

University of California, San Francisco (UCSF) Staff Assembly Bylaws

Version 2016

I. AUTHORITY

- A. The Staff Assembly at UCSF is an association of staff employees not represented by an exclusive bargaining agent. The Staff Assembly is approved by the Chancellor, under authority granted by the Regents, to be advisory to the Chancellor on matters of staff concern within limitations imposed by law.
- B. Within the framework of these Bylaws and the Rules and Regulations of the University of California, San Francisco at both the Campus and Medical Center, the Staff Assembly will have authority to elect officers, form committees, and conduct business in furtherance of the goals and objectives set forth below.

II. MEMBERSHIP

- A. All UCSF staff employees who are not represented by an exclusive bargaining agent, or subject to any other provisions of the collective bargaining laws, are considered to be members of the Staff Assembly.

III. GOALS AND OBJECTIVES

- A. The Staff Assembly will seek to enhance communication among its staff and to advise the Chancellor, Campus, and Medical Center administration and leadership on matters of concern to its membership. To this end, the Staff Assembly will:
 - 1. Meet on a monthly basis to exchange information and ideas relevant to the staffs and members.
 - 2. Survey general staff concerns.
 - 3. Maintain liaison with the Senior Vice Chancellor, Administration & Finance and the Staff Vice Chancellor, Human Resources.
 - 4. Publish information dedicated to issues of relevance to the membership through a website, listserv, email announcements, and/or a column in campus or system wide publications.
 - 5. Invite leadership and other members of senior administration from the Schools and both the Campus & Medical Center to discuss issues of concern to staff.
 - 6. Sponsor seminars, debates, lectures, and other campus events designed to illuminate issues of general interest to staff.
 - 7. Investigate and recommend solutions to problems affecting the staff, subject to the authority governing its status as advisory to the Chancellor.
 - 8. Maintain a website and listserv for the receipt and distribution of information, and for retention of Staff Assembly records.
 - 9. Maintain liaison with staff employee advisory groups on other UC campuses through participation in the Council of University of California Staff Assemblies (CUCSA).
 - 10. Meet at least once a year with the Chancellor to ask questions and exchange views on issues of concern to staff.

IV. GENERAL MEETINGS/NEWSLETTERS

- A. Purpose
 - 1. Inform the general membership of committee progress, including standing committees, ad hoc, and campus committees.
 - 2. Inform the general membership of the results of meetings with the Chancellor, CUCSA, the Regents, and other leadership.
 - 3. Identify relevant and important issues and refer to ad hoc or standing committees.
 - 4. Present information to the general membership regarding benefits, staff personnel policies, and other topics of interest to the membership.
 - 5. Review recommendations for action approved by the Executive Board.
- B. Terms
 - 1. Meetings are held at least once a quarter.
 - 2. Newsletters or an equivalent form of electronic communication are published at least once a quarter.

3. All members may attend general meetings under the provisions of Personnel Policies.

V. EXECUTIVE BOARD

A. Membership

1. An Immediate Past Chair, Chair, Chair-Elect, Secretary, Treasurer, Communications Officer, Communications Officer Elect, Regents Observer, and two delegates to the Council of UC Staff Assemblies (CUCSA) will comprise the Staff Assembly Executive Board. The Executive Board will appoint the chairs of standing and ad hoc committees to the Board. These chairs will serve as voting members on the Board during their tenure. In addition, persons serving on the CUCSA Executive Board from UCSF, if any, will also be voting members of the Staff Assembly Executive Board during their tenure. All officers of the Assembly Executive Board must be exclusively non-represented staff.

B. General Duties

1. Meet monthly to conduct general Staff Assembly business.
2. Publicize and plan agendas for general meetings.
3. Call special meetings of the membership as agreed by a majority of the Executive Board.
4. Meet regularly with the Associate Vice Chancellor, Human Resources, to communicate matters of concern to the membership.
5. Present annual budget request to the Associate Vice Chancellor, Human Resources' office.
6. Review and appoint delegates to campus committees; send recommendations to those committees regarding staff perspectives.
7. Approve, by majority vote, all Staff Assembly expenses and recommendations for action submitted by Staff Assembly members.
8. Refer incoming issues, problems, and requests for action to the appropriate committees.

