

UNIVERSITY OF CALIFORNIA, RIVERSIDE
STAFF ASSEMBLY BYLAWS
Revised December 22, 2011

BYLAWS

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ARTICLE I MISSION STATEMENT

The purpose of this Staff Assembly shall be to enhance the functioning of the University of California, Riverside, by promoting the interests and welfare of all staff career employees as allowed by law and, in cooperation or coordination with the Office of the Chancellor, to provide support of the mission of the University of California, Riverside. This purpose shall be accomplished by:

1. Providing a forum whereby employees at all job levels may discuss University-related issues of mutual concern;
2. Serving in an advisory capacity on policies, procedures, activities and other issues relating to staff interests not covered by collective bargaining agreements;
3. Fostering respect and cooperation among all members of the UCR community and promoting communication among staff, administration, faculty, and students.

The Staff Assembly shall not function as a collective-bargaining unit. The Staff Assembly shall not represent employees in matters covered by a collective-bargaining agreement in grievances or administrative reviews, present demands at meet-and-confer sessions, or endorse legislation not supported by the University.

ARTICLE II MEMBERSHIP

Membership in the Staff Assembly shall be automatic and includes all career staff employees.

ARTICLE III EXECUTIVE OFFICERS

Section 1. The officers of the Staff Assembly, in order of succession, shall be:

- President
- Vice-President (President-Elect)
- Immediate Past President (Ex-Officio Member)
- Treasurer
- Director of Events
- Director of Involvement and Recognition
- Director of Communications

- Director of Fundraising
- Director of Outreach
- Director of Professional Development
- Secretary

Section 2. The officers of the Staff Assembly shall, when possible, reflect the broadest possible range of career employee classifications and departmental affiliations.

Section 3. Any career staff employee who has completed one year of employment at UCR, and who has successfully completed a review by Human Resources (outlined herein below) is eligible to serve as an officer of the Staff Assembly; however, the positions of President, Vice-President (President-Elect) and Immediate Past President may only be held by a non-represented employee. The Human Resources review process is designed to ensure that all candidates must be employees in good standing with the University in order to run for Staff Assembly. Human Resources will review the list of nominees, and indicate if any of the candidates are ineligible to serve for the following reasons: 1) going through severe disciplinary action, 2) have received performance review marks of anything below “Satisfactory” in the two years prior to running, etc. NOTE: If the employee has not been working at UCR for over two years, she/he is still eligible to serve, provided that no disciplinary concerns or less than “Satisfactory” scores exist on any existing reviews.

Section 4. The officers of the Staff Assembly shall be elected by the members of the Staff Assembly.

Section 5. The term of office for all officers shall be one year, beginning July 1. There is no limit to the number of times that a career staff member can run for any position, whether it’s consecutive or not, except that as President, one cannot run for Vice-President/President-Elect, due to multiple overlapping terms.

Section 6. Code of Conduct

PREFACE: The members of the Executive Board of the UCR Staff Assembly shall, in all matters pertaining to their service on this board, conduct themselves to the highest ethical standards in a manner that is consistent with the mission of the organization.

PRINCIPLES

1. We strive to meet the highest standards of truthfulness in promoting the welfare of all UCR staff career employees and in supporting the mission of the UCR campus.
2. We respect and celebrate our diversity and the diversity of the entire campus community. The Board adheres to all federal, state, and UC policies related to non-harassment and non-discrimination.
3. We make the well-being of UCR staff and the UCR campus the fundamental value of all decision-making and actions of the Executive Board.
4. We adhere to all applicable policies and practices of the University of California and the Riverside campus in the conduct of Staff Assembly activities and initiatives, including responsible fiscal management.
5. We participate as fully as possible in the activities and initiatives of the UCR Staff Assembly and its Executive Board, recognizing that our service is on a volunteer basis.

6. We foster an atmosphere of inclusion and participation by all UCR staff members in the activities of the Staff Assembly and in campus forums that advance communication between staff, faculty, campus leaders and students.
7. We treat each other with respect and courtesy, and support an atmosphere of open communication between board members and among all career staff of the University of California, Riverside.

