THE UNIVERSITY OF ALABAMA

BYLAWS of the PROFESSIONAL STAFF
ASSEMBLY

PREAMBLE
The professional staff of The University of Alabama (hereinafter referred to as the “University”), having great interest in and concern for the continuing mission and goals, purposes and functions of the University, and seeking the active representation and involvement of employees in the affairs of the University, do hereby establish these bylaws for The University of Alabama Professional Staff Assembly.

ARTICLE 1. CHARTER

Section 1: NAME
The name of this organization shall be The University of Alabama Professional Staff Assembly (hereinafter referred to as the “Assembly”).

Section 2: PURPOSE
A. The Assembly is formed to represent the professional staff employees of the University and as such functions as an advisory and policy referral organization to the administration and to the professional staff employees of the University.
B. The Assembly shall function for the welfare of the University and for the employees it represents. It shall promote social responsibility and demonstrate concern for all members of The University of Alabama, the community-at-large, and higher education, in general. It will continually be concerned with current developments that, are of interest to and would potentially, affect the general welfare of the professional staff employees of the University.
C. The Assembly shall facilitate and maintain open lines of communication with professional staff members, administration, faculty, staff, and students of The University of Alabama.

ARTICLE 2. ORGANIZATION

Section 1: SCOPE
The Assembly may consider any issue that has the potential to affect the general welfare of professional staff employees.

Section 2: DEFINITION
All employees of The University of Alabama holding regular full-time professional (non-faculty) positions that are eligible for full benefits and classified Equal Employment Opportunity 3 or 5 (EEO 3 or 5) shall be considered members in the professional staff employee group.

Section 3: ELIGIBILITY
Professional staff employees who have been employed by The University of Alabama for at least six (6) months are eligible for nomination and election to the Assembly.
Section 4: REPRESENTATION
A. Proportional Representation - shall be distributed proportionately relative to the number of professional staff employees in each organizational unit, provided each has at least one eligible professional staff employee. The Assembly will consist of members elected by professional staff from each unit identified on the most current University organizational chart prior to the annual elections.
   a. Each organizational unit of the University employing at least one eligible professional staff member shall be entitled to one (1) representative for each twenty (20) members, or fraction thereof, as determined by the Assembly Nominations and Elections Committee prior to any notice seeking nominations, except for the first year when the apportionment is approved by the Professional Staff Constitutional Convention.
   b. The president-elect, president and past-president shall not be included in the proportional distribution of the Assembly. The president shall be elected from the Assembly membership, and the vacated position will be available to be filled from the appropriate organizational unit.
B. Term Limits - During the first year of the Assembly, one half of the representatives will serve one year and the other half will serve two-year terms commencing April 1 as provided by the Professional Staff Constitutional Convention. In elections where different lengths of terms are to be filled, the candidate(s) receiving the most votes will serve the longer term(s).
   a. Except for the first year of the Assembly, representatives shall serve two-year terms commencing April 1. The terms shall be staggered in such a manner as to have half of its membership retiring and the other half of its membership beginning anew each year. Representatives may serve a maximum of two terms in succession.
   b. The Assembly officer positions of president-elect, president, and past-president shall each be one-year terms, with each position served in succession. The organizational unit whose representative becomes the president-elect will be entitled to nominate and elect a replacement representative under guidelines established by the Assembly Nominations and Elections Committee.
   c. The term of office for a representative elected in a Special election is for the remaining portion of the term of the representative being replaced.

Section 5: Nominations and Elections – Eligible professional staff shall only nominate and vote for members from within their own organizational unit.
A. The Nominations and Elections Committee will seek nominations for Assembly representatives beginning each year on or near January 15th. Notice requesting nominees will be sent out to all eligible professional staff. Everyone nominated will be contacted. The deadline for making nominations will be on or near February 5th. Election of Assembly representatives will be held annually on or near March 5th.
B. The Assembly Nominations and Elections Committee will conduct the elections for each organizational unit in accordance with general guidelines approved by the Assembly.

