

**UNIVERSITY OF PITTSBURGH AT BRADFORD
STAFF ASSOCIATION BY-LAWS**

ARTICLE I: NAME

Section 1. The name of the total body shall be the University of Pittsburgh at Bradford Staff Association (hereafter referred to as "UPBSA").

Section 2. The elected body of UPBSA shall be the Bradford Staff Association Council (hereafter referred to as "BSAC" or "Council").

ARTICLE II: PURPOSE

Section 1. UPBSA addresses philosophical and operational issues affecting the welfare of the staff and the University.

Section 2. UPBSA shall act as a communication channel between staff, faculty, the President, administrative officers, the Advisory Board, and students.

ARTICLE III: UPBSA MEMBERSHIP

Section 1. The voting membership of UPBSA shall consist of all full-time and part-time regular staff and those not represented by Faculty Senate. Not included in UPBSA: student employees and work-study employees (coordinated through the Student Employment Program/Financial Aid Office).

ARTICLE IV: GOVERNANCE

The governing body of UPBSA shall be the BSAC (Council).

Section 1. Structure of BSAC.

a. BSAC - Elected members

The BSAC shall be composed of the President, President-Elect, Immediate Past President, Recording/Corresponding Secretary, Treasurer, four Staff Representatives, and the chairs of the Communications, Elections, Events, and Staff Welfare committees.

b. Emeritus Members

Any member of BSAC who has completed their regular term of service shall have the honorary title of Emeritus. The President shall appoint Emeritus members to serve on a particular committee or assignment for BSAC in the same manner, and with the same rights and responsibilities, as appointed members.

Section 2. Responsibilities of BSAC

- a.** BSAC shall meet monthly with the President, biannually with the Faculty Senate President and Vice-President and other appropriate University officers, as necessary, to discuss issues and concerns which affect the welfare of the staff and the University.
- b.** BSAC shall make recommendations to the President and other appropriate University officials on issues and concerns that affect the welfare of the staff and the University.
- c.** BSAC shall participate in the selection of University senior administrative officers by serving on search committees, interviewing candidates, and submitting evaluations and recommendations.
- d.** BSAC shall consider matters brought to it by staff members or other members of the University community.
- e.** BSAC shall provide input on, and monitor adherence to, University policies and procedures.
- f.** BSAC shall oversee the operating budget of UPBSA, including 1) ensuring a balanced budget each fiscal year, 2) approving requests for new funds or fund reallocations, and 3) when required, submitting appropriate budget requests to the Pitt-Bradford Planning and Budget Committee.
- g.** BSAC, its members, its committees, and its chairpersons shall uphold the purpose of UPBSA by performing all duties as specified in these By-Laws and in the Code of Conduct for Members of the University of Pittsburgh at Bradford Staff Association Council as found at <http://www.hr.pitt.edu/empredu/staffhb/default.htm>
- h.** BSAC shall review the By-Laws every two years.

Section 3. Individual responsibilities of BSAC members

- a.** BSAC members shall regularly attend the BSAC and UPBSA monthly meetings. Members shall be prepared to actively participate in each meeting by having read the agenda, minutes and any other relevant materials. Members missing three consecutive BSAC meetings without prior approval or justification will be contacted by the BSAC President about their interest in continuing their term of service.
- b.** BSAC Staff Representatives shall be appointed by the President to at least one BSAC standing committee.
- c.** BSAC members shall make every effort to attend UPBSA functions including, but not limited to, UPBSA assembly meetings.

- d.** Any BSAC member who leaves the University or experiences a change in status within the University which may affect his/her UPBSA and/or BSAC membership status shall notify the Council promptly.
- e.** No member of BSAC shall serve as an official spokesperson for the organization unless specifically authorized by the BSAC President to do so. The President or his/her designee must approve all official announcements or comments.
- f.** All BSAC members shall behave in accordance with all provisions of these By-Laws and with the Code of Conduct for Members of the University of Pittsburgh at Bradford Staff Association Council.
- g.** BSAC members who fail to fulfill these responsibilities and expectations are subject to review by Council, which may, by unanimous vote (excluding the person concerned, if applicable), revoke the person's BSAC privileges.

