

**California State University, Sacramento**  
University Staff Assembly (USA)  
By-Laws

**Article I**  
Membership

Section I. Membership

- A. Membership in the University Staff Assembly (USA) shall be comprised of all employees who are employed at least hourly intermittent and are in non-academic staff positions.
- B. A staff employee shall be defined as a non-academic employee of the University.
- C. Auxiliary unit employees are to be considered as university non-academic staff for membership in USA.

**Article II**  
Representation

Section I. Program center appointed Representatives

- A. All non-academic staff as defined in Article I, Section I of these By-laws shall be allowed to vote in USA elections.
- B. Representatives shall be appointed by the program director of their units to serve a staggered two-year term.
- C. Each program center director shall appoint an alternate for each representative.

<u>Program Center</u>	<u>Administrator</u>	<u>Campus Zip</u>	<u>Reps</u>
Academic Affairs Vice President's Office / Academic Affairs Offices / Institutional Research / Educational Equity and Student Retention / Faculty Senate / Global Education / Research and Graduate Studies / Services to Students with Disabilities / Educational Opportunity Program	Provost	6016	1
College of Arts and Letters	Dean	6049	1
College of Business Administration	Dean	6088	1
College of Education	Dean	6079	1
College of Engineering and Computer Sci.	Dean	6366	1
College of Health and Human Services	Dean	6104	1
College of Natural Sciences/Mathematics	Dean	4655	1
College of Social Sciences and Interdisciplinary Studies	Dean	6109	1
College of Continuing Education	Dean	6103	1
Information, Resources and Technology	Chief Information Off.	6047	1

University Library	Director/Dean	6039	1
Administration and Business Affairs Vice President's Office / Budget Planning and Administration / Payroll / Accounts Payable / Accounts Receivable / Support Services / Public Safety	Vice-President	6038	1
Facilities Services	Assoc. Vice-President	6002	1
University Enterprises, Inc.	Executive Director	6063	1
President's Office/ Human Resources Intercollegiate Athletics/ University Advancement	President/VP	6032	1
Associated Students, Inc. (ASI)	Executive Director	6011	1
Student Affairs Vice President's Office / Academic Advising / Admissions and Records / Career Center Financial Aid / Housing & Residential Life / Multi-Cultural Center / Psychological Counseling Services / Student Activities / Student Health Center / University Outreach / University Union	Vice-President	6062	1

D. Whenever a vacancy occurs, the alternate shall serve the remainder of the term.

### **Article III** **Officers**

#### Section I. Officers

- A. Officers of the University Staff Assembly shall be comprised of the President, Vice President, Secretary and Treasurer elected by the University Staff Assembly membership to serve a term of two (2) years beginning July 1 and ending June 30.
- B. The immediate Past President shall serve [for one year] as a non-voting member of the Executive Board to assure continuity of business of the Assembly.
- C. Should the Vice President, Secretary or Treasurer resign at any time during their term of office, their position shall be filled by the person who was first runner-up in the election in which the officer was elected. If that individual is unable to serve, individuals will be selected in descending order of votes received. In the event no one on the ballot is able to serve, a special election of the representatives will be held to elect an officer from among the representatives.
- D. Should the President resign at any time during their term of office, their position shall be filled by the Vice-President, Secretary or Treasurer respectively. In the event that none of these are able to serve, a special election of the representatives will be held to elect a president from among the representatives.
- E. Nominations will be held every other year in the spring for the positions of President/Secretary or Vice-President/Treasurer with elections in the Spring semester.

#### Section II. Duties of Officers

- A. The President shall:
  1. Preside at all meetings of the University Staff Assembly and Executive Board;
  2. Furnish the University President and the staff at least once a year with a report of activities, accomplishments and concerns of the staff;
  3. Serve on various university committees at the invitation of the University President;

4. In consultation with the Executive Board, review reports, petitions, proposals referred to the University Staff Assembly for possible action to determine whether or not they are within the jurisdiction of the Assembly and to refer them to the appropriate committees;
  5. Serve as liaison between the University Staff Assembly and other university administrators, committees and organizations in representing the views of the staff;
  6. Serve as an ex-officio member of all University Staff Assembly committees;
  7. Perform other duties as assigned by the Executive Board.
- B. The Vice-President shall:
1. Act as President of the University Staff Assembly in the absence of the President;
  2. Develop and coordinate University Staff Assembly public relations;
  3. Assume other duties as assigned by the Executive Board.
  4. Disseminate information to webmaster for uploading to the USA website.
- C. The Secretary shall:
1. Serve as President of the University Staff Assembly in the absence of the President and Vice-President;
  2. Record the minutes of all University Staff Assembly meetings and distribute these to all representatives prior to the next meeting for approval;
  3. Type and distribute agendas for all University Staff Assembly meetings;
  4. Maintain files of the University Staff Assembly;
  5. Prepare appropriate correspondence;
  6. Perform other duties as assigned by the Executive Board.
- D. The Treasurer shall:
1. Have the responsibility of all monies acquired by University Staff Assembly;
  2. Furnish a financial statement to the Assembly members monthly for approval;
  3. Perform other duties as assigned by the Executive Board.
- E. The Past President shall:
1. Serve as a resource to the Executive Board;
  2. Perform duties as assigned by the Executive Board.