C. Officers and Position-Specific Duties

1. Chair
 - a) Provide leadership to the Executive Board and Staff Assembly; call meetings, prepare agendas, and serve as contact person for all Staff Assembly business.
 - b) Chair all general and Executive Board meetings.
 - c) Act as point person for Staff Assembly. Represent Staff Assembly on other committees.
 - d) Sign Staff Assembly correspondence.
 - e) After completing a year as Chair, this person is expected to sit on the Executive Board as a voting member for an additional year.
2. Chair-Elect
 - a) Assist the Chair in the performance of his or her duties, including acting as an additional contact person for all Staff Assembly business.
 - b) Assume the duties of the Chair in his or her absence.
 - c) Take the lead role in planning, organizing, and coordinating ad-hoc events and functions on behalf of Staff Assembly.
 - d) After completing the year as Chair-Elect, this person will serve as Chair for a period of one year.
3. Immediate Past Chair
 - a) Advise the Executive Board in any matter of concern to the Staff Assembly.
4. Secretary
 - a) Record and post minutes from general and Executive Board meetings.
 - b) Collect, maintain, and post minutes from committee meetings.
 - c) Send out any Staff Assembly news, notifications, or updates.
 - d) Coordinate any general and Executive Board meetings. This may include room reservation, call in numbers, set up, and other miscellaneous items.
 - e) Plan, organize, and execute the nominations and elections process, at least on a yearly basis. May need to work on this function on an ad-hoc basis (e.g. to fill a sudden vacant position, etc.).
5. Treasurer

- a) Review, approve, and keep the record of Staff Assembly expenses; approve requisitions and travel vouchers; maintain the general ledger.
 - b) Work with HR Business Services to obtain final approval in all orders/payments.
 - c) Report the status of the accounts, prepare budget and expense reports for approval by the Executive Board.
 - d) Ensure all orders for disbursement of funds and processing of payment for vendors are completed in timely; make recommendations concerning the budget to UCSF Staff Assembly.
 - e) Prepare monthly general ledger verification.
6. Communications/Marketing Officer
- a) Edit and distribute pertinent information in appropriate venues for membership, as needed.
 - b) Distribute and maintain meeting materials (agendas, minutes, etc.) in appropriate venues.
 - c) Maintain website, listserv, and social media with information relevant to Staff Assembly.
 - d) Help with the promotion and marketing of Staff Assembly and its interests to the larger UCSF and UC communities.
7. Communications/Marketing Officer Elect
- a) Assist the Communications/Marketing Officer in the performance of his or her duties, including sharing as an additional contact person for all Staff Assembly business.
 - b) Assume the duties of the Communications/Marketing Officer in his or her absence.
 - c) After completing the year as Communications/Marketing Officer-Elect, this person will serve as Communications/Marketing Officer for a period of one year.
8. CUCSA Second-Year Delegate
- a) Attend all Council of UC Staff Assemblies (CUCSA) meetings. These occur quarterly and rotate between the various UC locations.
 - b) Take an active role on any work groups or sub-committees as part of CUCSA.
 - c) Present verbal reports at general and Executive Board meetings regarding CUCSA business.
 - d) Conduct campus surveys as requested by CUCSA.
 - e) Strongly recommended that the incumbent has spent one year as a member of the Executive Board, or has been actively involved with Staff Assembly.
9. CUCSA First-Year Delegate
- a) Attend all Council of UC Staff Assemblies (CUCSA) meetings. These occur quarterly and rotate between the various UC locations.
 - b) Take an active role on any work groups or sub-committees as part of CUCSA.
 - c) Prepare campus summaries to present at upcoming CUCSA meetings. These should be completed a month in advance of the CUCSA meeting.
 - d) Present verbal reports at general and Executive Board meetings regarding CUCSA business.
 - e) Conduct campus surveys as requested by CUCSA.
 - f) After completing the year as CUCSA First-Year Delegate, this person will serve as the CUCSA Second-Year Delegate for a period of one year.
 - g) This will be an appointed position by the Executive Board.
10. UC Regents Observer
- a) Attend all Regents meetings held in San Francisco (typically at Mission Bay) and as many East Bay meetings as time permits. May also be able to listen remotely if not able to be physically present.
 - b) Review the minutes from each Regents meetings and present reports at general and Executive Board meetings.
 - c) This position is subject to review/approval by the Executive Board prior to elections.
11. If the Officer and Position specific duties are not met.

