



Staff Assembly Executive Committee

**Staff Assembly Executive Committee
California State University, Fresno
Non Profit Organization
Bylaws**

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Staff Assembly Executive Committee

ARTICLE I: NAME

The name of this organization shall be the Staff Assembly Executive Committee of the California State University, Fresno, otherwise referred to as the SAEC. The SAEC is considered an employee advisory group (staff council), not an employee organization as defined in the Higher Education Employer Relations Act (HEERA). SAEC will not address matters within the scope of representation for those exclusively represented. The principal contact shall be that of the committee Chair.

ARTICLE II: PURPOSE

SAEC MISSION

The Fresno State Staff Assembly Executive Committee strengthens the Fresno State community by boosting staff morale through engagement, representation, inclusion, and a sense of belonging.

SAEC VISION

SAEC will advance the impact and equity of staff on campus by advocating for diverse representation in decision-making and creating an environment that positively influences staff retention by providing knowledge, resources, and opportunities for engagement to foster an environment of wellness and belonging.

SAEC PURPOSE

The SAEC is an organization recognized by the Office of the President and California State University, Fresno. Its purpose is to enhance the well-being and active involvement of staff members within the Fresno State community by promoting staff engagement, representation, inclusivity, and a sense of belonging. The committee participates in shared governance in University matters that have a direct impact on both the staff and the University as a whole that fall outside the purview of union representation.

SAEC OBJECTIVES

Our objectives include, but are not limited to:

- A. Staff Participation and Unity - Encourage a sense of belonging, ownership, responsibility, and stewardship among staff to best serve our campus community.
 - a. Affirm our values of diversity, equity, inclusion, access, and belongingness.
 - b. Provide events for networking and boosting school spirit.
 - c. Provide opportunities for staff recognition and appreciation.
 - d. Provide opportunities for professional development.
- B. Representation and Teamwork - Create a healthy, supportive work environment for all staff members.
 - a. Support staff with University-related concerns that fall outside the scope of HEERA.
 - b. Review policy practices and procedures related to staff that fall outside CBA.
 - c. Appoint staff to other governing committees to strengthen staff representation on campus.
 - d. Liaise and collaborate with entities such as but not limited to Human Resources and University Cabinet on suggestions and concerns from the staff body.
- C. Transparency - Set up and continually improve the systems of communication between all staff-related campus constituents.
 - a. Provide a forum where staff on all levels may discuss University issues and mutual concerns.

SAEC CORE VALUES

“TRUST”

- D. Transparency
- E. Representation
- F. Unity
- G. Staff Participation
- H. Teamwork

ARTICLE III: MEMBERS

SECTION I: MEMBERSHIP

VOTING MEMBERS

Voting membership shall be open to the staff and faculty of California State University, Fresno and its auxiliary organizations. To be eligible for membership, staff/faculty must have attained permanent full or part-time status with a minimum of one year of service to the university. All voting members must attend committee meetings and have prior supervisor approval of their involvement submitted in writing. The SAEC annual membership goal is twenty-four (24) voting staff representatives and at least one (1) but not greater than two (2) voting faculty representatives. The recruitment and onboarding process for voting members is outlined in the SAEC Policies and Procedures document.

NON-VOTING MEMBERS AND VOLUNTEERS

Non-voting membership and volunteering shall be open to the staff and faculty of California State University, Fresno and its auxiliary organizations. Volunteering is intended for faculty or staff who are unable to commit to being a full voting member but would still like to contribute to SAEC. Non-voting membership is intended for staff who have completed their maximum number of terms as a voting member and wish to continue their involvement in SAEC. Committees may allow non-voting members or volunteers as part of the sub-committee for a specific event. All non-voting members must be approved by the committee.

SECTION II: TERM OF OFFICE

NON-VOTING MEMBERS / VOLUNTEERS

Non-voting members and volunteers commit to a period of one year with the option to renew annually with committee approval.

MEMBERS

All SAEC voting members, except the Chair, commit to a two-year term, renewable up to two times after careful consideration by the Executive Board. After serving three consecutive terms (totaling six years), members may revert to a non-voting status for one year before applying for additional terms.

CHAIR

The Chair serves a three-year term, renewable up to two times based on committee evaluation and majority votes from voting members. After two consecutive terms (six years), the Chair may become a non-voting member (volunteer) for a year before being considered for membership and/or additional terms for Chair/Executive Board.

EXECUTIVE BOARD AND STEERING COMMITTEE (LEADERSHIP TEAM)

Each role on the Steering Committee and Executive Board, aside from the Chair, will hold a position for a one-year term renewable up to two times based on committee evaluation and majority votes from voting members.

ARTICLE IV: OFFICERS

SECTION I: EXECUTIVE BOARD

The Executive Board shall perform a strategic and oversight role, providing guidance and decision-making at the committee's top level. Each Executive Board member shall act as a mentor for a Steering Committee member or Member-At-Large for the sharing of information and to ensure continuity and leadership succession. The Executive Board consists of the following:

CHAIR

The Chair is charged with providing leadership and direction to the committee. The Chair is responsible for ensuring that the committee fulfills its responsibilities for the campus. The Chair is the primary spokesperson and should maintain key relationships within and outside of the committee.