### Section III. Recall of Officers

- A. An officer may be recalled by a two-thirds (2/3) vote of University Staff Assembly members.

## **Article IV**

### Committees and Their Duties

#### Section I. Executive Board

- A. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Past President of the University Staff Assembly and the Human Resources Liaison.
- B. The Executive Board shall inform the University Staff Assembly of all issues falling within its purview.
- C. The Executive Board shall act for the University Staff Assembly in emergency matters arising between meetings. Such actions must be reported to the University Staff Assembly at its next meeting.
- D. All University Staff Assembly Committees report to the Executive Board.

- E. Minutes of the Executive Board meetings will be published and circulated to all members for approval.

#### Section II. Election Committee

- A. An Elections Committee of three (3) shall be appointed every two years by the members.
- B. The Elections Committee shall supervise the University Staff Assembly election process (preparing and distributing ballots, determining eligibility to serve, tallying votes and announcing results).
- C. Elections of the Executive Board shall proceed in the following manner:
  - 1. Elections are held every year in the Spring semester for the offices of President/Secretary or Vice-President/Treasurer;
  - 2. The Elections Committee shall prepare ballots, listing all qualified nominations;
  - 3. Elections shall be conducted by secret written ballot or electronic ballot;
  - 4. Absentee balloting shall not be permitted;
  - 5. The candidate receiving the highest number of votes shall be declared elected;
  - 6. Whenever there is a tie vote, a runoff election shall be held between the tied candidates;
  - 7. Any election disputes shall be ruled on by the Elections Committee. Appeals from their decision shall be made in writing to the Executive Board for review and final decision.

#### Section III. Duties of Representatives

- A. Each Representative is responsible for forming a communication link with their constituents and informing them of the URL of USA'S web site.
- B. Each Representative is responsible for informing their constituency of the goals of and events sponsored by USA in a timely manner.
- C. Each Representative is responsible for presenting concerns/comments of their constituents to USA for discussion.
- D. Each Representative is expected to actively participate in at least one USA function each year.
- E. Each representative is expected to notify their Program Director and USA if they are no longer able to serve.

#### Section IV. University-wide Committee Representatives and their duties.

- A. USA Committee Representatives are those individuals elected or nominated to fill staff positions on Academic Senate Committees, ASI Committees and University-wide Committees. They will be elected in the spring during regular USA elections.
- B. In the event a committee position should become vacant, a special election will be held to fill the vacancy.
- C. Committee Appointees may be called upon to report to USA.
- D. In accordance with University Policy all nominees for USA positions will be responsible to obtain the verbal approval of their supervisors.

#### Section V. Search Advisory Committee Representatives

- A. USA Search Advisory Committee Representatives are those individuals who serve on various University-wide Search Advisory Committees to fill position vacancies from Dean to Presidential level.
- B. USA will issue a university-wide call for interested individuals to serve on Search Advisory Committees. The only persons who may not serve on these committees are those individuals who work in the Office of the position to be filled or who report directly to the position to be filled.

1. The list of names generated from the call will be sent to the appropriate administrator from which to select a staff representative to serve on the Advisory Committee.
- C. In accordance with University Policy all nominees for USA positions will be responsible to obtain the verbal approval of their supervisors.

## **Article V**

### Meetings, Order of Business, Voting

#### Section I. Meetings

- A. Regular Meetings:
  1. Regular meetings of the University Staff Assembly shall be held every third Tuesday of each month from July through June.
- B. Committee Meetings:
  1. Committee meetings of the University Staff Assembly shall be held as called by the Chair of the Committee;
  2. Committee meetings shall be held during normal duty hours.
  3. Committee members shall normally be excused from their duties to attend the meetings with the permission of their supervisors.
- C. Executive Board Meetings
  1. The Executive Board shall meet prior to each general meeting during normal duty hours.
  2. The Executive Board shall normally be excused from their duties to attend the meetings with the permission of their supervisors.

#### Section II. Voting

Any matter before the members may be enacted by a majority vote of those present and voting, provided the matter under consideration has been introduced at a prior meeting.

## **Article VI**

### Parliamentary Authority

#### Section I. Authority

Parliamentary authority shall be governed by Robert's Rules of Order, revised, latest edition, on matters covered by the constitution and bylaws of the University Staff Assembly.

## **Article VII**

### Amendments

#### Section I. Initiation of Amendments

- A. Amendments to these bylaws may be initiated and proposed by any University Staff Assembly Representative and/or member of the Executive Board.
- B. Amendments must be on an agenda for one regular meeting prior to adoption and require a two-thirds vote to approve.