

**University of Pittsburgh
At Greensburg**

Staff Association

By-Laws

December 15, 2004

Article I Name

The name of the organization shall be the University of Pittsburgh at Greensburg Staff Association, hereinafter referred to as the UPG Staff Association.

Article II Purpose

The purpose of the UPG Staff Association shall be to provide representation and leadership for non-union, non-faculty personnel and to promote positive working relationships.

Article III Membership

For the purposes of these by-laws, membership in the UPG Staff Association is open to all non-union, non-faculty personnel whose employment status is defined as regular (full-time and part-time). Full membership, including voting and nomination privileges, shall commence immediately upon completion of the initial provisional period of employment at the University of Pittsburgh at Greensburg. Associate membership (non-voting, non-nominating) will be extended to union employees.

Article IV Governance

Section I The governance of the UPG Staff Association shall be vested in the Association Council comprised of a President, Vice-President, Secretary and Treasurer and standing committee chairpersons.

Section 2

- (a) The election of a President, Vice-President, Secretary and Treasurer shall be conducted annually in May.
- (b) Nominations (including self-nominations) for officers will be solicited from non-union, non-faculty personnel each April. Election will be conducted by secret ballot within two weeks following the acceptance of nominations. Voting will be by mail with the nominee receiving a plurality of votes being declared the winner.

- (c) The elected officers and the standing committee chairpersons shall comprise the Association Council.

Section 3 The term of office of all elected officers shall be one year commencing on the first day of the Fall Term following elections.

Article V Officers

Section 1 The Officers of the UPG Staff Association shall be the President, Vice-President, Secretary and Treasurer.

Section 2 Each officer shall have a one-year term of service. No person shall hold the same office within the UPG Staff Association for more than two consecutive terms.

Section 3 Each officer shall serve as a representative to the UPG Faculty Senate.

Section 4 The duties of the President shall be to:

- (a) Coordinate the operation of the UPG Staff Association with the standing committee chairs and other officers in accordance with these by-laws;
- (b) Preside at all UPG Staff Association and Council meetings;
- (c) Serve as an advocate for the welfare of all Association members;
- (d) Serve as the official spokesperson for the UPG Staff Association, (i.e. official representative to the UPG Advisory Board);
- (e) Submit an annual report to the Association and the University community at the end of each year of service;
- (f) Appoint a successor should an elected position (other than President) become vacant. The successor shall hold the office for the remainder of the term of the vacated position;
- (g) Appoint a replacement standing committee chair or project committee chair should the position become vacant (due to resignation, illness, leave of absence, etc.) or the committee becomes inactive;
- (h) Appoint a parliamentarian;
- (i) Assist in facilitating an orderly transition.

Section 5 The duties of the Vice-President shall be to:

- (a) Assume the President's duties in his/her absence or inability to carry out the functions of the office;
- (b) Assist the standing committee chairs and the project committee chairs by providing advice and direction, and monitoring committee participation, and activities;
- (c) Serve as chairperson of the Staff Issues and Concerns Standing Committee;
- (d) Assist in facilitating an orderly transition.

Section 6 The duties of the Secretary shall be to:

- (a) Attend all meetings of the Association and to prepare and maintain the minutes of all UPG Staff Association meetings;
- (b) Prepare and distribute the schedule of meetings, minutes, and other appropriate statements;
- (c) Serve as the Association's historian.

Section 7 The duties of the Treasurer shall be to:

- (a) Maintain complete and accurate accounts of all receipts and disbursements relevant to the Association. The Association must follow all policies and procedures governing purchasing and receipt of monies as established by the University of Pittsburgh;
- (b) Provide at regular meetings of the Council, or when otherwise requested, an account of all transactions;
- (c) Secure appropriate approval for all requests for disbursements. The campus President will be responsible for such approvals;
- (d) Assist in facilitating an orderly transition.

Section 8 The duties of the immediate past President Emeritus shall be to:

- (a) Serve on the Association Council (in a non-voting capacity) providing advice on relevant experiences and practices.

Section 9 An officer may be removed from office for malfeasance following an investigation and recommendation for removal by the Association Council and a three-quarters (3/4) vote for removal by the full membership of the Association (excluding the officer involved). Voting will be by secret

ballot, which will be mailed to each full member. Officers so removed shall retain full member status unless a motion for removal from the Association is approved. Procedures for such a motion are identical to those for removal of officers and may be conducted concurrently.