Section 6: Removal from the Assembly - A representative’s absence from four (4) Assembly meetings during a twelve (12) month period beginning April 1st without being represented by an alternate shall be cause for removal from the Assembly. The secretary shall refer the matter to
the Committee on Assembly Operations for review and recommendation to the Assembly.

A. A petition may be made to the Assembly President for reinstatement within one week of notification of removal. The president shall convene a meeting of the Steering Committee to consider the petition. Following discussion of the substance of the petition, a secret ballot of the Steering Committee members shall take place. A simple majority of the voting Steering Committee members present shall be necessary to uphold the removal of the representative.

B. Action to recall a representative from an organizational unit may be initiated by petition of not less than one-third of the voting members from that organizational unit. Upon receiving this petition, the Assembly President shall notify the Assembly representative promptly and convene a special meeting of voting members of that unit to consider the petition. After opportunity for discussion of the substance of the petition, a secret vote shall be taken. If two-thirds of the unit’s voting members present vote to support the petition to recall the Assembly representative, the seat shall be declared unoccupied.

Section 7: Vacancies

A. A vacancy in the Assembly may be filled by the eligible runner-up from within that division during the last regular election. This person will serve until the term of said position expires.

B. If no runner-up is qualified, the Assembly President shall temporarily fill vacancies from the respective organizational unit by appointments with the concurrence of a majority of the Steering Committee members.

C. An Assembly member whose EEO/job category changes may complete the term to which they were elected. Such EEO/job category changes will not constitute vacancies during the current term.

ARTICLE 3. OFFICERS

Section 1: Composition of Steering Committee

The Assembly Steering Committee shall be composed of the President, President-Elect, Secretary, Treasurer, Past-President, Parliamentarian, Historian and the standing committee chairs.

Section 2: Duties and Responsibilities of Officers

A. President – The president of the Assembly shall preside over all meetings of the Assembly and the Steering Committee. The president shall be the official spokesperson for the Assembly. The president shall serve as an ex officio member of all Assembly committees. In the absence of the past-president, the president will break any tie votes.

B. President-Elect – The president-elect shall preside when the president is absent. In accordance with the Steering Committee, the president-elect is also responsible for arranging and scheduling regular or called meetings of the Assembly and shall reserve the necessary facilities. The president-elect shall assume any other duties assigned by the Assembly President. The president-elect shall serve as an ex officio member of all Assembly committees. When the president is vacated, for any reason, the president-elect shall assume the duties of the president.

C. Secretary – The secretary will call the roll of representatives at each Assembly meeting. The secretary must report any absences of three (3) or more by an individual representative during a twelve (12) month period beginning April 1st to the Committee
on Assembly Operations. The secretary shall keep the official minutes of each Assembly and Steering Committee meeting. Copies of the Assembly minutes will be distributed to the Assembly representatives prior to the next meeting. The secretary shall distribute official calls for meetings and other materials as directed by the president. The secretary is charged with keeping the official, up-to-date copies of the Assembly Bylaws.

D. **Treasurer** – The Treasurer shall be responsible for the financial operations of the Assembly in accordance with established University accounting practices and procedures. The Treasurer shall provide to the Assembly a monthly and end-of-year financial report.

E. **Past-President** – The past-president’s principal role shall be advisory to the Assembly and the Steering Committee. The past-president shall not be counted as part of the assembled quorum but accorded full privilege of deliberation. The past-president shall be entitled to vote only in the event of a tie vote.

**Section 3: Appointed Officers**

A. **Parliamentarian** – The Assembly President shall nominate a parliamentarian, subject to Assembly confirmation, to serve as recommended in the most recent revision of Robert’s Rules of Order except where these Rules are contravened by a rule adopted by the Assembly. It shall be the duty of the Parliamentarian to attend all meetings of the Assembly and of the Steering Committee.

