

**UNIVERSITY OF COLORADO COLORADO SPRINGS
STAFF ASSOCIATION BY-LAWS**

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**ARTICLE I
ORGANIZATION AND MEMBERSHIP**

Section 1: The name of the organization shall be *University of Colorado Colorado Springs Staff Association*, hereinafter referred to as SA.

Section 2: The SA is established to represent all members of the staff of the University of Colorado Colorado Springs, hereinafter referred to as UCCS. The term UCCS Staff is inclusive of individuals designated as University Staff and State Classified Staff. (Refer to Colorado Revised Statutes, 24-50-135 for further information on those positions that are exempt from the State Personnel System.)

Section 3: SA membership shall consist of all current State Classified Staff and all current University staff, including part-time staff, of UCCS.

Section 4: SA members shall retain the following rights:

- A. Vote on selection of the Executive Board.
- B. Participate in all organization meetings and events.
- C. Nominate themselves for the Executive Board election.
- D. Serve on committees as needed.

Section 5: The purposes of the SA include:

- A. Serve in advocacy for the interests of UCCS Staff.
- B. Initiate and provide means for the exchange of information among UCCS Staff relative to issues of concern.
- C. to initiate and provide means for the professional development of UCCS Staff
- D. Foster a spirit of unity and cooperation among all UCCS Staff.
- E. Study and to make recommendations concerning problems and policies of concern relating to the UCCS Staff.

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- F. Provide representation to boards, councils, and committees, and to work collaboratively with these groups in such areas as strategic planning, fiscal matters, and the overall efficiency of the campus and the university.
- G. Aid in the strategic planning goal of establishing an environment conducive to the recruitment, retention, development, and recognition of an excellent staff.
- H. Be responsible for matters of concern as may be assigned by the Chancellor.

ARTICLE II
STAFF ASSOCIATION EXECUTIVE BOARD

Section 1: The day to day operations and governance of the SA shall be carried out by the Staff Association Executive Board, hereafter referred to as SAEB. Day to day operations include but are not limited to:

- A. Appoint standing and special interest committee chairpersons and members of all standing committees as specified in Article V.
- B. Appoint members to fill Executive Board vacancies, as outlined in Article III.
- C. Appoint one member-at-large to serve as the Elections Officer.

Section 2: Members of the SAEB must be staff who are employed 50% of full-time or more at UCCS. The SAEB consists of the following officers:

- A. President.
- B. Vice-President/President-Elect.
- C. Past President.
- D. Secretary.
- E. Treasurer.
- F. Four Members-at-Large.
- G. Chair of the University Staff Pay and Benefits Committee.
- H. Chair of the State Classified Pay and Benefits Committee.
- I. Communications Manager

Section 3: Terms of office

- A. The offices of President, Vice-President/President-Elect, Secretary and Treasurer may be held by an employee from either employment group (State Classified or University Staff) and shall serve a one-year term in that office.

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- B. Members-at-Large shall serve two-year terms. Terms shall alternate, such that at least two positions vacate annually. The makeup of Member-at-Large positions shall be as follows:
 - 1. Two (2) members shall be State Classified, at least one of these positions shall be filled each year.
 - 2. Two (2) members shall be University Staff; at least one of these positions shall be filled each year.
- C. The Chair of each Pay and Benefits Committee must be selected from the respective employment group (State Classified or University Staff) and shall serve a two-year term in that office.
- D. The individual elected as Vice-President/President-Elect shall serve three successive one-year terms beginning with Vice-President/President-Elect, followed by President and concluding as Past President.
- E. The Communications Manager shall serve a two year term.
- F. There is no limit to the number of terms officers may serve except for the President position. With the exception of the Vice President/President Elect and the President, officers must be reelected at the end of each term in order to continue to serve.

Section 4: Duties of Officers

A. President

The President shall:

- 1. Preside at all SA meetings and administer all regulations and policies as specified in the by-laws.
- 2. Serve as a voting member of the SAEB.
- 3. Approve all expenditures and oversee all SA fiscal matters.
- 4. Serve as needed or desired as an ex-officio member of any standing committees.
- 5. Identify items for discussion for each regular and any special SAEB meetings, and distribute the meeting agenda to all members of SAEB 24 hours prior to the meeting.
- 6. Designate a member of the SAEB to serve as the website administrator for the SA.
- 7. Serve as the spokesperson for the SA.
- 8. Call special meetings as required.
- 9. Assume the Office of Past-President on July 1, upon the conclusion of his/her term as President.