CONFLICT RESOLUTION

Should a conflict arise between members of the Executive Board, that impacts the purpose and functioning of the Board, the following informal steps shall be carried out with a neutral, independent, and skilled third person in an effort to resolve the conflict:

1. The parties involved shall confer with the President and President-Elect to negotiate solutions. If the conflict is not resolved, the parties move to Step 2. If the conflict involves the President and/or President-Elect, the process will begin at Step 2.
2. The parties involved shall confer with the Ombudsperson to negotiate solutions. If the conflict is not resolved, the parties move to Step 3.
3. The parties involved shall contact the Office of Conflict Resolution for guidance on further conflict resolution resources.

The parties shall be expected to maintain confidentiality throughout the informal conflict resolution process.

REMOVAL FROM THE EXECUTIVE BOARD

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 an Executive Board meeting) upon a motion for same and a resulting two-thirds vote in support of the motion.

Section 7. The duties of the President shall be to:

- a. Preside at all regular and special meetings of the Staff Assembly and the Executive Board.
- b. Serve as a non-voting ex-officio member of all Committees.
- c. Ensure the fiduciary responsibility of Staff Assembly in accordance with the separation of duties guidelines and trainings set forth by the University, the Staff Assembly Budget Manual and Board Manual, etc.
- d. Serve as the Systems Access Administrator for all UCR Administrative systems.
- e. Co-sign with the Treasurer, when necessary, all orders for disbursement of funds as directed by the Staff Assembly or Executive Board, or designate an appropriate representative to do so, as needed.
- f. Nominate, in consultation with the Executive Board, representatives to serve on all University committees when Staff Assembly presence is requested.
- g. When the Staff Assembly President is asked directly to serve on a committee or task force (i.e. Chancellor's Cabinet), the President will serve in said capacity or if possible, delegate to other SA leadership.
- h. Vote only in the case of a tie vote during Board meetings.

- i. When Staff Assembly has paid administrative staff support, the President shall serve as the supervisor for that position.
- j. Serve as the Senior Delegate to the Council of UC Staff Assemblies (CUCSA), until such point that UCR Staff Assembly elects separate representation to CUCSA.
- k. Call meetings as defined in Article VIII of the Staff Assembly Bylaws.
- l. Designate a meeting as "closed" (exclude represented Staff Assembly officers and represented staff members), as required.
- m. Meet regularly with the Chancellor and other key campus administrators to discuss issues of importance to staff.

Section 8. The duties of the Vice President (President-Elect) shall be to:

- a. Perform the duties and exercise the powers of the President in the absence of the President in accordance with these bylaws and serve as President-Elect.
- b. Oversee the internal workings of Staff Assembly, in conjunction with the President.
- c. Attend all meetings with major campus officials and other supporters of Staff Assembly.
- d. Serve as the main contact for all major corporate sponsors throughout the year and at major Staff Assembly events.
- e. Attend committee meetings as needed.
- f. Chair the Elections Committee.
- g. Distribute service awards to staff at all general body meetings
- h. Coordinate the annual officer transition retreat, ideally before the end of the Academic Year.
- i. When Staff Assembly has paid administrative staff support, the Vice-President shall have workload supervision of that position.
- j. Coordinate the Staff Assistance programs per the Bylaws (With Treasurer).
- k. Meet regularly with the Chancellor and other key campus administrators to discuss issues of importance to staff.
- l. Serve as the Junior Representative to the Council of UC Staff Assemblies (CUCSA);
- m. Bring decisions of the elections committee to the board for approval.

Section 9. The duties of the Treasurer shall be to:

- a. Maintain all necessary records pertaining to receipt and disbursement of funds which accrue for use by the Staff Assembly.
- b. Ensure the fiduciary responsibility of Staff Assembly in accordance with the separation of duties guidelines and trainings set forth by the University, the Staff Assembly Budget Manual and Board Manual, etc.
- c. Serve as a member, but not the Chairperson, of the Finance Committee should one be established.
- d. Report the status of the accounts at each General Meeting of the Executive Board and the Staff Assembly; provide the status of the accounts in writing to each Board member at the Executive Board meetings.
- e. Provide the Executive Board with a proposed budget for the following year based on anticipated expenditures.
- f. Coordinate the funding needs for the various committees.
- g. Collect and maintain records of all donations to Staff Assembly.
- h. Facilitate the donations in, and disbursements out of scholarship and assistance requests.