B. **Historian** – The Assembly President shall nominate a historian, subject to Assembly confirmation, to serve as the record keeper for the Assembly. The historian shall be responsible to maintain each Assembly year’s information, such as officers, committee chairs, scholarship winners and award winners. The historian shall be responsible for reminding representatives of upcoming milestones and other important dates. The historian shall be responsible for compiling year-end reporting.

**Section 4: Elections of the Officers**

A. **Eligibility** – An Assembly member must have served for one full year on the Assembly before taking an office.

B. **Election Process** – The Nominating and Elections Committee shall present names for each of the offices of president-elect, treasurer, and secretary. Assembly members shall be notified in writing of the nominees no later than three days prior to the March meeting. If the nominee consents, nominations may be made from the floor at the election meeting to be held in March. Election shall be by secret ballot of the Assembly members with a majority of the votes cast required for election. If a majority is not received on the first ballot, a runoff election will be held immediately between the two candidates garnering the largest number of votes. The newly elected officers shall take office April 1st of the year elected.

C. **Absentee Voting** - Only Assembly members present at the election meeting will be eligible to vote.

D. **Term Limits** – Term Limits of officers in the Assembly shall serve a one-year term in each elected position.

**ARTICLE 4. MEETINGS**

**Section 1: Assembly Meetings**

A. **Number of Meetings** – Meetings will be held once a month throughout the academic year and as needed during the summer.
B. Schedule – The schedule for regular Assembly meeting times and locations shall be decided for the upcoming year by the Steering Committee and announced on or before the May meeting of the Assembly.

C. Open Meetings - Meetings are open to the public, unless the Assembly votes to hold an executive session by a two-thirds majority of representatives present. Any executive session must be consistent with the laws of the State of Alabama.

D. Rules of Order - Robert's Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the Assembly.

E. Agenda - The agenda for each meeting shall be set by the Steering Committee and distributed to all Assembly members at least three days prior to the meeting date.

F. Quorum - A majority of the Assembly members make up a quorum. A quorum must be present before any vote by the Assembly. A majority is the number of filled seats in the Assembly.

G. Action – All action shall be by majority vote of a quorum of members present unless otherwise specified here in or in Robert's Rules of Order, Newly Revised.

H. Resolution – A resolution or petition submitted by a delegate or delegates not constituting a committee shall be read and referred to the appropriate committee by the president. If not returned for Assembly consideration, the committee shall present an oral report of its conclusions.

I. Minutes – Recorded by the secretary and presented to the president at the following month’s steering committee meeting.

J. Missed Meetings – In the event a representative is unable to attend an Assembly or committee meeting, the representative may select an eligible non-Assembly professional staff member to serve as an alternate. The alternate can substitute for the representative only if the representative submits the name of the alternate to at least one of the officers prior to the beginning of the meeting. When serving for the representative, the alternate may perform any of the functions of the representative with the full power of the representative. The alternate is not required to be from the same organizational unit as the representative.

K. The Floor - Anyone other than an Assembly representative or their selected alternate may address the Assembly only by invitation by a vote of the Assembly or on invitation by the Assembly President. The privilege of the floor, including the right to address the Assembly on any pending matter subject to applicable rules or parliamentary procedure, is extended to one delegate representing the Faculty Senate, Student Government Association (SGA), Office/Clerical/Technical Staff Assembly (OCTSA), Maintenance Personnel Committee and University of Alabama Retirees Association.

Section 2: Steering Committee Meetings

A. Meetings will be held once a month throughout the academic year and during the summer.

B. The schedule for regular committee meeting times and locations shall be decided for the upcoming year by the President with the approval of its members.

C. The agenda for each meeting shall be set by the President and distributed to all committee members at least three (3) days prior to the meeting date.

D. A majority of Steering Committee members make up a quorum. A quorum must be present before any vote can be taken.
E. All action shall be by majority vote of a quorum of Steering Committee members present unless otherwise specified here or in Robert’s Rules of Order (Newly Revised).