B. Vice-President/President-Elect

The Vice President/President-Elect shall:

- 1. Serve as a voting member of the SAEB.
- 2. Work closely with the President and, in the absence of the President, have all the powers, prerogatives, and responsibilities of the President.
- 3. Chair the Spring Luncheon Committee.
- 4. Assist the President with other duties as assigned.
- 5. Assume the Office of President on July 1, upon conclusion of his/her term

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as Vice President.

C. Past President

The Past President shall:

1. Serve as a voting member of the SAEB.
2. Assist the President with duties as assigned.
3. Mentor the President as needed.

D. Secretary

The Secretary shall:

1. Serve as a voting member of the SAEB.
2. Record the proceedings of all SAEB meetings.
3. Prepare and distribute the minutes to the SAEB within two weeks of the meeting.
4. Upon approval, provide minutes to the website administrator for posting to the SA website.
5. Annually collect an update from each committee including a description of the committee and any associated documentation.
6. Prepare general SA correspondence as directed by the President.
7. Maintain historical records of the organization.
8. Assist the President with other duties as assigned.

E. Treasurer

The Treasurer shall:

1. Serve as voting member of the SAEB.
2. Prepare fiscal documents for the SA.
3. Prepare a draft budget for the upcoming fiscal year by July 1.
4. Prepare and submit to the SAEB, for approval, a finalized annual budget for the coming fiscal year by August 15.
5. Keep accurate records of all expenditures of the SA.
6. Report the total expenses and current balances to the SAEB at each SAEB meeting.
7. Assist the President with other duties as assigned.

F. Members-At-Large

The Members-At-Large shall:

1. Serve as voting members of the SAEB.
2. Solicit input from SA members regarding issues and concerns.
3. If appointed, serve as the Elections Officer.
4. Assist the President with other duties as assigned.

G. Chair the University Staff Pay and Benefits Committee

The Chair of the University Pay and Benefits Committee shall:

1. Serve as a voting member of the SAEB.
2. Chair the University Staff Pay and Benefits Committee
3. Assist the President with other duties as assigned.

H. Chair of the State Classified Pay and Benefits Committee

The Chair of the State Classified Pay and Benefits Committee shall:

1. Serve as a voting member of the SAEB.
2. Chair the State Classified Pay and Benefits Committee.

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3. Assist the President with other duties as assigned.
- I. Ex-Officio Member(s)
1. UCCS UCSC representatives shall serve as non-voting Ex-Officio Members of the SAEB.
- J. Communications Manager
- The Communications manager shall:
1. Serve as a voting member of the SAEB
 2. Responsible for promoting general staff association initiatives, events and functions such as professional development, social and election programs
 3. Collaborate and communicate with committee co-chairs on promoting committee initiatives
 4. Oversee event email creation and registration communication for SAEB and PDPC including liaison with Marketing and Communication Office and use the Salesforce.
 5. Maintain Staff Association Website
 6. Develop and publish the Staff Association newsletter
 7. Responsible for collection, publication of, and reporting Clyde's Kudos
 8. Support photography of events when needed

Section 9: Voting

- A. Each position within the SAEB shall have only one vote.
- B. No one individual may hold more than one voting position in any given term.

**ARTICLE III
ELECTIONS**

Section 1: Elected officers shall be Vice-President/President-Elect, Secretary, Treasurer, four Members-at-Large, Chair of the University Staff Pay and Benefits Committee, Chair of the State Classified Pay and Benefits Committee, and Communications Manager.

Section 2: A Member-at-Large shall be appointed by the SAEB, to serve as the Elections Officer. The Elections Officer shall:

- A. Coordinate the nomination process.
- B. Compile and present a brief biographical summary of each candidate to the staff via email.
- C. Deliver email ballots to all SA members.
- D. Receive and tally ballots.
- E. Disseminate election results.

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F. Conduct run-off elections, as necessary.

Section 3: Nominations to fill vacant SAEB positions shall be solicited by April 15 of each year with elections to be completed by May 15.