Section 10. The duties of the Director of Events shall be to:

- a. Serve as Chair of the Staff Assembly Social Committee.
- b. Serve as point person for all events and social functions.
- c. Manage the Service Award RSVP and Distribution process in conjunction with HR
- d. Invite sponsors and departments to the general meetings (With VP and Dir. Of Fundraising).
- e. Assist the Director of Fundraising with the implementation of the large scale fundraising events.
- f. Attend and successfully complete the food handling training. Director or Social Chair will need to be present for the entirety of any events where food is served.
- g. Make room reservations using campus systems.
- h. Obtain food permits as required.
- i. Fill out all Chancellor's request forms throughout the year.
- j. Revise committee procedures as necessary.
- k. Represent the social committee on the board.
- l. Bring decisions of the recognition committee to the board for approval.

Section 11. The duties of the Director of Involvement and Recognition shall be to:

- a. Recruit UCR staff members, through existing and applicable marketing means and at appropriately timed campus-wide events, to serve on all Staff Assembly Committees.
- b. Finalize membership on all committees by the beginning of Fall Quarter, and facilitate any updates to committee membership throughout the year.
- c. Chair the Staff Recognition Committee, and through that committee, facilitate the Get Recognized Program, Outstanding Staff Awards and Volunteer Reception.
- d. Create and maintain an accurate list of all members of each Committee.
- e. Arrange for human resources training of board members and volunteers as necessary.
- f. Maintain a general volunteer list to be used as assistance for all events.
- g. Maintain all committee and volunteer list-serves.
- h. Facilitate all recognition and affirmation of volunteers.
- i. Revise committee procedures as necessary.
- j. Represent the recognition committee on the board.
- k. Bring decisions of the recognition committee to the board for approval.

Section 12. The duties of the Director of Communications shall be to:

- a. Managing the Staff Assembly web site and keep all information up-to-date. Duties include: taking photos of the new Staff Assembly Executive Board and updating their contact information; for programs and events, Staff Assembly's newsletter, and gallery.
- b. Manage the web-based Calendar of Events
- c. Send Staff Assembly Scotmail messages to staffassembly@scotmail.ucr.edu list on the first Monday of each month, and as needed. The Communications Chair collects the information from the Executive Board by the Friday before the Monday that the digest is sent.
- d. Create online forms that will allow the UCR staff to respond to events hosted by the Staff Assembly - including RSVP's for the Holiday Party and Year End Party along with Peer Recognition and R'Day Photo.
- e. Communicate with the Editor of *Inside UCR* in order to publish events that need campus advertisement.

- f. Post Staff Assembly updates onto R'Space.
- g. Attend monthly Executive Board meetings, attend events and participate in Staff Assembly events.
- h. Ensure all board members actively use iShare.ucr.edu or other document storage system to store Staff Assembly documents electronically.
- i. Chair the Marketing Committee.
- j. Revise committee procedures as necessary.
- k. Represent the marketing committee on the board.
- l. Bring decisions of the marketing committee to the board for approval.

Section 13. The duties of the Director of Fundraising shall be to:

- a. Coordinate all Staff Assembly fundraising activities.
- b. Chair the Fundraising committee, which will aid in all fundraising efforts.
- c. Maintain sponsorship levels of Staff Assembly and work with the Treasurer, Vice-President and President to solicit and manage corporate sponsors.
- d. Facilitate recognition of corporate and individual donors, as appropriate.
- e. Plan and implement two fundraising events each year (Casino trip, 5-K Run etc.).
- f. Coordinate the annual Community Partner Fair.
- g. Coordinate the memorial brick collection program and brick installation.
- h. Revise committee procedures as necessary.
- i. Represent the fundraising committee on the board.
- j. Bring decisions of the fundraising committee to the board for approval.

