal of Assembly legislation may be presented for vote of the general membership unless such proposal shall have previously been reviewed and approved by the Board (Am. 11/1/94; Am. 4/7/10).

C. The UCD Staff Assembly shall not take final action on the introduction, amendment, or repeal of legislation until the online ballot has been open for at least 10 working days. (Am. 5/5/82; Am. 5/9/84; Am. 4/7/10)

   1. Copies of proposed legislation shall be available to the general membership for reference in the Assembly office at least ten (10) working days prior to opening any online ballot. (Am. 5/9/84; Am. 4/7/10)

   2. Copies of proposed legislation shall be made available in electronic form accessible from any online ballot. (Am. 4/7/10)

   3. Notification of proposed legislation shall be made to the general assembly a minimum of 10 days before the opening of any ballot. (Am. 3/1/13)

D. Assembly legislation shall be effective immediately upon adoption unless contrary provisions are included therein.