

Staff Association By-Laws  
University of Washington Tacoma  
Ratified October 28, 2020

**ARTICLE I**  
**Name**

The name of this organization shall be the Staff Association of the University of Washington Tacoma (UWTSA or Staff Association).

**ARTICLE II**  
**Objectives & Purpose**

**Section A.** UWTSA facilitates communication among UW Tacoma classified, professional staff and librarians between staff, faculty, students and administrators and UW Tacoma campus-wide issues.

**Section B.** UWTSA seeks to unify staff at UW Tacoma to enhance the working experiences and ability of staff to contribute to the larger campus community.

**Section C.** The UWTSA does not deal directly with personnel issues specific to individuals or individual job categories represented by other professional organizations.

**ARTICLE III**  
**Membership**

**Section A.** The following individuals shall be considered members of the UWTSA:

1. Classified Staff – Full or part-time, permanent or temporary
2. Professional Staff – Full or part-time, permanent or temporary
3. Librarian – Full or part-time, permanent or temporary

**Section B.** The following individuals are not eligible to be members of the UWTSA:

1. Student Employees
2. Work-study Students
3. Faculty

**ARTICLE IV**  
**Officers**

**Section A.** The elected officers of the UWTSA shall be:

1. Chair
2. Vice-Chair
3. Secretary
4. Treasurer

**Section B.** Eligibility for officer positions is open to all UWTSA members.

### **Section C. Terms of Office**

1. All position terms will be from January 1 to December 31.
2. The Chair/Vice-Chair shall serve two years total; with the Vice-Chair assuming the Chair position after one year.
3. The Secretary shall serve for two years, with elections occurring in a different year than the regular election of a Treasurer.
4. The Treasurer shall serve for two years, with elections occurring in a different year than the regular election of a Secretary.

### **Section D. Officer Responsibilities & Duties**

1. The Chair shall:
  - a. Direct all UWTSA affairs.
  - b. Chair the Executive Board.
  - c. Act as spokesperson for the Association.
2. The Vice-Chair shall:
  - a. Assume the responsibilities of the Chair in the Chair's absence.
  - b. Shall oversee and coordinate all election processes, including Elected Officers, Committee Chairs and Representatives.
  - c. Oversee and support all UWTSA committees.
3. The Secretary shall:
  - a. Record the proceedings of all UWTSA meetings.
  - b. Distribute meetings to the general membership.
  - c. Coordinate and update the UWTSA website and social media accounts.
  - d. Coordinate the UWTSA email account.
4. The Treasurer shall:
  - a. Manage the UWTSA bank account, including collecting and disburse all UWTSA funds.
  - b. Present a financial report to the membership once a quarter.

### **Section E. Officer Elections**

1. Nominations
  - a. UWTSA members shall be notified of an election at least 60 days prior to the beginning of the contested term.
  - b. Nominations shall be solicited to the UWTSA membership by the Vice-Chair.
  - c. Nominations shall be submitted in writing to the Vice-Chair.
  - d. All nominations must be seconded.
  - e. All nominations must be accepted by the nominee prior to voting occurring.
2. Voting
  - a. The Vice-Chair shall prepare and distribute an official ballot to the membership no later than 30 days prior to the beginning of the contested term.
  - b. Voting will remain open for a minimum of 10 days.
  - c. A minimum of 20% of the UWTSA membership must participate for the results to be valid.
  - d. Simple majority of the votes cast shall constitute election.

- e. In the event a of a tie, a vote on the top two candidates will take place at the next scheduled Staff Association meeting by the members of the Staff Association Executive Board.
  - f. Within 3 days of the close of voting, the Vice-Chair shall notify the successful candidates, the unsuccessful candidates and the UWTSA of the results.
3. Special Election
- a. Special elections will follow the election guidelines in Article IV, Section E, Subsections 1 and 2.
  - b. The beginning of a specially-elected position term will determined by the Executive Board.