Section 4. Representation on Staff Association Council (SAC) in Oakland

- a.** UPBSA is represented on the University of Pittsburgh Staff Association Council (in Oakland) with one voting seat. It is at the discretion of BSAC each year whether that seat shall be filled by one BSAC member only, or by rotating BSAC members throughout the year.

ARTICLE V: OFFICERS

Section 1. The officers of the BSAC shall be the President, President-Elect, Immediate Past President, Recording/Corresponding Secretary, and Treasurer.

Section 2. Terms of Office:

- a.** Officers shall have a one year term of service. No person shall hold the same office for more than three consecutive years.

Section 3. The duties of the President shall be:

- a.** Coordinate the operation of UPBSA with the committee chairs, staff representatives, and Council in accordance with these By-Laws and Code of Conduct.
- b.** Preside at all UPBSA and BSAC meetings.
- c.** Serve as advocate for the welfare of all UPBSA members.
- d.** Serve as the official spokesperson for BSAC.
- e.** Coordinate the scheduling of speakers for all BSAC and UPBSA meetings and assemblies.

f. Act as contact person for the other regional campuses and Oakland as well as represent the campus at the annual Council of the Campuses.

g. Submit an annual report to the BSAC, UPBSA and the Pitt-Oakland SAC at the end of the year .

h. Shall appoint chair of the Women of Promise Committee.

i. Serve as a voting member of the Planning and Budgeting Committee of the University of Pittsburgh at Bradford.

j. Succeed to the office of Immediate Past President at the termination of the one-year term as President.

Section 4. The duties of the President-Elect shall be:

a. Serve as parliamentarian for BSAC and UPBSA meetings.

b. Assume the President's duties in his/her absence.

c. Assist committee chairs, providing advice and direction and monitoring committee participation and activities.

d. Succeed to the office of President at the termination of the one-year term as President-Elect.

e. Serve as a voting member of the Planning and Budgeting Committee of the University of Pittsburgh at Bradford.

Section 5. The duties of the Immediate Past President shall be:

a. Serve as chairperson of the Elections Committee.

b. Serve on the Council, providing advice on relevant experiences and practices.

Section 6. The duties of the Recording/Corresponding Secretary shall be:

a. Record and distribute minutes to all staff at least 10 days prior to the next meeting; maintain current, accurate copies of all organizational documents, including membership lists; issue meeting notices and agendas; as directed by Council, issue notices of certain motions.

b. Preserve consistency for all BSAC documents released to the University community regarding grammar, tone, and style, and ensuring that all documents are routed appropriately.

c. Coordinate the scheduling of facilities for all regular BSAC and UPBSA meetings and assemblies.

d. In the absence of both the President and the President-elect, assume both officers' duties.

Section 7. The duties of the Treasurer shall be:

- a.** Maintain the UPBSA budget records. All deposits and receipts shall be prepared by the Treasurer, then shall be forwarded to the President for signature and then returned to the Treasurer for posting and processing.
- b.** Deliver budget status report at all regularly scheduled business meetings.
- c.** In the absence of the Recording/Corresponding Secretary, perform that officer's duties.
- d.** In the absence of the President-Elect, the Treasurer shall assume the Planning and Budget Committee seat as a representative of the BSAC.

ARTICLE VI: STAFF REPRESENTATIVES

Section 1. For the purposes of organization and representation of the full membership, four staff representatives to BSAC shall be elected.

- a.** Staff representatives to BSAC shall have a two-year term of service.

Section 2. Each representative shall serve as a conduit between BSAC and the rest of the general assembly for the exchange of information and concerns.

Section 3. BSAC Staff Representatives shall be appointed by the President to at least one BSAC standing committee, attend the committee meetings and participate in the committee's activities.