Section 14. The duties of the Director of Outreach shall be to:

- a. Increase the visibility of Staff Assembly, especially to those members without access to computer and/or non-traditional work schedules.
- b. Chair the Outreach committee.
- c. Plan and coordinate Staff Assembly Outreach Events with staff who do not have computer access and/or have non-traditional work schedules. Hold these outreach events on a predictable timeline/rotation system of events to occur in fall, or early winter.
- d. Maintain communication with supervisors of staff without computer access and/or with non-traditional work schedules regarding Staff Assembly activities and programs.
- e. Represent Staff Assembly at tabling events and /or coordinate coverage for tabling events. (i.e. Community Partner Fair, Homecoming, etc.) .
- f. Coordinating welcome letters and other outreach activities for new UCR employees.
- g. Revise committee procedures as necessary.
- h. Represent the outreach committees on the board.
- i. Bring decisions of the outreach committee to the board for approval.

Section 15. The duties of the Director of Professional Development shall be to:

- a. Chair the Scholarship and Web Café Committees.
- b. Represent the committees on the board.
- c. Bring decisions of each committee to the board for approval.
- d. Revise committee procedures with assistance of committees annually.
- e. Facilitate communications from the Assistance and Scholarship committees to applicants about the status of their application.
- f. Plan small professional development programs throughout the year.

- g. Revise committee procedures as necessary.

Section 16. The duties of the Secretary shall be to:

- a. Correspond and keep such records as may be required.
- b. Announce, record, transcribe, and distribute proceedings of Executive Board, special, and general meetings.
- c. Maintain official records and reports, in print copy and in online file storage as relevant and appropriate.
- d. Procure supplies, as needed, for the Staff Assembly Board, including, but not limited to uniforms, nametags, manuals.
- e. Coordinate the service award program with Human Resources and other departments, as described in the Staff Assembly Board Manual.
- f. Create and set all agendas for Staff Assembly board meetings.
- g. Serve as parliamentarian of Staff Assembly.
- h. Update folders and files on iShare.ucr.edu, or Google Docs or whichever online file storage system to be used by Staff Assembly as determined by the Board.

Section 17. The duties of the Immediate Past President shall be to:

- a. Serve on the Executive Board in an ex-officio, non-voting advisory capacity.
- b. Facilitate meetings of the Past Presidents Council as deemed necessary to systematically review procedures and bylaws of Staff Assembly and make recommendations to the current board for possible revisions.
- c. Chair the Bylaws committee as necessary.

ARTICLE IV EXECUTIVE BOARD

The powers of the Staff Assembly shall be vested in, and exercised by, the Executive Board by a majority of a quorum unless otherwise expressly provided in these bylaws. As the elected body of the organization, the Executive Board is authorized to make necessary changes to Staff Assembly policies and procedures that are deemed in the best interests of the organization. The general membership shall have the power to override any decisions of the Executive Board.

The Executive Board shall consist of the President, Vice-President (President Elect), Treasurer, Director of Events, Director of Involvement and Recognition, Director of Communications, Director of Fundraising, Director of Outreach, Director of Professional Development, Secretary, Immediate Past President (Ex-officio Member),

The Executive Board shall have the following duties:

1. General supervision of the affairs of the Staff Assembly;
2. Follow-through on all matters presented to the Executive Board not covered by a collective bargaining agreement;
3. Creation of ad-hoc committees as required to achieve the objectives outlined in the Mission Statement;
4. Support of other Staff Assembly Executive Board members, and/or their respective committees, as needed;
5. Setting, review and revision of committee procedures as necessary, and incorporation of suggestions as appropriate;
6. Attendance at all Staff Assembly Executive Board meetings and other functions;

7. Approval (or non-approval) of recommendations concerning the Staff Assembly annual budget.

ARTICLE V COMMITTEES

Staff Assembly Standing Committees are: Elections, Scholarships, Recognition, Social, Outreach, Fundraising, Marketing, Web Café, General Volunteer, and Bylaws.

