

UCSB Staff Assembly Bylaws

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ARTICLE I: NAME

The name of this organization shall be called the University of California Santa Barbara Staff Assembly, hereafter referred to as Staff Assembly (SA).

ARTICLE II: PURPOSE

The purpose of Staff Assembly is to support the research, teaching and community service mission of UCSB by serving in an advisory capacity to the Chancellor, Vice Chancellors, senior officers, management and other campus parties or organizations seeking staff consultation. Furthermore, Staff Assembly provides representatives to committees as requested by campus entities, organizes the annual Ice Cream Social (as part of Staff Celebration Week), publishes a quarterly news letter, and coordinates the Staff Citation of Excellence Awards program.

Staff Assembly will facilitate communication among and between all staff employees. Additionally, Staff Assembly will serve as a focal point and sounding board for all staff employees in issues that are not the purview of represented job classifications. Staff Assembly will foster communication among staff by:

* Surveying staff for concerns and issues (other than collective bargaining concerns) pertaining to both represented and unrepresented employees.

- * Summarizing concerns and communicating with the appropriate campus agency/organization.

- * Promoting training and development opportunities for all employees with a special interest in unrepresented employees.

- * Encouraging unrepresented staff to register individual concerns with appropriate university committees or agencies.

- * Coordinating issues with Human Resources and the administration.

ARTICLE III: MEMBERSHIP

Section 1. Eligibility

All career UCSB staff are eligible for general membership in the Staff Assembly. The Staff Assembly Executive Committee shall consist of at least eight (8) members elected at large from all career staff on campus. A minimum of half of the executive committee positions will be held by staff whose job classifications are not represented by a collective bargaining unit. Represented employees are eligible for the remaining positions.

Section 2. Length of Term

The length of term on Staff Assembly shall be two years. Half the positions shall be open every other year so as to maintain continuity from year to year. If an insufficient number of candidates apply for the open positions, a current executive committee member(s) may extend their term based upon approval of a majority of the current executive committee members.

Section 3. Removal from Staff Assembly

Any member of the Executive Committee may be asked to resign or be removed from office by a majority vote of no confidence by the Executive Committee. Vacancies shall be filled by a special election if 12 months or more of the term remains. Vacancies occurring with less than 12 months shall be filled by a vote

of the Executive Committee based on nominations from those same members.

Section 4. Staff Assembly Liaison

One member from the Chancellors Staff Advisory Council (CSAC) shall be selected from that committee to serve as a liaison member to Staff Assembly. This member shall have no voting privileges and shall serve for a term of one [1] year.

ARTICLE IV: OFFICERS AND THEIR DUTIES

Section 1. Eligibility of Officer Positions

Officers shall be selected by a majority vote of the current members of the Staff Assembly Executive Committee. Only employees from unrepresented jobs may hold the offices of Chair and Chair-Elect. Any current member of the Executive Committee may hold the position of Treasurer or chairmanships of other committees or sub-committees.

Section 2. The officers of the Staff Assembly and their designated duties shall be:

Assembly Chair: The Chair will preside at meetings, prepare and distribute agenda and minutes, and maintain the historical records of Staff Assembly. The Chair or a designated alternate will represent Staff Assembly at university functions that require representation by the Staff Assembly. Additionally, the Chair will serve as the UCSB Senior Representative to the Council of University of California Staff Assemblies (CUCSA) and attend quarterly meetings as scheduled. The Chair will serve for a term of one [1] year.

Assembly Chair-Elect: The Chair-Elect will assist the Chair in the conduct of SA business and will preside at meetings in which the Chair is absent. Chair-Elect will serve as the Junior Representative to the CUCSA and will attend quarterly meetings along with the Chair (Senior Representative). The Chair-Elect will

serve as the Chair in the subsequent year. The term of Chair-Elect shall be for one [1] year.

Treasurer: The Treasurer will maintain and make quarterly reports on the Staff Assembly budget and other matters pertaining to the fiscal issues and responsibilities of the Staff Assembly. Additionally, the Treasurer will coordinate with the appropriate administrative offices regarding the processing of the Staff Citation of Excellence Awards.

Section 3. Additional Committee Chairs or liaisons

CSAC Liaison. One member from Executive Committee will serve on the CSAC and act as a liaison between the two groups. The term of this appointment will be one year.

Coordinator: Ice Cream Social. This person will chair the SA sponsored Ice Cream Social conducted during Staff Appreciation Week.

Editor. The Editor shall collect and prepare information for the quarterly "Staffbreak" (Staff Assembly News Bulletin), a publication used to communicate Staff Assembly business, issues, concerns, and items of interest to the UCSB staff.

Childcare Committee Liaison. One member of the Executive Committee shall serve as a member of the campus Childcare Committee. The term of this appointment shall be for one [1] year.

Chair, Staff Citation of Excellence Awards Committee. A member of the Executive Committee will plan and oversee the Staff Assembly's Staff Citation of Excellence Awards program. This will include publicizing the nominations and forming a sub-committee to evaluate nominees and select recipients.

ARTICLE V: ELECTIONS

Elections shall be held by the end of the academic year by campus wide ballot. The new

Executive Committee members shall begin their term on July 1st of that year. If an insufficient number of staff runs for Staff Assembly Executive Committee, vacancies shall be filled by the Executive Committee, in accordance with Article III Section 3.

ARTICLE VI: MEETINGS

Staff Assembly Executive Committee shall meet at least monthly during the academic year.

ARTICLE VII: AMENDMENTS TO BYLAWS

Section 1.

Any Staff Assembly Executive Committee member may submit a bylaws amendment proposal to the Executive Committee for action.

Section 2.

Bylaws may be amended by a two-thirds (2/3) majority vote of the Staff Assembly Executive Committee. The newly elected Staff Assembly Executive Committee shall review the Bylaws at the beginning of each year.

For more info about UCSB's Staff Assembly, email us at: staffassembly@mail.lsit.ucsb.edu

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