ARTICLE VII: COMMITTEES

Section 1: Standing Committees

- a.** The following committees shall be considered permanent standing committees of the BSAC with a term of one year: Communications, Elections, Events, and Staff Welfare.
- b.** Each standing committee shall consist of at least four staff members and an appointed staff representative. Once the committee is formed, a chairperson will be chosen.
- c.** Each standing committee, except Elections, shall elect a chair, and announce its first organizational meeting date, at the first UPBSA Assembly following elections.
- d.** Standing committees shall meet as necessary to accomplish business as assigned by BSAC. Standing committees are also encouraged to bring issues forward to BSAC.
- e.** All regular standing committee meetings shall be open to UPBSA members as observers.
- f.** Each committee chair shall submit written meeting reports to the President prior to each regularly scheduled BSAC meeting. Reports shall include: minutes from all meetings held since

the last report, a list of members who attended each meeting, and the date and brief agenda of the next scheduled meeting. The committee chair shall also prepare a year-end report for inclusion in the President's Annual Report.

g. Any member of the University community may be asked to serve as a non-voting member of a standing committee to provide expertise or satisfy other recognized committee needs.

h. Standing committees shall maintain open lines of communication with appropriate university offices and officials, and with comparable committees within the Bradford Campus Faculty Senate on policies and decisions affecting the health and welfare of staff.

i. Standing committees may appoint ad hoc committees, which may include members of UPBSA, as working groups to accomplish or address short-term projects. Any group so formed shall be given a specific charge and shall be abolished upon completion of that charge.

Section 2. The duties of the Communications Committee shall be:

a. Assist Staff Events Committee as requested with promotion of UPBSA-sponsored events.

b. Disseminate information of general interest from UPBSA and BSAC meetings to the campus community in consultation with Council.

c. Identify story ideas about staff members and staff issues and, when appropriate and possible, and with the permission of the members involved, produce them for college publications.

d. Appoint a member, or serve collectively, as Historian. The Historian shall maintain, in an appropriate file or notebook, and separate from the official minutes and business correspondence of BSAC and UPBSA, all published articles, pictures, event flyers, incidental correspondence, or any other materials which pertain to the activities of UPBSA.

e. With the approval of Council, prepare and submit articles to the SAC newsletter.

f. Upon receipt of UPBSA minutes, post them on the Staff Association website.

Section 3. The Elections Committee shall be chaired by the Immediate Past President and shall have the following duties:

a. Secure an eligible slate of candidates.

b. Initiate, publicize, conduct, and tally results for UPBSA elections.

c. Devise election guidelines, which guarantee BSAC representation and Equal Employment Opportunity categories (race, color, age, religion, sex, national origin, creed, and handicap). These guidelines shall be approved by BSAC and shall be available for review by any UPBSA member.

Section 4. The duties of the Events Committee shall be:

- a. Promote goodwill among staff, faculty and students via college-wide events, as approved by BSAC.
- b. Oversee the orientation program in August of each year for all staff members new to the college since the last orientation program.

Section 5. The duties of the Staff Welfare Committee shall be:

- a. Promote the health, safety and security as well as staff development of all members of the College community.
- b. Identify needs; monitor; make recommendations regarding the University's Affirmative Action/Equal Opportunity, Non-Discrimination, and Anti-Harassment Policy guidelines.
- c. Support staff members throughout the staff grievance procedure, providing guidance to ensure that due process is provided to all staff.
- d. Make recommendations regarding employee benefits and compensation scales.
- e. Will meet with the Manager of Human Resources or a representative on a monthly basis to obtain updates on policies, procedures, and general staff updates.

Section 6. Ad-hoc Committee Appointments

- a. BSAC may establish ad hoc committees to address topics that are beyond the scope of a single standing committee. Ad hoc committee chairs shall be members of the Council for the duration of the committee's existence. After an ad hoc committee has submitted its report and recommendations to BSAC, the committee shall be abolished.
- b. BSAC may establish working groups to address short-term projects. Any group formed shall elect its own chair, be given a specific charge, and shall be abolished upon completion of that charge.

ARTICLE VIII: ELECTIONS

Section 1. Eligibility

- a. All UPBSA Members shall be eligible to nominate for regular elections.
- b. All UPBSA Members shall be eligible to be nominated for all elections.
- c. All UPBSA Members shall be eligible to vote in regular elections.

Section 2. Terms of Office

- a.** Officers elected through a regular election shall have a one-year term of service. No person shall hold the same office within Council for more than three consecutive years.
- b.** Staff representatives to BSAC shall have a two-year term of service with staggered terms so that two representatives shall end concurrently, and the other two shall end concurrently.
- c.** Standing Committee members shall have a one-year term of service.