Past President Council shall consist of the Past Presidents of the Staff Assembly, the current Staff Assembly Executive Board, and the Staff Assembly Immediate Past President serving as Chair. This committee functions as the Bylaws Committee.

The Executive Board has final approval of the programs and functions of the committees and is authorized to make necessary changes that are deemed to be in the best interests of the organization.

Committee charges will be reviewed regularly by the Executive Board. New committees may be created and existing committees may be eliminated by a 2/3 vote of the Executive Board.

The Director of Involvement and Recognition shall be responsible for actively recruiting members for all committees. Staff interested in serving on the committees must fill out an application, which will be reviewed by the Director of Involvement and Recognition, Vice-President and President. Committee members will be appointed by the President subject to confirmation of the Staff Assembly Board. Staff who wish to serve on the same committee multiple years in a row will be contacted by the Director of Involvement and Recognition at the end of each year. There is no maximum size for any individual committee.

The Vice-Chair of each committee will be recommended by the committee chair and then will be appointed by the President subject to confirmation of the Staff Assembly Board.

ARTICLE VI VACANCIES

President: In the event a vacancy occurs in the Office of the President, the Vice-President shall assume the duties of the President for that unexpired term, as Interim President. The Interim President is still President-Elect and will assume the role of President for the full year that s/he was elected to serve as President. This means the President-Elect will serve that entire three-year term rotation, even if s/he assumes the role of President early due to another vacancy. A new Vice-President will not be elected until the regular election cycle commences. At the Board's discretion, an ad-hoc, non-voting position on the board can be established for someone to assist with the dual functioning Vice-President/Interim President.

If a vacancy occurs in the Office of the President when the Vice President/President-Elect cannot assume the role of President, the sitting Past-President shall serve in the Office until a new President is elected.

If a vacancy occurs in the Office of Vice-President, a new election shall be conducted to elect a new Vice-President, since that position will later become President. The Board, by a 2/3 vote, can forgo an election for whatever reason and instead confirm a Presidential appointment. If the current sitting President and Vice-President both simultaneously vacate their positions, then the

Immediate Past President, as Interim President, shall conduct elections or make an appointment for a new Vice-President as deemed appropriate by the Board.

Other Executive Officers: Vacancies shall be filled for the unexpired terms of the other elected officers and the committee chairs by presidential appointment followed by a 2/3 ratification at the next meeting of the Executive Board.

ARTICLE VII MEETINGS

As a general policy, Staff Assembly meetings will be held at times to facilitate maximum employee attendance. All meetings of the Staff Assembly shall be open, unless designated otherwise by the President. Only Staff Assembly members may vote at Staff Assembly meetings; only Executive Board members may vote at Executive Board meetings.

General: General meetings of the Staff Assembly shall be held as often as required, but not less than three (3) times each year; once in the fall, once in the winter, and once in the spring. The time and place of such meetings shall be designated by the Executive Board with an attempt to regularize dates of meeting within the quarters. At the General Meetings, the service award milestone recognition program shall take place, as described within the Staff Assembly manual.

Special: Special meetings of the entire membership may be called by a two-thirds (2/3) majority of the Executive Board membership. At any time, members exclusive of Executive Board members may call a meeting with not less than twenty-five (25) signatures of the membership. Notice of meetings shall be given by the Director of Communications at least five (5) working days prior to said meetings.

Executive: The Executive Board shall meet as often as necessary, with a goal of meeting twice a month. Emergency meetings of the Executive Board shall be called by the President within 48 hours upon written petition of 25 members, 2/3 of the Executive Board, or a majority vote at a meeting of the Executive Board. Without said petition, Emergency Meetings of the Executive Board could be attempted, with no guarantee of quorum being made.

Committee: Committees will meet as required at the call of the chair of each committee.

ARTICLE VIII QUORUM

General and Special meetings of the Staff Assembly: Two-thirds (2/3) of the Executive Board membership plus eleven (11) additional Staff Assembly members shall constitute a quorum.