**Section F. Vacancies**

1. If the vacancy is the Chair position, the Vice-Chair will assume the Chair position for the remainder of the unexpired term, as well as continue for an additional year to complete the Vice-Chair's original commitment.
2. If the vacancy is in the Vice-Chair position due to the Vice-Chair assuming the Chair role, the position will be filled by special election and the term of the newly-elected individual will be through December 31 of the elected year. The individual elected may rerun as part of the yearly election for the Vice-Chair position. The Secretary will fulfill the responsibilities of the Vice-Chair during the vacancy.
3. If the vacancy is in the Vice-Chair position, not due to the Vice-Chair assuming the Chair role, the position will be filled by special election and the term of the newly-elected individual will be through the remainder of the unexpired term. The Secretary will fulfill the responsibilities of the Vice-Chair during the vacancy.
4. In the event that the Chair and Vice-Chair positions become vacant at the same time, a special election will occur for both positions and the terms will be through the remainder of the positions' unexpired terms. The Secretary and Treasurer will fulfill the responsibilities of the Chair and Vice-Chair positions during the vacancy.
5. If the vacancy is in the Secretary/Treasurer position, the position will be filled by special election and the term of the newly-elected individual will be through the remainder of the position's unexpired term. The responsibilities of the vacated Secretary/Treasurer position will be fulfilled by Secretary/Treasurer until the position is filled.

**Section G.** An individual may not serve more than 4 consecutive years on the Executive Board, regardless of position.

**Section H. Recalling an Elected Officer**

1. A complaint against an Elected Officer can be raised by any member of the UWTSA and must have signatures from at least 10% of the UWTSA membership. All complaints must be submitted to Chair/Vice-Chair in writing.
2. Elected Officers can be removed from position for any of the following reasons:
  - a. Failure to carry out duties or responsibilities in this document or any other official document of the UWTSA.
  - b. Complete failure to represent staff interests and concerns or represents judgement not appropriate to the office.

3. The Staff Association Executive Board shall review complaints against an Elected Officer, with the option for the Officer in-question to be present and have time to speak on their behalf.
4. The Staff Association Executive Board shall vote by secret ballot.

## **ARTICLE V**

### **At-large Representation**

**Section A.** The purpose of the at-large representatives is to represent UW Tacoma professional, classified and librarian staff on topics that concern staff. The at-large representatives shall serve on the Staff Association Executive Board to:

1. Support the activities of the UW TSA and its committees.
2. Serve in an advisory capacity to UW Tacoma Leadership.
3. Approve staff representatives for campus-wide committees.
4. Vote and provide feedback on items of interest for the UW TSA.

**Section B.** At-large representatives shall include:

1. Voting members:
  - a. One classified staff member (from any unit)
  - b. One professional staff member (from any unit)
  - c. One librarian staff member (from any unit)
2. Ex-officio non-voting members:
  - a. The purpose of ex-officio members is to provide historical context and information to the Staff Association from a particular area that is of importance to staff members.
  - b. The ex-officio members can, at the discretion of the Executive Board, include:
    - i. SEIU Union Steward/Representative
    - ii. WFSE Union Representative
    - iii. Additional ex-officio members can be appointed by the Chair

**Section C.** Representatives

1. Each Representative shall:
  - a. Attend all Staff Association meetings.
  - b. Develop a system for timely communication with their respective Division on the following:
    - i. Report out Staff Association proceedings.
    - ii. Collect feedback, ideas, etc.
  - c. Fulfill associated responsibilities of Committee involvement, including but not limited to attending additional meetings or events.
2. Selection Process
  - a. To allow for the equal selection of Representatives from campus divisions, the selection process shall be coordinated by the UW TSA.
  - b. Representatives shall be elected to a one-year term, beginning on January 1 and ending December 31. Representatives can be elected to successive terms.
  - c. Representatives shall be selected from the current UW TSA membership.
  - d. The selection process shall be as follows:

- i. **Nominations:**
  - 1. During the first week of November, the UWTSA Vice-Chair will open nominations for Representatives to the campus. Self-nominations will be accepted.
  - 2. Nominations must remain open for a minimum of 14 days.
  - 3. All nominees must accept their nomination.
- ii. **Voting:**
  - 1. The Vice-Chair shall distribute a ballot to campus no later than 30 days before the start of the Representative's term.
  - 2. The ballot shall remain open for a minimum of 10 days.
  - 3. UWTSA members will vote for Representatives from their respective division only. The ballot will be setup in a manner that allows for nominees to be voted on by their division.
  - 4. Simple majority of the votes cast shall constitute election.
- iii. **Announcement:**
  - 1. The UWTSA Vice-Chair shall announce the results of the elections within three business days of the close of election.
- e. In the event that a Representative position is not filled, the position will remain vacant until a time as such that any UWTSA member, from the respective unit, submits a nomination. A nomination can be submitted directly to the Vice-Chair at any time for a vacant Representative position. The nomination must be accepted by the nominee and will be voted on by the Staff Association.

