



Bylaws of the Staff Association of the College of Agriculture and Life Sciences

ARTICLE I. Name

The name of this association shall be the College of Agriculture and Life Sciences Staff Association (CALSSA).

ARTICLE II. Purpose

Section 1. The purpose of this association shall be to facilitate communication between the staff and administration, faculty, and students; to serve as a vehicle for the administration to inform classified staff of missions, goals, existing and proposed policies and programs, and other timely topics; to serve as a forum for classified staff input on missions, goals, existing and proposed policies and programs, and other timely topics; to convey ideas from the staff to the administration, in the planning and organization of staff educational activities, staff development, and social/recreational activities for the college (when necessary, referrals may be made to the appropriate channels); to encourage staff participation in college activities, to develop personal skills, and to promote esprit de corps among all college employees; and, to act in an advisory capacity to the Staff Senate.

Section 2. CALSSA representatives to the Board shall be responsible for presenting ideas and addressing general concerns from the employees they represent and for reporting Staff Senate meeting information to those employees on a timely basis.

ARTICLE III. Membership

Membership shall consist of all classified employees (full and part time, salary and wage) in the College of Agriculture and Life Sciences. Members shall advise departmental representatives of issues to be brought before CALSSA.

ARTICLE IV. Officers

Section 1. The officers of this Association shall be a President, a Vice President (President-elect), and a Secretary, whose duties shall be as prescribed by these bylaws and the parliamentary authority adopted by this Association. Additionally, the President shall be a member of the College of Agriculture and Life Sciences Council. The President shall ensure that staff members appointed to college committees and commissions regularly report activities of their committees back to CALSSA.

ARTICLE V. Meetings

Section 1. Regular meetings of the Board shall be held not less than once per yearly quarter (four times a year) on a day, time, and location agreed upon by the Executive Committee.



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Section 2. CALSSA Board meetings shall be open to all CALSSA association members.

Section 3. On areas of specific concern, the Executive Committee will invite the appropriate individuals (Department Head, Dean, etc.) to address the membership.

Section 4. A written proxy shall be allowed and, to be considered valid, a proxy must contain the date of the meeting, a statement giving the proxy holder the right to vote in place of the issuer, and a signature. Whenever possible, the member who knows in advance that attendance at the meeting will not be possible should notify the Secretary of the existence of the proxy. Proxy votes shall count as members attending for the purpose of determining a quorum.

ARTICLE VI. The Board

Section 1. The governing body shall consist of the President, the Vice President (President-elect), Secretary, one representative from each department/unit of the College of Agriculture and Life Sciences, and 5 staff senators (or the number prescribed by the Staff Senate), and shall be known and referred to as the BOARD.

Section 2. Each designated department/unit in the College of Agriculture and Life Sciences shall elect a representative and an alternate to the Board. The alternate shall replace the representative in the event of a vacancy.

Section 3. The office of a representative may be declared vacant whenever that person has unauthorized absences from two consecutive regular meetings or from any three regular meetings within a year. Absences shall be authorized if announced in advance to the President or if the absentee is replaced.

Section 4. Any representative may resign by informing the President and his/her department association in writing.

Section 5. Should a representative's status change within the College during the term of office, the representative will notify the Executive Committee and replacing the representative is the responsibility of the department/unit.

Section 6. Extension districts and Research and Extension Centers shall have the option of either electing a representative from their unit or electing/appointing a campus representative to the board.

Section 7. If the President-elect of the Board is also a departmental representative then he/she shall request the current departmental alternate to serve as the departmental representative. When the alternate becomes the representative, the department shall elect a new alternate.

Section 8. A quorum shall be defined as 10 Board members present.

ARTICLE VII. The Executive Committee

Section 1. The Executive Committee shall be composed of the officers of the Association and the Staff Senators and shall coordinate all activities of the Association, the officers, committees, and all special meetings; set the time and place and prepare an agenda for all regular and special meetings; act on behalf



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of the Association between meetings; report regularly to the Association on the disposition of all major matters submitted to it; and serve as a liaison with the administration and staff.

Section 2. Election of Officers. A slate of officers shall be nominated from the list of elected, current and past, department/unit representatives and/or officers by the board of CALSSA for the meeting held In April. Elections will be by secret ballot at the May meeting Officers shall be elected for a term of one year. Officers will assume their responsibilities on July 1.

Section 3. Staff Senators shall be elected from the membership at large. At the January meeting, department/unit representatives shall present a slate of not more than two nominees per department/unit. Ballots shall be distributed to the membership by February 15, with the request that they be returned by March 15. The Executive Committee shall appoint two people who are not nominees or officers to collect and tabulate the votes. They will report the results of the election at the March meeting of the Board.

section 4. Staff Senators shall be elected for three-year terms commencing July 1 and ending June 30 three years later.

The number of Senators elected will be specified by the bylaws of the Staff Senate. At least one "alternate" Staff Senator will be elected yearly for a two-year term. The number and method of electing alternates will be determined by the Board prior to the election. The senior Alternate will fill the vacancy created by the resignation of a senator and will serve the remainder of that senator's term. A "senior alternate" is the candidate with the highest seniority or the person who received the highest number of votes at the last election. Staff Senators shall serve as liaisons between CALSSA and Staff Senate and be voting members of the Board. The Senator will brief the alternate on issues to be discussed and voted on.

ARTICLE VIII. CALS Council

Section 1. The President of the Association shall serve as a member of the Council.

Section 2. Six additional Council members shall be nominated and elected from the staff at large as follows: three on campus, two Extension field staff, and one AREC.

Section 3. Election of Council members shall be held in conjunction with the May election of officers.

Section 4. For the period 2001-2002, there shall be three one-year terms and three two-year terms. Upon expiration of the one-year terms and thereafter, each Council member shall be elected for a two-year term.

ARTICLE IX. Committees

Section 1. Committees shall be appointed by the President as the need is determined by the Board. The president shall be an ex-officio member of all committees.

ARTICLE X. Amendments

Section 1. A proposal for an amendment must be submitted to the Executive Committee for review and certification. The notice shall contain the proposed amendment in context or the general nature of the matter. Proposed amendment shall not be voted on until at least one regular meeting after the meeting in which It was proposed. Amendments to the bylaws shall be approved by a 2/3 vote of the Board.



ARTICLE XI. Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Adopted:

February 1991

Amended:

June 1991; February 1992

Revised & Amended:

January 1993; November 1994

Revised and Amended:

May 2001