Quorum for the purposes of validating an election shall be a minimum of 25 full-time career staff, with appropriate duration of time for the polling to be open, and no less than three business days.

Executive Board: Two-thirds (2/3) of the Executive Board membership shall constitute a quorum.

If a decision needs to be made before the next time all of the Board meets in person, the process following online process will be followed:

1. Online Board votes should be used sparingly and only if the issue to be decided is time-sensitive, or a quorum was not reached at the previous Board meeting. The results of such a vote must be recorded into the official minutes of Staff Assembly, as stand-alone minutes or as part of the previous or next meeting's minutes.
2. Motion is emailed to the Board by the President, or Vice-President, citing this section of the Bylaws, the number of current voting members of the Board and what total number of votes shall constitute quorum and passing of the motion
 - a. i.e. There are currently nine positions on the Board filled, quorum is currently six people (2/3). For this motion to be valid and approved, a simple majority of those voting would need to say yes, when quorum exists.
3. A timeline for the vote to take place should be established in this email, and should be, at minimum, five hours, and ideally one full business day.
4. When the voting has been completed, the President shall email the Board with the results, including the names of who voted yes, no and abstentions
5. Online Board votes shall NOT be conducted in the case of removal from office or any sensitive issues that should be conducted only in person (let's flush this out)
6. Online Board votes MAY take place for the confirmation of new appointments to the Board, or to any Staff Assembly committee. Online Board votes may also take place if quorum has not been reached at the previous Board meeting.

ARTICLE IX RESOLUTIONS AND PETITIONS

1. All resolutions and petitions issued in the name of the Staff Assembly shall be prepared and/or reviewed by the appropriate standing committee, reviewed by the Executive Board, and presented to the Staff Assembly at a general meeting or a special meeting called for the purpose of considering the issue. Resolutions and petitions will be approved by a majority vote of the Staff Assembly present at any meeting.
2. Upon petition of twenty-five (25) members of the Staff Assembly, the Executive Board shall consider any specific legislation or decision. Such petitions must be submitted not later than twenty-one (21) days after the minutes of the general meeting. The President, with approval of a majority vote of the members present at an Executive Board meeting, may request reconsideration by the Staff Assembly of any specific piece of legislation. Such reconsideration shall be conducted at an annual, general, or special meeting of the Assembly.

ARTICLE X RECALL REFERENDUMS

A recall election may be requested by petition of twenty-five (25) members and shall be held within thirty (30) days of presentation to the Executive Board.

ARTICLE XI AMENDMENTS

These bylaws and/or the Election Code may be amended or repealed, or new bylaws and/or a new Election Code may be adopted, by a two-thirds (2/3) vote of the Staff Assembly members present at any general, special meeting, or by a majority of those voting by mail or electronically, provided details of the proposed amendments or actions have been published to the membership not less than thirty (30) days prior to the meeting at which the vote will be taken.

Any member may submit a proposed amendment.

The Staff Assembly Executive Board has the authority to make clarifications to these Bylaws as may be, from time to time and with just cause, necessary and required.

ARTICLE XII RELEASE TIME

An employee may be granted release time during regularly scheduled hours of work to attend Staff Assembly meetings or functions, as designated by the Chancellor.

ARTICLE XIII NON-DISCRIMINATION CLAUSE

Staff Assembly adheres to all federal, state, and UC policies related to non-harassment and non-discrimination.

ARTICLE XIV PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the Staff Assembly in all cases to which they are applicable, insofar as they are not inconsistent with these bylaws.

ARTICLE XV COUNCIL OF UC STAFF ASSEMBLIES (CUCSA)

The President and Vice President (President-Elect) shall be the campus representatives to CUCSA. The President shall be the senior representative. The Vice President (President-Elect) shall be the junior representative. The President, with the approval of a two-thirds (2/3) majority of a quorum present at an Executive Board meeting, shall appoint an alternate representative who can be called on to serve in the event that either the President or the Vice President (President-Elect) cannot attend a CUCSA meeting.

ARTICLE XVI EFFECTIVE DATE

The Bylaws and amendments will be effective immediately upon adoption.