Section 4: Candidates must declare candidacy to the Elections Officer

Section 5: The names of all candidates and their biographical information shall be sent electronically to all SA members in a manner which allows for the following:

- A. All SA members are able to cast a vote for the offices of Vice-President/President-Elect, Secretary, Treasurer, and Communications Manager.
- B. Only Classified Staff are able to cast a vote for the offices of Member-at-Large representing Classified Staff and Chair of the Classified Staff Pay and Benefits Committee.
- C. Only University Staff are able to cast a vote for the offices of Member-at-Large representing University Staff and Chair of the University Staff Pay and Benefits Committee.

Section 6: Each SA member may submit one vote for each eligible office.

Section 7: The candidate who receives a simple majority of the votes cast shall be elected. If none of the candidates for a particular office receive a majority of the votes cast, a run-off election between the top two candidates for the particular office will be held.

- A. In the event of a run-off election, the names of the top two vote receiving candidates will be re-sent electronically to all SA members for a vote. The candidate receiving the majority of votes cast will be elected.

Section 8: The new slate of officers will be announced and presented by June 1 of each year. The term of office for each SAEB position shall be July 1 through June 30.

Section 9: Vacancies and Succession

- A. The SAEB shall select by majority vote a SA member to fill any Executive Office position that becomes vacant except for the offices of President and Vice-President/President Elect. The selected individual will serve out the remainder of the term.
- B. If the office of the President becomes vacant within the first six months of the term, the President Elect shall assume the role of President and call for a special election to fill Vice-President/President Elect position.
- C. If the office of the President becomes vacant after the first six months of the term, the Vice-President/President-Elect will have all the powers, prerogatives, and responsibilities of the President while maintaining their position of Vice-President/President-Elect. The presidency shall remain vacant until the end of the term.

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- D. If the Vice-President/President-Elect position becomes vacant, nominations will be solicited, and an election will occur following the same guidelines as the regular election process.
- E. At the conclusion of the President-Elect's term, that individual will automatically assume the Office of the President for the subsequent year. If the Vice-President/President-Elect is unable to or chooses not to assume the Office of the President, the President will be elected in accordance with the election procedures outlined in this section.
- F. A petition for removal from office may be submitted for any SAEB Member that is deemed to be remiss in fulfilling their duties or for actions that are not in the best interest of SA members.
 - 1. The petition for removal must be submitted in writing to the SAEB Secretary. In the case that the complaint pertains to the Secretary, the complaint should be submitted to the President.
 - 2. The SAEB must provide written notice of the petition to the officer in question prior to the next scheduled SAEB meeting.
 - 3. The petition shall be discussed at the next regularly scheduled SAEB meeting.
 - 4. If the Board deems the concerns detailed in the petition to be valid, a ballot for officer removal will be sent to all current SA members.
 - 5. The Officer will be removed from office with a majority vote of ballots cast.

**ARTICLE IV
MEETINGS**

Section 1: General membership meetings of the SA shall be held no less than quarterly (every three months) and shall be called by the SAEB.

- A. Additional or emergency meetings may be called by the President.
- B. All SA general meetings shall be open to all members of the university community.

Section 2: The SAEB shall meet at least monthly and more often as needed. A simple majority consisting of at least one member of each employment group must be established in order for the SAEB to conduct business.

- A. Motions shall pass with a simple majority vote of SAEB members present.
- B. The Chancellor may call special meetings of the SAEB at his/her discretion.
- C. SAEB meetings shall be open to all members of the university community. The President may request non-members to introduce themselves.
- D. Additional or emergency meetings may be called by the President.
- E. SA members may petition the President to add items of concern to any SAEB

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meeting agenda.

- F. The members of the SAEB may act without a meeting if, prior to such action, a majority of the SAEB shall consent in writing to such action. The initiator of the action must specify the timeframe for completion of the action. Such written consent or consents shall be filed with the minutes of the next SAEB meeting.
- G. The SAEB may participate in a meeting of the SAEB by means of a telephone conference call or any other means by which all persons participating in the meeting are able to hear one another.

Section 3: A retreat for the outgoing SAEB, incoming SAEB, and chairs of SA standing committees shall be held after elections and prior to the start of the new academic year. This retreat shall include detailed committee reports by the committee chairs, review of prior year activities, and the establishment of goals for the upcoming year.

Section 4: Elected SAEB members are expected to attend all SAEB meetings. If an elected member misses two or more meetings they may be asked to resign from the board.

