

UNIVERSITY OF REDLANDS

Staff and Administrators Assembly

CONSTITUTION

I. NAME

The University of Redlands Staff and Administrative personnel join in an organization to participate actively in all areas of the campus community at large. This organization shall be called the University of Redlands Staff and Administrators Assembly (hereinafter referred to as "URSAA" or the "Assembly").

II. AUTHORITY

URSAA is part of the governance system of the University of Redlands, together with the faculty and student bodies. Full power and authority of the Assembly is vested in the Executive Board of the Assembly, except as may be delegated to any committee as stated in this constitution. Each committee shall be authorized to recommend action to the Executive Board of the Assembly.

III. STATEMENT OF PURPOSE

URSAA supports the University's mission and objectives in the following ways:

- A. Advise and consult with the University's management team with respect to policy decisions that affect Staff and Administrative personnel
- B. Provide Staff and Administrative input to the governance system through representation on University-wide committees
- C. Support the sustainability of the University by participating in fiscal deliberations
- D. Improve the effectiveness of the University's operation by providing professional growth and development opportunities
- E. Promote a sense of community and ownership within the University community via regular communication and by sponsoring a variety of social events and service opportunities

The members of URSAA actively volunteer their time, talents and experience to accomplish these goals.

IV. MEMBERSHIP

All regular and introductory Staff and Administrators of the University of Redlands, both full and part time, other than the President, members of the President's Cabinet and those persons who regularly advise them, shall become members of URSAA upon commencement of employment and shall remain members until such time as a member separates from the University or chooses to decline membership. The opportunity to opt out of membership shall be available at any time and shall be affected by written notice to the URSAA Secretary. Any member who has elected to opt out of membership may rejoin the Assembly at any time by written notice to the Secretary. All Staff and Administrators are granted by the University up to one and a half (1.5) hours per week of release time, exclusive of all other release time, to conduct URSAA business and/or attend URSAA events and meetings.

Effective July 1, 2015, URSAA will be provided with an annual budget of \$5,000 from operations. Members are encouraged (but not required) to make an annual contribution to support the activities of the organization.

V. STRUCTURE

A. Executive Board

Full power and authority of the Assembly is vested in the Executive Board, except as may be delegated to any committee as stated in this constitution. (The membership of this Board may be expanded, as needed, by the Executive Board of the Assembly.)

1. Membership

- a) *Chairperson and/or Co-chairs of the Committees of the Assembly*
- b) *Current URSAA President*
- c) *Current URSAA Vice President/President Elect*
- d) *Current URSAA Secretary*
- e) *Current URSAA Treasurer*
- f) *URSAA Immediate Past President*

2. Responsibilities of the Executive Board

- a) *Chair standing committees and appoint new chairpersons as needed*
- b) *Advise the URSAA President*
- c) *Appoint the Staff and Administrative representatives to University-wide governance committees, search committees, and other campus committees, as requested*
- d) *Disseminate and communicate information and concerns among the campus constituencies, including Staff and Administrative members, the President and management team of the University, the Chair of the Faculty Assembly, and the President of the Associated Students of the University of Redlands*
- e) *Promote and publicize the goals and accomplishments of URSAA*
- f) *All Staff and Administrators serving on the Executive Board are granted by the University up to one and a half (1.5) hours per week of release time, exclusive of all other release time, to conduct URSAA business and/or attend URSAA events and meetings.*

3. Elected Officers

a) *There shall be five elected officers of URSAA:*

- (1) President
- (2) Vice President/President Elect
- (3) Immediate Past President/Parliamentarian
- (4) Secretary
- (5) Treasurer

b) **Elections**

(1) Three officers will be elected each year at the Annual Business Meeting, by majority vote. The office of the Assembly Vice President/President Elect is to rotate annually between a Staff member and an Administrator. In the case of a change in status of a Staff member or Administrator during their tenure of office, only their status at the time of election is considered in this rotation.

(a) *Vice President/President Elect will be elected for a term of three (3) years to serve as follows:*

- 1st year: Vice President/President Elect
- 2nd year: President

3rd year: Immediate Past President

(b) *Secretary will be elected for a term of one (1) year with a maximum of two (2) consecutive terms*

(c) *Treasurer will be elected for a term of one (1) year with a maximum of two (2) consecutive terms*

(2) All elected officers will serve from the date of election through the Annual Business Meeting the following year.