Section 3. Nominations

- a.** Nomination of candidates shall be requested of the UPBSA voting membership in March and the slate of candidates shall be presented at the UPBSA March meeting.
- b.** Members may nominate themselves or another person. A member may not appear more than once on any ballot.
- c.** Members of the Elections Committee, including the chair, who are candidates during the election process shall not count or calculate election ballots.
- d.** For each nominee, the Elections Committee shall verify that the nominee is eligible for election, has received appropriate information about the duties and responsibilities of the position for which they have been nominated, and has accepted the nomination.

Section 4. Elections Procedures

- a.** Elections shall take place during the first week of April.
- b.** If a candidate wishes to address the membership prior to election, the elections committee will establish (or provide) a time.
- c.** Each voting member shall be provided a ballot listing every eligible nominated member along with his or her job title. Each voting member shall be able to vote for all UPBSA officers and all staff representatives to Council and the standing committees.
- d.** Elections shall be conducted by secret ballot using an approved method of voting that insures confidentiality, consistency and fairness including electronic voting, paper ballot, etc.
- e.** The Elections Committee shall tally the votes, complete any run-off elections and announce the results of the election no later than the third week of April. The total votes received by each candidate shall not be released.
- f.** Run-Off Elections: In case of a tie between the top two or more candidates for most votes for an office, another vote shall be conducted. Any other candidates for that office who received fewer votes shall be dropped from the second and subsequent elections. This shall continue until the tie is broken.

g. Induction of officers shall take place at the May UPBSA meeting. Incoming and outgoing councils and committees shall convene together at this meeting. New committees shall elect their committee chairs and set their first meeting date at the July UPBSA meeting.

Section 5. Mid-Term Vacancies

a. When a Council or Standing Committee member leaves UPBSA, the President shall appoint the member with the next highest votes who ran against the exiting member to serve the remainder of the position's term. If the vacant position cannot be filled in this manner, the President, with the approval of Council, shall call for a special election or shall appoint an eligible voting member to fill the vacancy for the remainder of the term. The exception shall be that the President-Elect may not be appointed.

b. Special elections shall be completed within a maximum period of 2 months.

ARTICLE IX: CONDUCT OF BUSINESS

Section 1. Meetings

a. BSAC shall meet at least ten times each year, in the second week of the month. Staff members may participate in BSAC meetings by submitting a written request to Council in advance of the meeting. Meetings will follow Robert's Rules of Order, Newly Revised, unless otherwise agreed.

b. UPBSA assembly meetings shall occur during the fourth week of the month. Meeting dates shall be set BSAC; written notice of each meeting, including an agenda, shall be sent to each voting member of UPBSA at least one week prior to the meeting. UPBSA meetings shall follow Robert's Rules of Order, Newly Revised, unless otherwise decided by BSAC.

Section 2. Quorum

a. Fifty percent, rounded up, plus one person of the elected BSAC members shall constitute a quorum at any BSAC meeting.

b. Ten percent of the voting members of UPBSA shall constitute a quorum for the transaction of business.

Section 3. Agenda

The agenda for both BSAC and UPBSA meetings shall be as follows:

a. Approval of previous meeting's minutes

b. Welcome New Staff Members

c. Treasurer's Report

- d. President's Report
- e. Committee/group/individual reports
- f. Old Business
- g. New Business
- h. Announcements
- i. Adjournment

ARTICLE X: AMENDMENTS

Section 1. These By-Laws may be amended, repealed, or replaced in the following manner:

- a. A proposal for a By-Laws change may be placed on the BSAC agenda by submission to Council for circulation to each Council member at least ten days prior to the regular BSAC monthly meeting;
- b. By-Laws proposals endorsed by BSAC shall be presented by BSAC to UPBSA members at an Assembly meeting and must be approved by two-thirds of the voting membership present at the UPBSA meeting.

ARTICLE XI: DISSOLUTION AND PROHIBITED ACTIVITIES

Section 1. On the dissolution of the Council or UPBSA, the elected members, will pay or make provision of all the liabilities of the organization. No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, officers, or other private persons except that the organization shall be authorized and empowered to make payments and distributions in furtherance of the purpose set forth in Article II (Purpose) of this document.

Section 2. UPBSA and BSAC, its members, its committees, and its chairpersons shall uphold the purpose of UPBSA by performing all duties specified in these By-Laws and in the Code of Conduct for Members of the University of Pittsburgh at Bradford Staff Association Council.