**ARTICLE V
COMMITTEES**

Section 1: Classified Staff Pay and Benefits Advisory Committee

- A. The committee shall consist of 4 members in addition to the elected chair.
- B. Committee members shall be appointed by the SAEB.
- C. The SAEB shall first appoint Classified Staff members of the SAEB as committee members.
- D. In the event, there are insufficient Classified Staff SAEB members to fill the committee, the SAEB shall solicit volunteers from the Classified Staff at large and appoint them to the committee.
- E. The Classified Pay and Benefits Committee shall solicit input from and report directly to the Chancellor.
- F. The Chair shall keep the SAEB informed with regards to committee proceedings.
- G. The committee shall review and provide advice in a timely manner consistent with the needs of the University and the SAEB.
- H. In addition to addressing issues referred to the committee for review, the committee shall also solicit input from Classified Staff, identify areas of concern with respect to pay and benefits, and report such concerns and associated recommendations to the Chancellor.
- I. The committee must meet at least quarterly.

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Section 2: University Staff Pay and Benefits Advisory Committee

- A. The committee shall consist of 4 members in addition to the elected chair.
- B. Committee members shall be appointed by the SAEB.
- C. The SAEB shall first appoint University Staff members of the SAEB as committee members.
- D. In the event, there are insufficient University Staff SAEB members to fill the committee, the SAEB shall solicit volunteers from the University Staff at large and appoint them to the committee.
- E. The University Pay and Benefits Committee shall solicit input from and report directly to the Chancellor.
- F. The Chair shall keep the SAEB informed with regards to committee proceedings.
- G. The committee shall review and provide advice in a timely manner consistent with the needs of the University and the SAEB.
- H. In addition to addressing issues referred to the committee for review, the committee shall also solicit input from University Staff, identify areas of concern with respect to pay and benefits, and report such concerns and associated recommendations to the Chancellor.
- I. The committee must meet at least quarterly.

Section 3: SA Standing Committees

- A. Committee members shall be drawn from current SA members.
- B. Terms of service for committee members and chairs shall begin on July 1 and terminate on June 30.
- C. New members may join committees at any time during the established term.
- D. The number of terms a member serves on Standing Committees shall be unlimited.
- E. SA members may serve on more than one Standing Committee concurrently.
- F. Committee chairs are appointed by the SAEB to serve renewable one year terms.
- G. An individual may serve as committee chair for up to three consecutive terms. After one term of not serving as Chair, the individual may be reappointed as Chair of the committee.
- H. Committee chairs (in consultation with committee members) shall be responsible for working within the budget designated annually for each respective committee.

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- I. Each committee shall be authorized by SAEB to do what is necessary to accomplish committee goals.
- J. Each committee chair shall maintain a record of committee activities (meetings, letters, surveys, telephone calls, guideline packets). Such records shall be open to all SA members. By June 30 of each year, the records shall be turned over to the SAEB Secretary.
- K. Committee disputes will be referred to the SAEB.
- L. All standing committees must appoint a co-chair for election by the Staff Association executive board. This is to be done before the 2nd meeting of the standing committee of the new fiscal year.
- M. Standing Committees shall include:
 1. Blood Drive Committee
The Blood Drive Committee works to create awareness about the importance and safety of donating blood and to encourage people to become blood donors at the blood drives. A minimum of two blood drives are held each year.
 2. Winter Giving Project
The Winter Giving Project works to help provide food and gifts for needy families from within the UCCS community during the winter holidays.
 3. Welcome Committee
The Welcome Committee works to welcome new SA members through various meetings, informational documents, and other activities.
 4. Outstanding Staff Award (awarded at Chancellor's end of year event)
The Outstanding Staff Award Committee works to assist the campus in selecting and identifying one staff member as the Outstanding Staff member for the year.
 5. Professional Development and Programming Committee
The Professional Development and Programming Committee is dedicated to helping professionally develop our Classified and University Staff. We offer enriching speakers, programs, and development opportunities periodically throughout the year with a variety of staff events.
 6. Employee of the Quarter Committee
The Employee of the Quarter Committee works to recognize an outstanding member of the UCCS staff.
 7. SEEDS Committee
The SEEDS Committee works to review applications for monetary awards for professional development.