(3) In order to run for office, a candidate who accepts nomination must have passed their initial probationary period set by Human Resources upon entering into employment with the University.

c) **Responsibilities of Elected Officers**

(1) President

(a) *Calls and presides at Business Meetings*

(b) *Sets agendas in consultation with the Executive Board*

(c) *Designates ad hoc committees as needed*

Presents an oral report to Board of Trustees on the same schedule as student and faculty governance bodies of the University

(d) *Serves as Assembly representative when the management team considers budget decisions and policies affecting Staff and Administrative personnel*

(e) *Communicates with Human Resources Director and other appropriate management on a continuing basis*

(f) *Attends URSAA committee meetings as requested by committee Chair/Co-chairs*

(g) *Takes appropriate action as necessary to further the goals of URSAA.*

(h) *Trains the Vice President/President Elect*

(2) Vice President/President Elect

(a) *Works closely with the URSAA President to learn the responsibilities of the office*

(b) *Performs as alternate in the absence of the URSAA President*

(c) *Serves as the second Assembly representative when the Administration considers budget decisions/ policies affecting Staff and Administrative personnel*

(d) *Communicates with the Human Resources Director and other appropriate management on a continuing basis*

(e) *Attends Staff and Administrator Assembly committee meetings as requested by committee Chairs/Co-chairs*

(f) *Acts as Chair of the Nominating Committee*

(3) Immediate Past President

(a) *Provides guidance and counsel for the maintenance of continuity and stability of URSAA*

(b) *Performs other tasks as requested by the URSAA President*

(c) *Acts as Chair of the Governance Committee*

(d) *Serves as Parliamentary Secretary*

(e) *Prepares correspondence as necessary for URSAA*

(f) *Maintains a roster of current Assembly members*

(4) Secretary

- (a) *Prepares correspondence as necessary for the Staff and Administrators Assembly*
- (b) *Records and disseminates minutes for general business meetings and Executive Board Meetings*

(5) Treasurer

- (a) *Monitors the official accounts, along with the URSAA President*
- (b) *Presents a report of the URSAA financial accounts at every Executive Board meeting and the Annual Business Meeting*

d) Vacated Positions

(1) President

The Vice President/President Elect shall serve as President but shall retain Vice President/President Elect status until the term has expired for the vacated position. In the event that the Vice President/President Elect position is vacated, the Immediate Past President shall serve as President until a Special Election can be held to fill the President and Vice President/President Elect vacancies.

(2) Vice President/President Elect

The Chair of the Personnel Committee shall become Vice President, but not President Elect. The Co-chair of the Personnel Committee shall become the Chair until the term has expired for the vacated position.

(3) Secretary

The Executive Board shall appoint a Secretary until the term has expired for the vacated position.

(4) Treasurer

The Executive Board shall appoint a Treasurer until the term has expired for the vacated position.

(e) Recall

Should an issue arise that warrants the consideration of the removal of an elected officer of URSAA, the matter will be decided by a simple majority vote of members present either at a Business Meeting or via electronic vote.

(f) Special Election

Should the President and Vice President/President Elect positions be vacated at the same time, a Special Election will be held by the Assembly with at least five (5) working days' notice to all Staff and Administrators Assembly members. Special meetings may be called by the Executive Board, a majority of the Staff and Administrators Assembly, or the President of the University.

B. Committees of the Assembly

Each committee shall be authorized to recommend action to the Executive Board of the Assembly. Each committee is responsible for appointing one web page editor and is responsible to editing their own respective areas or information on the URSAA web page.

1. Communication Committee

- a) Acts as a vehicle for broadened communication within the University community
- b) Gathers information of interest to Staff and Administrators for publication
- c) Each committee has a Chair and a Co-chair, serving a minimum of two (2) years (first year as Co-chair and second year as Chair.) The Chairs and Co-chairs of each committee serve on the Executive Board. Assembly members may volunteer to serve on any of the standing committees at any time during the year.