Section 3: Committee Meetings
A. Meetings will be held once a month throughout the academic year and as needed during the summer.
B. The schedule for regular committee meeting times and locations shall be decided for the upcoming year by the committee chair with the approval of its members.
C. Meetings are open to the public, unless the committee votes to hold an executive session by a two-thirds majority of committee members present. Any executive session must be consistent with the laws of the State of Alabama.
D. The agenda for each meeting shall be set by the committee chair and distributed to all committee members at least three (3) days prior to the meeting date.
E. A majority of appointed committee members make up a quorum. A quorum must be present before any vote can be taken.
F. All action shall be by majority vote of a quorum of committee members present unless otherwise specified here or in Robert’s Rules of Order (Newly Revised).
G. Anyone other than a committee member or their selected alternate may address the committee only by invitation.

Section 4: Called Meetings
A. Special Assembly meeting may be called as necessary by the President. The President shall also call a special meeting within seven (7) days of receiving a petition signed by at least one-third of the Assembly representatives.
B. Assembly representatives will be notified no later than forty-eight (48) hours before the special meeting is to be held.

ARTICLE 5. COMMITTEES

Section 1: Standing Committees
Following the annual elections, all Assembly representatives will be given an opportunity to express interest in serving on Assembly standing committees. Using this information, the Assembly President shall make standing committee assignments. During the first year of the Assembly, committee assignments will be made by a Transition Committee approved by the Professional Staff Constitutional Convention. Committees will elect co-chairs by a majority vote of the respective committee members. Committee co-chairs and members shall serve a one-year term. Each committee’s co-chairs are required to formally submit a written monthly and yearly report of the committee’s activities to the Steering Committee and the reports shall be available upon request. The Assembly President is an ex officio member of all Assembly standing committees. The duties and responsibilities of the following standing committees are:
A. Assembly Operations – The Assembly Operations Committee is responsible for the continuous review of the Assembly’s organization and procedures and for recommending changes to the Assembly Bylaws. The committee will consider the reasonableness of all absences of four (4) or more by a representative from Assembly meetings in which the representative does not have an alternate attending and will make a recommendation to the Assembly whether the position should be declared vacant. The Committee on Assembly Operations is responsible for interpreting the Assembly Bylaws and may receive requests for interpretation from the Assembly or its officers.
B. **Communications and Public Relations Committee** – The Communications and Public Relations Committee is responsible for facilitating timely, two-way communications between the Assembly and the professional staff on matters perceived as important to constituents. The committee shall routinely examine, analyze, and evaluate various modes of communication in order to improve constituent communications whenever possible.

C. **Information and Technology Committee** – The Technology Committee is responsible for keeping current the Assembly web presence. This is to include the Assembly website, http://www.psa.ua.edu, web page on the committee on committees’ website, web page on OIRA fact book website and other Assembly web presence. The committee shall be responsible for recommendation and maintenance of Assembly digital material, digital communication and meetings. The committee will be responsible for developing a list of professionals to serve as an expert panel to assist other professionals with specific questions related to specific technology and UA policies. The committee will conduct technology forums comprised of a panel of UA professionals at least twice a year, demonstrating current and emerging technology with an emphasis on web technology and review of UA technology policies. The committee shall work with the Nominations and Elections Committee to assist with the elections process.

D. **Nominations and Elections Committee** – The Nominations and Elections Committee is responsible for coordination and management of all Assembly elections as prescribed by the Assembly Bylaws. This committee shall be responsible for communicating with constituents on all matters concerning nominations for and election to the Assembly. The committee should review the nomination and election process each year and make recommendations for change to the Assembly as may be appropriate. This committee shall initiate and coordinate recruitment of volunteers to help with the work of the Assembly. This committee shall contact organizational units for professional staff recommendation to the president to replace assembly member’s seat due to stepping down or removal.