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8. Spring Luncheon Committee
The Spring Luncheon Committee plans and executes the annual Spring Luncheon where staff and the campus community come together for fun, food, and an awards ceremony.
9. Policy Review Committee
The Policy Review Committee works with administration during policy review to provide a staff perspective in regard to creation of a new policy, and review of the policies currently in practice at UCCS. The committee is currently convened on an as-needed basis; when policy review occurs.
10. Colorado Combined Campaign
The CCC was created by executive order in 1987 to improve the state of Colorado by encouraging workplace giving. This committee works to encourage workplace giving throughout the year and provide incentives.
- 11, Staff PRIDE Committee
The Staff Pride Committee works to advocate for the specific needs of LGBTQIA+ identifying staff and their allies. This work is done through collaborating with campus departments, providing a space where LGBTQIA+ staff can build social and intellectual connections, and gain and maintain a healthy sense of self-identity as an LGBTQIA+ individual on campus.

Section 3 : University Committees with SA Representation

- A. SA Members may serve on University committees. Most of these committees have their own by-laws regarding length of appointment, eligibility, etc. Examples of these committees are the UCCS Strategic Planning Committee, the University Budget Advisory Committee, and the Intercollegiate Athletic Advisory Committee.
- B. All University committees which request SA representation shall contact the SA President for recommendations. The President will supply names from which the committee may select the member.
- C. SA members may serve on more than one University committee concurrently.
- D. Representatives to University Committees shall report back to the SAEB any items which may impact the SA. The SAEB may request periodic reports from university committee representatives.

Section 4 : System-Wide Committee(s)

- A. SA members may serve on more than one system-wide committee concurrently.
- B. University of Colorado Staff Council (UCSC)
 1. UCSC membership shall include three UCCS SA Members (a minimum of one classified and one university staff member). In addition, the SA must provide one alternate. Representatives to UCSC must meet appointment criteria as established by UCSC by-laws. These members are appointed by the SAEB.

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- If the chair of the UCSC is from UCCS, this can count towards one of the required members.
2. Interested SA members should submit their names, reasons for interest in UCSC and confirmation that a three-year commitment can be met to the SAEB President. Applications should be received by May 15 (or closest business day) and appointments will be made prior to the board retreat and no later than June 1. The SA President will select representatives in collaboration with the SAEB.
 3. The length of appointment for representatives shall be three years and shall begin on July 1st.
 4. The length of appointment for alternates shall be one year and shall begin on July 1st.
 5. Member's terms shall be staggered, with one new representative appointed each year.
 6. Members may miss three meetings per year. If a member misses more than three meetings, he/she may be removed from UCSC.

**ARTICLE VI
AMENDMENTS**

Section 1: An Amendment to the by-laws may be proposed by any SA member and approved by a majority vote of the SAEB.

Section 2: Copies of the proposed amendment and a ballot shall be sent to each SA member ten working days prior to the balloting deadline.

Section 3: If the proposed amendment receives a majority of those voting, it shall be adopted.

Section 4: Balloting may occur only once each fiscal year.

**ARTICLE VII
MISCELLANEOUS**

Section 1: Robert's Rules of Order, Revised, shall govern items not covered in these By-Laws.

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Amendment Tracking:

Amended Article V.3.L.6 via a 90.9% approval in May 2016 (eliminated School Supply Drive and replaced with Employee of the Quarter)

Amended Article IV.3 via a 92.14% approval in May 2019 (Retreat timeline)

Added Article IV.4 via a 89.78% approval in May 2019 (Attendance)

Amended Article V.3.L.2 via a 87.54% approval in May 2019 (Winter Giving Project)

Amended Article V.3.L.3 via a 87.54% approval in May 2019 (Welcome Committee)

Amended Article V.3.L.5 via a 97.55% approval in May 2019 (Professional Dev. Committee)

Added Article V.3.L.9 via a 95.32% approval in May 2019 (Policy Review Committee)

Added Article V.3.L.10 via a 88.53% approval in May 2019 (Colo Comb Camp.)

Added Article V.3.L.11 via a 88.32% approval in May 2019 (PRIDE Committee)

Amended Article V.4.B.1 via a 93.48% approval in May 2019 (UCSC)

Added Article II.2.H. via an (95.0%) approval in May 2020 (Communications Manager)

Added Article II.3.E. via an (91.5%) approval in May 2020 (Communications Manager Term)

Added Article II.4.J. via an (94.96%) approval in May 2020 (Communications Manager Duties)

Amended Article III.1 via an (96.36%) approval in May 2020 (Communications Manager)

Amended Article III.3.5.A via an (94.54%) approval in May 2020 (Communications Manager)

Added Article 5.3.L via an (88.03%) approval in May 2020 (Co-Chair Appointment)