

## PENN PROFESSIONAL STAFF ASSEMBLY BY-LAWS

Effective March 1, 2022

### **Article I: Name**

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

### **Article II: Membership**

Members shall be employed by the University of Pennsylvania as monthly paid, exempt staff, excepting senior level administrators.

### **Article III: Purpose**

The purposes of the PPSA 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.
- Monthly 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 three (3) officers 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 convene and preside over an Annual Retreat in July or August that includes the Chair-Elect, Past Chair, Executive Board, and Committee Representatives.
- Shall, in consultation with the Chair-Elect and Past Chair, prepare meeting agendas and any written public statements with regard to the PPSA's activities. The Chair should also consult the Executive Board 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 Executive Board member(s) to serve as Listserv Manager, Webmaster, Secretary, and Treasurer, or shall create special non-voting positions specifically for these functions and shall coordinate the responsibilities of these positions.
- Shall maintain a current membership list.
- Shall make every effort to attend, along with the Chair-Elect and Past Chair, quarterly meetings with the EVP and VP of HR, and will schedule these meetings.
- 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 each as: Chair-Elect, Chair, and Past Chair.
- Shall make every effort to attend monthly Executive Board meetings.
- Shall serve on University Council (UC) and the UC Steering Committee. Shall serve on the UC Committee on Committees.
- Shall coordinate the efforts to hold the Employee Resource Fair each fall.
- Shall make every effort to attend, along with the Chair and Past Chair, quarterly meetings with the EVP and VP of HR.
- Shall serve on the Models of Excellence Selection Committee.
- Shall serve as the By-laws Committee Chair (see article VIII).
- Shall, in consultation with the Chair, prepare meeting agendas and any written public statements with regard to the PPSA's activities. The Chair-Elect shall also consult the Executive Board on public statements.
- In the absence of the Chair or at their request, the Chair-Elect shall substitute for the Chair when necessary.

- Shall succeed the Chair after a one (1) year term.

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 make every effort to attend monthly Executive Board meetings and the Annual Retreat.
- Shall make every effort to attend, along with the Chair and Chair-Elect, quarterly meetings with the EVP and VP of HR.
- Shall serve on the University Council Committee on Honorary Degrees in the year following service as Past Chair.
- Shall serve in an advisory capacity to the Chair and Chair-Elect and the Executive Board.

Eight (8) Members-at Large

- Shall make every effort to attend monthly Executive Board meetings.
- Shall make every effort to attend the Annual Retreat.
- 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 Executive Board.
- Shall serve for two (2) years. 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.
- Terms of Members-at-Large shall be staggered such that four (4) are elected each year.

Committee Representatives:

- Shall make every effort to attend committee meetings.
- Shall provide a written report to the Executive Board after each committee meeting.
- Shall make every effort to attend at least one Executive Board meeting per year.
- Shall make every effort to attend the Annual Retreat.

**Article V: Elections**

*Section I: Nominations*

By May 1, the nominations committee chair shall circulate to the general body 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 résumé.
- A letter of recommendation from the nominee's supervisor or a colleague.

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

The purpose of screening the nominations for the Member-at-Large positions will be to determine whether the nominee's submitted materials demonstrate commitment to leadership through service 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 full-time service to the University in a paid position. Candidates for the Chair-Elect position should have prior Executive Board or PPSA-appointed committee service. If no candidates emerge with prior Executive Board or committee service, other candidates from the membership may be sought.

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 Executive 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 Executive Board will elect a Chair-Elect from amongst itself to succeed at the appropriate time, and the Chair, in consultation with the Executive Board, will appoint a former board member to serve as Past Chair.

If the Chair is unable to assume the Past Chair position, the current Past Chair may choose to remain in the position for an additional year. If the Past Chair is unable to remain in the position, the Past Chair position will remain vacant, and the Chair, in consultation with the Executive Board, will appoint a former Executive Board member to serve on the University Council Committee on Honorary Degrees in the year following.

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 chooses to run for Chair-Elect, they shall 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 general body member to attend. The meeting times and locations shall be made public via the website and the *Almanac*.

The Executive Board and Committee Representatives will participate in an annual retreat in July or 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 general body. 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 January and May of each year. A quorum of the PPSA shall consist of thirty (30) general body members.

#### **Article VIII: By-laws Committee**

The Chair-Elect will serve as the 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 By-laws committee will make recommendations for by-laws revisions as needed and will present them to the Executive Board by the December meeting.

#### **Article IX: Amendments**

Except when proposed by the By-laws Committee, amendments to the By-laws must be initiated by a letter signed by at least ten (10) general body 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 Executive Board which may choose to refer the submission to the By-laws Committee (see article VIII) for investigation or vote on submitting the amendments to the general body for a vote.

#### **Article X: Parliamentary Authority**

The rules contained in Robert's Rules of Order shall govern meetings of the PPSA in all cases that are consistent with these by-laws.

#### **Article XI: Adoption**

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

Amendments must be submitted to the general body 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.