E. **Professional Development Committee** – The Professional Development Committee shall serve as an advocacy group on matters related to development, education, and other issues of concern to the professional staff as they assist the University to meet its mission of teaching, research and service. The committee shall identify and evaluate services available to the professional staff through the University and elsewhere that could facilitate or improve their performance, opportunity for advancement and quality of life. This committee shall also be the channel for recognizing professional staff who have excelled in their work performance or made outstanding contributions to the mission of the University.

F. **Service/Outreach Committee** – The Service/Outreach Committee is responsible to plan, organize, and implement University and community service projects, social events, and campus forums for professional staff. The committee shall work with the Communications and Public Relations Committee to publicize these events and provide the Assembly representatives opportunities to communicate with their constituents during these events. The committee shall perform related functions as requested by the Assembly Steering Committee.

G. **Staff Life Committee** – The Staff Life Committee shall serve as an advocate for the professional staff on all salary, benefits and evaluation procedure issues. The range of
this activity requires the committee members to have a clear understanding of current University of Alabama salary and benefit policies and to be able to incorporate this knowledge into the evaluation of proposals made by the Department of Human Resources. The committee shall make recommendations to the Assembly concerning support or opposition for such proposals. If appropriate, the committee shall identify alternatives to such proposals. The committee shall maintain a close working relationship with the Department of Human Resources on all matters pertaining to salaries, benefits, and evaluation procedure issues. In addition, the committee, working closely with the Communications and Public Relations Committee, shall communicate with and solicit input from constituents on matters pertaining to salary, benefits, and evaluation procedure issues.

H. Steering Committee – The Steering Committee shall consist of the president, president-elect and past-president, secretary of the Assembly, treasurer and all standing committee chairs. The Steering Committee shall serve as a planning committee and may serve as a nominating committee for Assembly appointments and elections. The Steering Committee may meet with the officers of the University upon request, or upon request of a majority of the Steering Committee, or by direction of the Assembly. No formal votes shall be taken at such consultations nor shall the Steering Committee take any action outside of the scope of the Assembly’s implied or expressed authority, without approval of the Assembly.

Section 2: Ad Hoc Committees
Assembly Ad Hoc Committees may be created and dissolved as deemed necessary by the Steering Committee. Membership of such committees shall not be limited to Assembly members but may be drawn from professional membership at large.

Section 3: Participation in University Standing Committees
Following the annual elections, all Assembly representatives will be given an opportunity to express interest in serving on University standing committees, and to nominate others for such service. University standing committees are appointed by and are advisory to the President. Such appointments are for a one-year term. Staff employees should be proportionally represented on appropriate University committees. In the event an appointed representative is unable to attend a University committee meeting, the representative shall select an eligible Assembly representative to serve as an alternate. These committees may be under the purview of a member of the University's central administration who shall be responsible for convening these committees at regular intervals and whenever the need for committee action arises. A list of members of all standing Senate and University committees will be distributed each fall by the Office of the President.

ARTICLE 6. AMENDMENTS

Section 1: Approval Process
A. A proposal for an amendment must be submitted in writing to the Steering Committee for review and clarification. Any member of the Assembly may propose amendments to the bylaws.
B. A notice that an amendment is proposed must be given by the Steering Committee to all members of the Assembly at least one week prior to the meeting where the proposed change will be introduced. The notice shall contain the proposed
amendment in context or general nature of the matter.

C. The proposed amendment will be read and discussed at the Assembly meeting.

D. Proposed amendments shall not be voted on until at least one regular meeting after introduction of the amendment.

E. Amendments to these bylaws shall be made by a simple majority vote of the Assembly membership subject to the approval of the President of The University of Alabama. Only then shall the amendment be enacted.

F. A notice of the amendment to the bylaws shall be distributed to all professional staff represented by the Assembly.

Substantial Rewrite Adopted: 10/18/2018