VICE CHAIR

The Vice Chair serves as the immediate subordinate to the Chair and will step in for the Chair when absent. They shall assist in managing and providing leadership to all SAEC members. The Vice Chair acts as a direct liaison between the Chair, committee members, and campus community. They will assist in carrying out the functions of the committee and perform specific duties as designated. The Vice Chair works in conjunction with other members of the Executive Board to evaluate their holistic performance. In the absence of the Chair, the Vice Chair will step into that role in meetings and committee activities as needed.

SECRETARY

The Secretary is responsible for the documentation and communication of activities for the committee. Among the Secretary's tasks are to prepare agendas in consultation with the Chair and Vice Chair, record and distribute minutes, receive and disseminate correspondence to and from the committee, etc. The Secretary is the primary administrative support for the committee and serves as a link between the committee members and outside agencies. In this role, the Secretary should be a good communicator and maintain confidentiality on relevant matters.

TREASURER

The Treasurer is responsible for the financial supervision of all expenses. Tasks include the preparation of annual budgets, events and activities budgets, planning for the organization's financial future, and monitoring the committee's revenue and expenditures. Regular reporting of financial status and financial activities is expected. It is desirable that the Treasurer is well organized and possesses a level of financial expertise.

SECTION II: STEERING COMMITTEE

The Steering Committee is the next tier of leadership and carries out the organization's objectives with a focus on specific tasks, projects, or areas of responsibility. The Steering Committee reports to the Executive Board. Each Steering Committee member shall act as a mentor for a Member-At-Large to share information and ensure continuity and leadership succession.

The Steering Committee and the Executive Board together comprise the SAEC Leadership Team.

The Steering Committee consists of the following:

COMMUNICATIONS COORDINATOR

The Communications Coordinator establishes and maintains SAEC communications channels and coordinates strategic promotions to drive information on SAEC activities and initiatives. They will guide members in website updating, social media, copywriting, graphic design, news releases, and other communications elements. The Communications Coordinator will also assess communications outcomes and create a strategic communications plan annually and for events.

DONATIONS COORDINATOR

The Donations Coordinator will work with SAEC subcommittees to determine the needs for events and network with community partners to request and secure donations for giveaways. The Donations Coordinator is responsible for the inventory of all donations received along with distribution to the campus community for reporting purposes, including reporting as requested by Advancement. The Donations Coordinator maintains records of all donors and mails out thank you cards on behalf of the SAEC.

ENGAGEMENT COORDINATOR

The Engagement Coordinator takes the lead in events and activities planning to drive campus engagement. They are responsible for tracking various campus events involving staff, as well as planning and implementing services, events, and products that will raise money for the SAEC. The Engagement Coordinator will lead a team of volunteers in events/activities planning, assessing engagement outcomes, and collaborating with the Donations Coordinator and Communications Coordinator.

MEMBERSHIP COORDINATOR

The Membership Coordinator serves as the primary point of contact for prospective members, addressing inquiries, processing applications, and scheduling interviews. Recruits members and seeks membership nominations from campus leadership based on the current needs of the committee. Helps pair new members with a mentor on the Executive Board or Steering Committee. Maintains accurate records of current and past members as well as the positions they hold within the committee.

RED FRIDAY COORDINATOR

Red Friday is a campus tradition that uplifts morale, provides networking opportunities, and allows hosting offices/departments to showcase their work. Traditionally, each Red Friday event is scheduled on the first Friday of the month and offers breakfast/snacks, raffle prizes, and other items specific to the department/office. The Red Friday Coordinator is the lead SAEC member organizing and guiding each office/department to a successful event. The Coordinator is responsible for soliciting offices to host,

meeting with the hosting office/department to organize, assist with agenda and other items as needed. The RFC is also responsible for working with the SAEC members to gather volunteers and marketing each Red Friday via campus news, social media, and other avenues as needed.

SECTION III: MEMBERS-AT-LARGE

All other members of SAEC are considered Members-at-large. SAEC Members-at-Large work at the "hands-on" level and are responsible for specific tasks, projects, or detailed aspects of the committee. At-large members help with the general operation of the SAEC at the direction of the Executive Board and Steering Committee. They help with the planning of events, activities, administration, operations, promotion, and set-up and teardown of activities and events.

SECTION IV: VACANCIES

Vacancies of roles on the Leadership Team shall be filled for the remaining unexpired term by an Executive Board member as determined at an Executive Board meeting by majority vote of the Executive Board. If the Chair position is vacant, the Vice Chair will assume the duties of the Chair until SAEC voting members can vote on the permanent replacement.

SECTION V: RESIGNATION OF OFFICERS

Any Leadership Team officer may resign at any time by giving written notice to the Chair. The Chair may resign at any time by giving written notice to the Executive Board. Notice of intent to resign should be given within a reasonable amount of time before the date of resignation, if possible.