## **ARTICLE VI**

### **Committees**

**Section A.** To advance the UWTSA, committees shall be created.

#### **Section B.** Committee Chairs

- 1. Each committee shall have one Committee Chair, who is selected from the membership of the Staff Association and approved by the Elected Officers.
- 2. The UWTSA Vice-Chair will coordinate the selection process of Committee Chairs, which will start and be completed in January of each year.
- 3. The term of a committee chair is one year, beginning on January 1 and ending December 31. The Officers can choose to renew up to two additional consecutive terms for a Committee Chair. One person may not serve more than three years consecutively as any committee chair.

#### **Section C.** Committee Members

- 1. Committee members can be solicited and appointed at the discretion of the committee's Committee Chair.
- 2. Committee member eligibility is open to the membership of the UWTSA.

#### **Section D.** Standing Committees

- 1. Mentoring Committee

- a. The mission of the Mentoring Committee is to facilitate, through mentoring, the transition of new staff members into the UW Tacoma community.
  - b. Guidelines for the management of this committee are created at the discretion of the Mentoring Committee Chair and Executive Board.
2. Recognition Committee
    - a. The mission of the Recognition Committee is to administer all award and recognition processes for the UWTSA, including the campus Distinguished Service Award.
    - b. Additional guidelines, outside of this document, for the management of this committee are created at the discretion of the Recognition Committee Chair and Executive Board.
3. Events Committee
    - a. The mission of the Events Committee is to plan and host social and professional development events for the membership, as a means to encourage staff unity and promote continued education.
    - b. Guidelines for the management of this committee are created at the discretion of the Events Committee Chair and Executive Board.
4. Professional Development Committee
    - a. The mission of the Professional Development Committee is to organize opportunities for all staff professional development including but not limited to:
      - i. Workshops
      - ii. Seminars/Webinars
      - iii. Conferences
      - iv. Scholarship opportunities through sources such as university sponsored funds
    - b. Guidelines for the management of this committee are created at the discretion of the Professional Development Committee Chair and Executive Board.

**Section E.** Ad-hoc or additional committees can be created by the Chair, with the approval of the Executive Board. The size, scope and members are to be reported to the Secretary.

**Section F.** Appointments to University-wide Committees

1. When asked by the University, the UWTSA may appoint members to serve on University-wide committees.
2. The appointment process will be determined by the Executive Board based on the committee type and objective.

**ARTICLE VII**  
**Executive Board**

**Section A.** The Executive Board shall lead the UWTSA.

**Section B.** The following positions shall constitute the Executive Board:

1. Chair
2. Vice-Chair
3. Secretary

4. Treasurer
5. At-large Classified Staff Representative
6. At-large Librarian Staff Representative
7. At-large Professional Staff Representative
8. Standing Committee Chairs
  - a. Mentoring Committee Chair
  - b. Recognition Committee Chair
  - c. Events Committee Chair
  - d. Professional Development Chair

**Section C.** Additional members can be appointed to serve on the Executive Board, at the discretion of the Chair.

## **ARTICLE VIII Meetings**

**Section A.** Meetings of the Executive Board shall take place at the discretion of the Chair/Vice-Chair.

**Section B.** Meetings of UWTSAs Committees shall take place at the discretion of the committee's respective Committee Chair.

**Section C.** All-Staff General Meeting

1. The UWTSAs shall hold one all-staff general meeting once per quarter.
2. The time and location of the meeting shall be determined by the Executive Board.
3. The agenda for the meeting shall be created by the Executive Board and distributed by the Secretary at least seven days prior to the meeting.
4. Special general meetings can be called by the UWTSAs Chair/Vice-Chair or on the petition of at least five members presented to the Chair/Vice-Chair.
5. Members present at a general meeting shall constitute quorum for any voting that occurs during that meeting.

## **ARTICLE IX Awards**

**Section A.** Awards that are given by and on-behalf of the UWTSAs can be created at the discretion of the Recognition Committee, with the approval of the Executive Board.

