

PENN PROFESSIONAL STAFF ASSEMBLY BY-LAWS

Revised Fall 2015 to take full effect March 1, 2016

Article I: Name

The name of this organization shall be Penn Professional Staff Assembly (PPSA).

Article II: Membership

Members of this organization shall all be employed by the University of Pennsylvania as monthly paid, exempt staff, excepting*senior level administrators, and those individuals having primary academic appointments (*Senior level administrative positions are defined as those employees assigned to a non-numerical grade category, known as "ungraded" (UNG).)

Article III: Purpose

The purposes of this organization shall be to provide:

- A forum whereby opinions of members can be collected and expressed on issues facing the University and higher education and to act as liaison to express the views, opinions, and concerns of the members to the senior administration.
- A mechanism for supplying staff perspectives and voting representatives to serve on all major University committees.
- Regularly scheduled Executive Board meetings whereby communication lines within the University can be fostered and maintained.
- Relevant information to its members regarding resources available within the University and the field of higher education enabling staff to remain current in the field and promoting professional development.
- Regular programming that connects the Penn community by providing a supportive network to assist the University in achieving its goals and objectives.

Article IV: Officers and Executive Committee

The officers shall consist of a Chair, a Past Chair, and a Chair-elect. There shall be an Executive Board, consisting of the Chair, Past Chair, Chair-elect, and eight (8) members-at-large. The Executive Board promotes representation of departments throughout the University. In addition to the functions described elsewhere in these by-laws, the Executive Board shall be consulted by the officers for guidance in all matters on which action is indicated, or on which consultation with the senior administration of the University is contemplated. The Executive Board shall also nominate persons to serve on consultative committees. A quorum of the Executive Board shall be seven (7).

In response to the university's request for additional staff members to serve on university committees, the officers will recruit new committee members.

Chair:

- Shall be the principal executive officer.
- Shall convene and preside over monthly Executive Board meetings.
- Shall (in consultation with the Chair-elect and past Chair) prepare meeting agendas and any written public statements with regard to the Assembly's activities. The Executive Board should also be consulted on all public statements.
- Shall (in consultation with the Executive Board) appoint new member(s) to advisory boards and ad hoc committees.
- Shall appoint a nominations committee each year to organize and conduct PPSA elections.
- Shall serve on University Council (UC) and the UC steering Committee.
- Shall designate maintenance of the listserv and website to an Executive Board member or create a special non-voting position specifically for this function.
- Shall maintain a current membership list.
- Shall serve, along with the Chair-elect and past-chair, on quarterly meetings with the EVP and VP of HR.
- Shall succeed the past Chair after a one-year term.

Chair-elect:

- Shall be elected by the general body and serve for three years on the Executive Board - one year in each office - Chair-elect, Chair, and Past Chair.
- Shall serve on University Council (UC) and the UC steering committee.
- Shall (in consultation with the Chair) prepare meeting agendas and any written public statements with regard to the Assembly's activities. The Executive Board shall also be consulted on public statements.
- Shall, at the first meeting of the year, solicit one volunteer from the board to be recording secretary and one to serve as treasurer (if needed) and shall coordinate the responsibilities of these positions.
- Shall coordinate the efforts to hold the Employee Resource Fair each fall.
- Shall succeed the Chair after a one (1) year term.
- In the absence of the Chair or at his/her request, the Chair-elect shall substitute for the Chair when necessary.

Past Chair

- Shall coordinate the appointment of PPSA representatives to all University Council committees and serve as liaison between representatives and the Executive Board.
- Shall serve as the PPSA representative on University Council's Committee on Committees.
- Shall serve in an advisory capacity to the Chairs and Board.

Eight (8) Members at Large:

- Shall lead and serve on sub-committees to plan and execute events.
- Shall advise the officers on issues, concerns, and opinions relevant to the membership.
- Shall vote on issues brought before the board.
- Shall serve for two (2) years, four (4) being elected each year. Members-at-large may run for a second two-year term, but may not serve more than four years total as a member-at-large.

Committee Representatives:

- Shall attend committee meetings.
- Shall provide committee reports to the PPSA board.
- Shall attend at least two board meetings per semester.