SECTION VI: REMOVAL OF LEADERSHIP TEAM OFFICERS

A majority of executive officers have the authority to recommend to the SAEC body that a Leadership Team officer should be removed when, in the judgment of the executive officer majority, removal would be in the best interest of the SAEC. The recommendation shall be voted upon by SAEC voting members at a special meeting or at the next general meeting at which a quorum of voting members is present and will be determined by a majority vote of the members at the meeting. No member shall vote or be represented by proxy.

ARTICLE V: MEETINGS

- A. Will be conducted monthly during the academic year. Additional meetings can be scheduled as deemed necessary based on the needs of the committee.
- B. Will be open to the campus community.

- C. Only SAEC voting members are eligible to vote.
- D. Agenda items shall be matters outside the scope of HEERA.
- E. Meeting agendas will be created by the Chair or the Chair's designee, approved by the officers, and distributed to the committee a minimum of 24 hours prior to the meeting.
- F. Additions to the agenda may be added at the beginning of a regular meeting with the majority approval of the membership.
- G. Regular meetings consist of a one week advance notice of date, time, location, and agenda.
- H. Special meetings can be called on shorter notice with the unanimous approval of the officers.
- I. The Chair of the SAEC shall facilitate all meetings. In their absence, the Vice Chair will preside, unless otherwise noted by the Chair.
- J. All SAEC members are expected to attend meetings. Whenever possible, expected absences must be submitted and excused with the Chair or Vice Chair prior to the meeting.

ARTICLE VI: ELECTIONS

Elections occur in April each year, with terms starting in August (new academic year).

CHAIR

The Chair serves a three-year term, renewable up to two times based on committee evaluation and majority votes from voting members. After two consecutive terms (six years), the Chair may become non-voting for a year before considering additional Chair terms or applying as a member.

Election process for the Chair position:

- Minimum one year of service on the SAEC.
- Must be recommended by a current voting member (no self-recommendation).
- Complete the application process and submit a 500-word letter of interest.
- The candidate with the majority of votes is appointed.
- If an officer intends to renew but faces competition, eligibility is declared by the Executive Board, followed by a 30-day ballot via the staff listserv.

EXECUTIVE BOARD

Executive Board members hold their positions for a minimum of one year.

The election process for Executive Board positions:

- Minimum one year of service on the SAEC.
- Submit a minimum 300-word letter of interest.
- The candidates with the majority of votes are appointed.

STEERING COMMITTEE

Steering Committee members hold their positions for a minimum of one year.

- Notify the Executive Board with interest in the position.
- The candidates with the majority vote of the Executive Board are appointed.

ARTICLE VII: COMMITTEES

SAEC SUBCOMMITTEES

Subcommittees may be formed for specific events and activities as needed.

OTHER CAMPUS COMMITTEES

To guarantee that staff have a voice on campus, SAEC members have the option to participate in multiple committees across campus. Should no SAEC member be interested in serving on a given committee, SAEC will reach out via staff listserv to request a volunteer responsible for regularly reporting back to SAEC.

ARTICLE VIII: POLICIES AND PROCEDURES

At meetings of the SAEC, a simple majority of the voting members present shall constitute a quorum. Procedural details are described in the [SAEC Policies and Procedures Manual](#). Revisions to the SAEC Policies and Procedures Manual can be made by a majority vote of voting SAEC members.

ARTICLE IX: AMENDMENTS

SECTION I: CHANGING THE BYLAWS

The Bylaws may be amended by a simple majority vote where a quorum is present.

ARTICLE X: DISSOLUTION

Dissolution may only occur by a unanimous vote. Upon dissolution, the organization's remaining assets will be dedicated exclusively to support the mission of SAEC.

ARTICLE XI: CONDUCT AND REDRESS OF COMPLAINTS

SECTION I: CODE OF CONDUCT

Participation in the SAEC's programs and planning is strictly voluntary and subject to the observance of Fresno State's principles of community and the SAEC procedures and bylaws. Any volunteer, participant, or member who violates this Code is subject to review for continued participation in the organization, up to and including removal from the organization.

All members of the SAEC will endeavor to:

- Refrain from abusive language, threats, or harassment toward a member, volunteer, faculty, or staff.
- Avoid intentional discourtesy or demeaning actions to a fellow participant, member, faculty, or staff.
- Cooperate openly and in good faith* with members, volunteers, faculty, and staff.
- Meet deadlines and fulfill agreed-upon roles in a timely and efficient manner.
- Maintain transparency in the work of the SAEC, collaborating and inviting input as often as possible regarding policies, procedures, and communications to campus and community.
- Communicate often and respond to others promptly.

*"In good faith" means to work openly, with a sincere motive, and without any malice, duplicity, or the desire to defraud, lie to, or hurt others.

SECTION II: REDRESS OF ISSUES OR COMPLAINTS

Any Fresno State staff with concerns about the SAEC or the SAEC Executive Board members may voice their concerns, share their observations, or ask questions to any member of the Executive Board at any time.