D. Elections

1. A Call for Nominations will be sent to all non-represented staff via email during the spring of each year with a minimum of two weeks to return nominations.
 2. Members of the Executive Board will call or email all nominees to explain the requirements of the particular office and to ascertain their willingness to run.
 3. Campaign statements from each candidate will be compiled and emailed in spring as part of the ballot to all non-represented staff with at least two weeks to return ballots.
 4. The following procedures must be followed:
 - a) Only one ballot from each IP address will be counted. No duplicates will be accepted.
 - b) The election announcement must include a deadline. No ballots will be accepted after the deadline.
 - c) Ballots will be counted by at least three members of the Executive Board.
 5. The election will be completed by May 31st of each year. Officers start their terms on July 1st of each year.
 6. The membership will be notified of the election results via e-mail.
- E. Terms
1. Except for the Chair-Elect/Chair, Immediate Past Chair, the Communications/Marketing Officer-Elect/Officer and the CUCSA Delegates, members of the Executive Board are elected to serve a one-year term.
 2. The Chair-Elect/Chair, Communications/Marketing Officer-Elect/Officer, and the CUCSA Delegates serve staggered two-year terms, preferably having previously served one year on the Executive Board of the Staff Assembly.
 - a) A new Chair-Elect is elected annually. After serving one year as Chair-Elect, this person serves a second year as Chair.
 - b) A new Communications/Marketing Officer-Elect is elected annually. After serving one year as Communications/Marketing Officer-Elect, this person serves a second year as the Communications/Marketing Officer.
 - c) A new Junior CUCSA Delegate is elected annually. After serving one year as Junior CUCSA Delegate, this person serves a second year as Senior CUCSA Delegate.
 3. After serving as Chair, this person is expected to stay on the Executive Board for one additional year as Immediate Past Chair.
 4. Positions vacated during the year will be filled by appointment and approval of the Executive Board with the exception of the Immediate Past Chair, who will not be replaced if the position becomes vacant.

VI. ASSEMBLY COMMITTEES

- A. General Operating Procedures
1. Any Staff Assembly member may join any standing or ad hoc committees.
 2. The chair of any standing or ad hoc committees will be chosen and appointed by the Executive Board. It is the responsibility of the chair of the committee to recruit membership to the committee.
 3. Meetings of standing and ad hoc committees are held once a month, unless the committee members agree to a different schedule.
 4. Reports of committee progress will be announced at each general meeting and in the appropriate publications.
 5. Minutes of meetings will be kept and submitted to the Secretary for storing.
 6. Requests for financial assistance are to be submitted to the Executive Board for approval.
 7. Requests for action, or issues which the committee wants communicated to the Chancellor, are to be submitted to the Executive Board for approval.
- B. Ad Hoc Committees
1. Any Staff Assembly member may suggest the need for an ad hoc committee to address the issues of concern to the membership.
 2. Membership is voluntary, but will consist of a minimum of three Staff Assembly members.
 3. Each ad hoc committee will define its objective scope and anticipated ending date of activities.

- C. **Campus Committees**
 - 1. Staff Assembly members interested in serving on campus committees may contact the Executive Board.
 - 2. Employees selected from recommendations of the Executive Board to serve on campus committees will report at the general meetings and submit newsworthy items to the Communications/Publicity Committee and the Communication Officer.
 - 3. Employees are appointed for one year, or for the duration of the committee, if time-limited.

VII. PARLIMENTARY AUTHORITY

- A. Roberts Rules of Order shall govern the Assembly in all areas where they are applicable and insofar that they are not in conflict with these bylaws.

VIII. AMENDMENTS

- A. The Bylaws may be amended by a two-thirds majority of the voting membership present at any general Staff Assembly meeting, provided the amendment was submitted, in writing, to the membership at least three weeks prior to voting to allow for presentation and open discussion.