Article V: Elections

Section I: Nominations

By March 1, the nominations committee chair shall circulate to the members a notice of the positions to be filled by election and an invitation to suggest candidates for those positions. The nominations committee shall select and secure acceptance of nomination of two or more candidates for each position to be filled by election.

If only one nomination is received for a position, the nominations committee chair shall solicit at least one more nomination. If one cannot be found, the one nomination will be put forward to the membership.

All nominees must submit the following:

- A personal statement not to exceed 250 words. The statement should focus on the nominee's interest in the position.
- A resume.
- A letter of recommendation. This could be from the nominee's supervisor or a colleague.

The nominations committee will screen and review all nominations and will submit to the membership all nominations for the nominees deemed qualified to run.

Nominations for the Members at large positions will be screened on whether the nominee's resume demonstrates commitment to leadership through service and whether the personal statement is in alignment with the PPSA's goals.

Nominations for the Chair-elect position will be screened on the same criteria. In addition, nominees for the Chair-elect position must have at least five years of service to the university. Candidates for the Chair-elect position should have prior PPSA board or committee representative service. If no candidates emerge with PPSA board or committee representative service, the position may be open to the membership.

At the spring meeting, the nominations committee shall formally nominate its candidates for the respective positions.

Section II: Voting

After the nominations have been presented at the final spring meeting, a vote of the membership shall be taken electronically. All positions are elected by a plurality voting system. There shall be no voting by proxy.

Article VI: Vacancies and Succession

If a vacancy occurs in the leadership of the board it shall be filled in the following manner. If the Chair-elect is unable to move into the Chair position, the current Chair may choose to remain in the position for another year. If the current Chair is unable to remain in the position, the Past Chair will be asked to serve as Chair and the board will elect a Chair-elect from amongst itself to succeed at the appropriate time, and the Chair, in consultation with the board, will appoint a former board member to serve as Past Chair.

If the Chair is unable to move into the Past Chair position, the current Past Chair may choose to remain in the position for another year. If the Past Chair is unable to remain in the position, the Chair, in consultation with the board will appoint a former board member to serve as Past Chair.

Whenever a vacancy occurs among the members-at-large of the Executive Board who do not serve ex-officio, the Executive Board shall appoint a successor, who shall serve until the final spring meeting, at which time a successor shall be elected for the balance of the unexpired term. If a first year member-at-large of the Executive Board chooses to run for Chair-elect they forfeit the remainder of their term, which must be filled by general body election.

Article VII: Meetings

The Executive Board shall hold monthly (September-June) meetings (minimum) open to any PPSA member to attend. The meeting times and locations shall be made public via the website and the Almanac. The executive board will participate in a retreat in August of each year.

General body meetings shall be scheduled as deemed necessary, excepting for the annual spring meeting for the purpose of holding elections as provided by these by-laws and for such other business as may come before the membership. The time and place of the annual spring meeting shall be subject to the approval of the Executive Board.

A general body meeting will be held in May of each year. At least one professional development meeting will be held during the year. A quorum of the assembly shall consist of thirty (30) members.

Article VIII: Amendments

Amendments to these by-laws must be initiated by a letter signed by at least ten (10) members and submitted to the Chair and will be reviewed by the Chair, Chair-elect, and Past Chair. The officers will present amendments to the board who may choose to refer the submission to the by-laws committee (see article XI) for investigation or will vote on submitting the amendments to the membership for a vote. Amendments must be submitted to the membership at least thirty (30) days in advance of the meeting at which they are to be acted on. A majority vote is necessary for approval. Voting may be conducted electronically or in person.

Article IX: Parliamentary Authority

The rules contained in Roberts' Rules of Order shall govern meetings of this assembly in all cases in which they are applicable and in which are not inconsistent with these by-laws.

Article X: Adoption

These by-laws shall be adopted when approved by a two-third vote of the members present and voting at the organization meeting.

Article XI: By-Laws Committee

The Chair in conjunction with the Chair-elect and the Past Chair will appoint a By-Laws Committee Chair (BCC) at the beginning of their term. The BCC will convene a committee and review the By-Laws each fall. The committee will make recommendations for by-laws revisions as needed and will present them to the board by the December meeting.