Section 10 At the end of their terms, all officers, standing committee chairpersons, and project committee chairpersons shall hand over all UPG Staff Association records to the incoming officers and standing committee chairpersons.

Article VI Standing Committees

All UPG Staff Association members shall have input into the direction and activities of the following Standing Committees: Communications and Activities. Associate members (union employees) shall not have input into the direction and activities of the Staff Issues and Concerns Standing Committee.

The Vice-President shall assist the standing committee chairs and project committee chairs by providing advice and direction and monitoring committee participation and activities.

Section 1 Staff Issues and Concerns

(Mission statement to be determined by the committee)

Section 2 Communications

(Mission statement to be determined by the committee)

Section 3 Activities

(Mission statement to be determined by the committee)

Article VII Project Committees

The Association Council shall establish short-term project committees to plan and execute specific functions such as the elections committee. Project committees may consist of any number of the Council or Association members. The Association Council shall direct the duties of each project committee. Project committees shall have a minimum of two members selected from the Association membership.

Article VIII Committee Management

- Section 1** The membership of a committee shall be chosen, or volunteered for, from the Association members at-large at the Fall meeting.

- Section 2** The Standing Committee chairperson, except for the Staff Issues and Concerns Standing Committee, shall be chosen from the members comprising the committee with the exception of Article V, Section 4(g). The chairperson shall submit a report at each meeting of the UPG Staff Association.

- Section 3** In the event that money is involved for use by a committee, the chairperson will be responsible to give an account to the Treasurer at the spring meeting and/or upon request.

- Section 4** A Standing Committee chairperson or Project Committee chairperson may be removed from office for malfeasance following and investigation and recommendation for removal by the Association Council.

- Section 5** A Standing Committee chairperson or Project Committee chairperson may be replaced by the President should that position become vacant (due to resignation, illness, or leave of absence, etc.) or the committee become inactive;

Article IX Association Meetings

- Section 1** The UPG Staff Association will hold a minimum of two general meeting per academic year. Council meetings shall be held monthly. The President of the Association shall determine the time and place of said meetings.

- Section 2** Any UPG Staff Association member may present to any member of council, at any time, a request for a special Association meeting. Council will review the request at its next regularly scheduled meeting. At that time, a vote will be taken on the issue. If the majority of council vote in favor, a special meeting will be called. At least twenty (20) days notice of the time, place and purpose of a special meeting of the Association shall be given in writing to each regular member.

- Section 3** Special meetings of the UPG Staff Association may be called by the President or upon the written request of twenty (20) full Association members. At least twenty (20) days notice of the time, place and purpose of a special meeting of the Association shall be given in writing to each full member.

Section 4 A quorum shall consist of the number of full members of the Association present at the meeting.

Article X Order of Business at Regular Meetings

The order of business at regular full Association meetings shall be as follows:

1. Call to Order
2. Approval of the Minutes of the Preceding Meeting
3. Treasurer's Report
4. Standing Committee Reports
5. Project Committee Reports
6. Old Business
7. New Business
8. Other
9. Adjournment

Article XI Parliamentary Authority

Robert's Rules of Order (Revised) shall be the parliamentary authority with respect to all proceedings not specifically provided for in these by-laws.

Article XII Amendments

Section 1

- (a) Amendments may be proposed by the Association Council or by petition of ten percent (10%) of the voting members of the UPG Staff Association presented in the form of a motion to the President of the UPG Staff Association.
- (b) Any proposed amendment must be sent in a written notice to each voting member of the UPG Staff Association ten (10) days prior to the meeting at which the changes are to be moved. To take effect, an amendment must be moved, seconded and debated in a UPG Staff Association meeting and then voted on by mail ballot.
- (c) The amendment is to be included in the By-Laws when approved by two-thirds (2/3) of the UPG Staff Association full members voting.

Addendum 1

The first elections for the UPG Staff Association shall be held in January, 1999 to elect the four officers of the Association. The Staff Concerns Committee shall conduct the election process for the first election only; thereafter, the elections shall be conducted by an elections project committee. The new officers shall assume office immediately and hold that office until the first day of the Fall Term following the 2000 election. Beginning with the 2000 election, a term will be one year in length.