**Section B.** Distinguished Service Award (DSA)

1. The DSA is an award that is given on behalf of the Office of the Chancellor, with the UWTSAs coordinating the solicitation of and voting on nominations.
2. The purpose of the award is to recognize staff members for their outstanding contributions to the UW Tacoma campus.
3. The award shall be given to two recipients each year.
4. Eligibility for award:

- a. Any current permanent UW Tacoma staff member, including part-time employees. Temporary staff, student employees and work-study students are not eligible.
  - b. Any UW Tacoma department
  - c. Previous recipients of the award can be nominated in successive years.
5. Nominations:
- a. Nominations for the DSA shall be solicited from the campus after the second week of the Winter Quarter. All campus community members must be notified of the DSA nomination process, timeline and criteria for selection.
  - b. The specific nomination process (electronic, paper) is at the discretion of the Recognition Committee.
  - c. Nominations will be accepted from any campus community member (including students and faculty).
  - d. Nominations must include:
    - i. Nominee name and contact information
    - ii. Nominator name and contact information
    - iii. Nominee's approval
    - iv. Explanation of why the nominee is deserving and how the nominee meets the criteria for selection
  - e. Limitations on nominations:
    - i. Nominators can only nominate one nominee per year.
    - ii. Limit of one signature per nomination.
    - iii. Nominations must be approved by the nominee.
    - iv. No campaigning, which is defined as:
      - 1. Any person soliciting nominations from others.
      - 2. Any person approaching the selection committee members about selecting their candidate.
      - 3. The posting or advertising of information encouraging the committee to vote for a candidate.
  - f. All nominations become property of the UWTSA.
    - i. Nominators who wish to have their nomination made public can do so by providing a copy of the nomination to whomever they wish.
    - ii. Committee members and the UWTSA will not release information pertaining to nominations, nominees or nominators.
6. Selection:
- a. Selection of the DSA shall be completed by the DSA Selection Committee.
  - b. DSA Selection Committee
    - i. Shall be organized and chaired by the Recognition Committee Chair.
    - ii. In addition to the chair, the composition of the committee shall consist of:
      - 1. One representative of the Chancellor's choosing
      - 2. One representative of the Faculty Assembly's choosing
      - 3. One representative of the Associated Students of UW Tacoma's choosing
      - 4. Two representatives of the UWTSA's choosing
    - iii. Participation on the committee is voluntary and any vacancies will be filled by the Recognition Committee Chair.



- iv. No person may both nominate an individual and serve on the committee.
- v. No person may serve on the committee who has been nominated.
- c. Selection Criteria
  - i. Excellence in job performance
  - ii. Substantially exceeded in quality or quantity the performance expected for the position of assignment
  - iii. Inspirational service to the UW Tacoma community
  - iv. Significant contribute to the UW Tacoma mission
  - v. Exceptional contribution to the off-campus community that may bring credit to UW Tacoma
  - vi. Original and innovative resolution of a critical issue
- d. The Selection Committee will determine the time, location scope and number of meetings.
- e. Recipient will be honored at Spring Celebration in May.
- 7. Announcement:
  - a. All nominees shall be announced after selection, but prior to the awards ceremony.
  - b. Recipients shall also be announced after selection and prior to the awards ceremony.
  - c. All DSA announcements shall be made by the Office of the Chancellor.

**Section C. Unsung Hero Award**

- 1. The Unsung Hero Award is an award that is given by the UWTSA.
- 2. The purpose of the award is to recognize a staff member for their contributions to the UW Tacoma campus.
- 3. The award shall be given to one recipient twice per year – once in the Fall Quarter and once in the Spring Quarter.
- 4. Eligibility for award:
  - a. Any current permanent or temporary UW Tacoma staff member, including part-time employees. Student employees and work-study students are not eligible.
  - b. Past winners are not eligible.
- 5. Nominations:
  - a. Nominations shall be solicited to the campus by the Recognition Committee.
  - b. The specific nomination process is at the discretion of the Recognition Committee.
  - c. Nominations will be accepted from any campus community member (including students and faculty).
  - d. All nominations become property of the UWTSA.
    - i. Nominators who wish to have their nomination made public can do so by providing a copy of the nomination to whomever they wish.
    - ii. The UWTSA will not release information pertaining to nominations, nominees or nominators.
- 6. Selection:
  - a. Selection of the award shall be completed by the Recognition Committee.
- 7. Announcement:
  - a. All nominees and recipient shall be announced after selection.