1. Personnel Committee

- a) *Inquires into concerns related to policies and procedures of the University*
- b) *Provides clarification of management actions*
- c) *Assists in communication and dissemination of University policies as they pertain to Staff and Administrators*
- d) *Assists Human Resources Director in revising and updating personnel policies as requested*
- e) *Communicates with the Human Resources Director on a continuing basis*
- d) *Each committee has a Chair and a Co-chair, serving a minimum of two (2) years (first year as Co-chair and second year as Chair.) The Chairs and Co-chairs of each committee serve on the Executive Board. Assembly members may volunteer to serve on any of the standing committees at any time during the year.*

2. Professional Development Committee

- a) *Ascertains the needs of Staff and Administrators as they relate to professional development*
- b) *Coordinates with Human Resources and other campus departments in developing Staff and Administrator training seminars and workshops for continuing staff and orientation sessions for new employees*
- c) *Each committee has a Chair and a Co-chair, serving a minimum of two (2) years (first year as Co-chair and second year as Chair.) The Chairs and Co-chairs of each committee serve on the Executive Board. Assembly members may volunteer to serve on any of the standing committees at any time during the year.*

3. Social Committee

- a) *Coordinates social events and service opportunities for Staff and Administrators and assists other segments of the University community in coordinating similar functions*
- b) *Suggests means of improving personal contacts among all University groups*
- c) *Each committee has a Chair and a Co-chair, serving a minimum of two (2) years (first year as Co-chair and second year as Chair.) The Chairs and Co-chairs of each committee serve on the Executive Board. Assembly members may volunteer to serve on any of the standing committees at any time during the year.*

4. Ways & Means Committee

- a) *Monitors and encourages annual contributions by members*
- b) *Coordinates and implements those projects as approved by the Executive Board*
- c) *Secures the necessary financial resources to conduct the business of URSAA*
- d) *Each committee has a Chair and a Co-chair, serving a minimum of two (2) years (first year as Co-chair and second year as Chair.) The Chairs and Co-chairs of each committee serve on the Executive Board. Assembly members may volunteer to serve on any of the standing committees at any time during the year.*

5. Governance Committee:

- (a) *Presents nominees for all elected officers at the Annual Business Meeting and accepts nominations from the floor*
- (b) *Conducts the election process at the Annual Business Meeting*
- (c) *Updates the constitution as needed with proposed changes to be presented by the Chair at the Annual Business Meeting*
- (d) *The committee consists of members appointed by the Vice President/President Elect including at least one (1) Staff member and at least one (1) Administrator and two (2) Members at-large. The Immediate Past President will serve as the Chairperson. The current President may not serve on the Governance Committee.*

VI. Meetings

- A. **Executive Board**
The Executive Board shall meet once a month. The Executive Board meetings shall be open to the entire Staff and Administrative population on a quarterly basis. The Executive Board will establish dates and times of the quarterly meetings and notify Staff and Administrators of open meeting dates. The Executive Board Meeting in June shall include all outgoing and incoming Board members.
- B. **Committees of the Assembly**
The Chairpersons of the committees will call meetings, as necessary, at their discretion or at the discretion of the URSAA President.
- C. **URSAA**
URSAA shall meet at least once each semester. For meetings called during regular working hours, Staff and Administrators shall be excused from their work duties to attend these meetings. There shall be an Annual Business Meeting in May or June to provide for the general election of the URSAA officers.
- D. **Special URSAA Meetings**
With at least five (5) working days' notice to all URSAA members, special meetings may be called by the Executive Board, or a majority of URSAA, or the President of the University.
- F. **Voting by Email and Other Electronic Means**
When a Special URSAA Meeting is impractical, URSAA may vote via email or other electronic means, provided all URSAA members are notified of the vote and a simple majority do in fact vote.
- G. **Quorum**

For any Business Meeting of URSA, those members present shall constitute a quorum. A simple majority of the members of the Executive Board or Committees of the Assembly present at those meeting shall constitute a quorum.

VII. Parliamentary Authority

The rules contained in *Robert's Rules of Order, Newly Revised* shall govern URSA in all cases where they are not inconsistent with these bylaws.

VIII. Amendments

- A. This document may be amended by a simple majority vote of members present at a Business Meeting.
- B. Members will be informed of proposed amendments in writing ten (10) working days in advance of the Business Meeting.