## **ARTICLE X**

### **Edits to By-Laws**

**Section A.** This Article is used when a minor edit(s) are to be made to the By-Laws. Minor edits shall be defined as edits that do not significantly alter or change any portion of the By-Laws (i.e. election timelines/dates, changes to divisional breakdowns, etc.). The UWTSA Chair shall decide if a proposal to change the By-Laws shall follow the process listed in Articles X or XI.

#### **Section B. Proposals**

1. Must be submitted to the UWTSA Chair/Vice-Chair in-writing.
2. When pertaining to edits to the By-Laws only, this Article supersedes any other voting criteria in this document.
3. Review by Membership
  - a. Any proposal for edits to the By-Laws will be made available, in multiple formats, for the UWTSA membership to review within five days of the Chair/Vice-Chair receiving the proposal.
  - b. A review period of at least seven days will be provided for the membership to review the proposal.
4. Presentation to Staff Association Executive Board
  - a. The proposed changes will be presented to the Staff Association Executive Board at the next scheduled Staff Association Executive Board meeting.
  - b. Questions from the Staff Association Executive Board will be allowed at the end of the presentation.
5. Voting
  - a. Immediately following the presentation, the Staff Association Executive Board will hold a discussion on the proposed changed.
  - b. Following discussion, the Staff Association Executive Board shall vote on the proposal by secret ballot.
6. Counting of the Votes
  - a. Votes shall be counted by the Chair/Vice-Chair, with a second individual present.
  - b. Quorum of the vote shall be quorum of the Staff Association Executive Board.
7. Announcement
  - a. Results of the vote shall be announced to the Staff Association Executive Board immediately following the count and before the end of the meeting.
  - b. Results of the vote shall also be announced to the membership of the UWTSA.

## **ARTICLE XI**

### **Redraft of By-Laws**

**Section A.** This Article is used when a major overhaul or significant changes are to be made to the By-Laws. A major overhaul or significant changes shall be defined as edits that alter or change the intention/purpose of any portion of the By-Laws (i.e. removal/addition of an article, overhaul of an article, etc.). The UWTSA Chair shall decide if a proposal to change the By-Laws shall follow the process listed in Articles X or XI.

## **Section B. Proposals**

1. Must be submitted to the UWTSA Chair/Vice-Chair in-writing.
2. When pertaining to a re-draft of the By-Laws only, this Article supersedes any other voting criteria in this document.
3. Review by Membership
  - a. Any proposal for a redraft to the By-Laws will be made available, in multiple formats, for the UWTSA membership to review within five days of the Chair/Vice-Chair receiving the proposal.
  - b. A review period of seven days will be provided for the membership to initially review the proposal.
4. Open Meeting
  - a. An open meeting for all UWTSA members to provide feedback and ask questions on the proposal will be held as early as eight days after the proposal has been distributed for review.
  - b. The meeting must occur within seven days of the review period having ended.
5. Edits to Proposal
  - a. A timeframe of seven days will be given for edits to be made to the proposal.
  - b. A final version must be received by the end of the seven-day edit period or the proposed changes must be resubmitted.
  - c. If there are no edits to the proposal, it can be submitted immediately following the end of the open meeting.
6. Voting
  - a. Within three days of receipt of the final proposal, voting must commence.
  - b. Voting shall be completed by secret ballot and sent to all UWTSA members.
  - c. Voting shall remain open for 10 days.
7. Counting of Votes
  - a. All vote review and counting will be done by the Chair/Vice-Chair, with a second individual present.
  - b. Quorum shall be reached if 20% of members have responded.
  - c. Simple majority of votes received will constitute the vote needed.
8. Announcement
  - a. Results of the vote will be announced within three days following the close of voting.
  - b. Vote counts must be made available to all members.

## **ARTICLE XII**

### **Privacy**

**Section A.** Privacy is defined as the right of members to withhold information relating to creed, ethnicity, gender, political affiliation, race, religion or sexual orientation.

**Section B.** The UWTSA will always protect the privacy of its member by protecting ballots and nominations as to the best of the organization's ability.

## **ARTICLE XIII**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order* shall govern meetings of the UWTSA in all cases to which they are applicable and not inconsistent with these bylaws. In general, all meetings will be conducted informally. A parliamentarian will be appointed as needed by the presiding officer.

Appendix Updated: October 2020

*This appendix is not subject to a proposal or vote to change*

*This appendix may change with organizational changes on campus.*