Bylaws

THE BYLAWS OF THE ADMINISTRATIVE MANAGEMENT PROFESSIONALS GROUP AT THE UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

APPROVED AUGUST 17, 2017

ARTICLE I: NAME

The name of this organization shall be the University of California at San Francisco Administrative Management Professionals. At a retreat on August 17, 2017, the Steering Committee agreed to align with the Systemwide group to adopt the name Administrative Management Professionals (UCSF-AMP).

ARTICLE II: PURPOSE AND OBJECTIVES

Administrative Management Professionals (AMP) is an organization of business officers from academic departments, clinical units, administrative units and research organizations who foster developmental opportunities, gather information about, provide input to, and comment upon policies and practices affecting the operation of their organizations.

The following are the specific objectives of AMP:

1. To effect improved communications among teaching, research, patient care, service and administrative offices at all San Francisco campuses and their affiliates.
2. To provide a forum for discussion of common concerns.
3. To study a wide variety of administrative issues for the purpose of finding ways to improve and simplify operations at all levels.
4. To provide the administration with a broad-based planning resource group that is closely involved with campus issues.
5. To assist members to improve the operation of their departments and units.
6. To orient new members in campus operations, policies and procedures.
7. To promote and recognize the professional identity of department and unit administrators and managers.
8. To cooperate with other University groups on all appropriate matters.
9. To continue to improve the effectiveness of the members in their own areas of responsibility.
10. To promote the professional development of members through conferences, workshops, and special events.
11. To be a source of nominees for the position of campus representative for the statewide AMP organization.
12. To provide opportunities to network within the UCSF organization and affiliates.

ARTICLE III: MEMBERSHIP

A. Employee Membership

1. Qualifications

   a. *The employee holds the job title of (_) Assistant III, Staff Research Associate II, Nurse Manager, or higher classification involved in the administration of work units,*
   b. *has responsibilities for, or supports the operation of teaching, clinical and/or research units,*

c. is employed by the University of California, San Francisco 50% or more.

2. Rights of Employee Membership

a. attends and participates in AMP sponsored activities,
b. serves on the committees described in Article VII, and
c. votes in AMP elections

B. Associate Membership

1. Qualifications

a. Employee holds one of the job titles described in Section A.1.a. above or equivalent title of affiliated organization
b. is involved in the administration of work units,
c. has responsibilities for, or supports the operation of teaching, clinical and/or research units,
d. is employed by an organization professionally affiliated with the University of California, San Francisco

2. By definition, "affiliated organization" is a non-UCSF organization, whose academic programs, research mission, or business operations are professionally associated with the University of California San Francisco as listed in Administrative Policy 100-10, Institutional Affiliation Agreements.

3. Rights of Associate Membership

a. attends and participates in AMP sponsored activities,
b. serves on the committees described in Article VII

C. Annual Membership Fee

1. The annual fees are determined by majority vote of the AMP Steering Committee
2. The fee is based from September to August to correspond with the academic year and is not prorated for any time missed during the year.
3. There is no substitution on the membership roll should an employee be replaced in the middle of the fiscal year.

ARTICLE IV: MEETINGS

General meetings will normally be held periodically and otherwise when deemed necessary and appropriate by the Steering Committee.

ARTICLE V: GOVERNANCE

A. The Administrative Management Professionals Group shall be governed by a Chair or Chairpersons (hereafter referred to as Chair), and the Steering Committee.

B. The Chair/s' duties shall include but not be limited to:

1. Calling meetings.
2. Selection of the Steering Committee.
3. Establishment of sub-committees and designation of committee members.
4. Financial management of funds entrusted to the organization.

C. The Chair/s shall act as the official representative of the Administrative Management Professionals Group.

D. The Chair/s shall select members of the Steering Committee, making every attempt to reflect the diversity of campus interests by the AMP membership.

E. Co-Chair – Staggered Term of Service

1. Each Co-Chair will serve for three year, first year as a Co-Chair Elect, second year as a Co-Chair and third year as an outgoing Co-Chair.

2. The new Co-Chair will assume office on Sep 1.

3. The Co-Chairperson/s' role may be filled by no more than two individuals serving as Co-Chairs.

4. In the event the office of the Co-Chair is vacated, the individual(s) filling the office of Co-Chair Elect shall assume the responsibilities of the office ofthe Co-Chair for the remainder of the year then, subsequently, serve her/his one-year term as Co-Chair.

5. Filling the office of the Co-Chair due to vacancy shall be the responsibility of the Steering Committee by a voting majority of the committee membership.

F. Chair-Elect – Term of Service

1. The Co-Chair Elect will be elected annually for three terms, the first year as Co-Chair Elect, the second year as Co-Chair and third year as an outgoing Co-Chair.

2. In the event the office of Co-Chair Elect is vacated before end of term, the Steering Committee will entertain nominations and approve by majority vote a replacement to complete the term.

G. Steering Committee Members – Term of Service

1. Steering Committee Members will be appointed or reappointed by and serve at the discretion of the Chair/s in one-year terms.
2. When possible, the Steering Committee shall have at least one representative from each UCSF campus or site.
3. Steering Committee members unable to continue serving on the Board Steering Committee shall be replaced at the discretion of the Chair after consultation with the remaining Steering Committee members.
4. The Steering Committee will nominate and elect individuals to represent UCSF-AMP at the system-wide AMP organization. Nominees would be limited to the AMP Employee Membership. In the event a representative cannot complete his or her term, the Steering Committee will select a replacement to complete the term of the vacant position.

H. Statewide AMP Organization UCSF Representatives

There will be two representatives serving overlapping 2-year terms. The individual who is to begin the second year of their term will be the "Senior Representative," the other the "Junior Representative".

I. AMP Officers

1. *The Chair/s shall appoint a Treasurer to serve for a period of 2 years at their discretion for the purpose of providing oversight and ongoing reporting of the organization's financial standing.*
2. *The Chair/s shall appoint a Secretary to serve for a period of 2 years at their discretion for the purpose of taking steering committee minutes to record and monitor committee activities and distribute to its members.*

ARTICLE VI: ELECTIONS

Elections will be held in the last quarter of the fiscal year to determine the Chair-elect, with new officer(s) taking office in July. The employee membership will be eligible to vote for the Chair-elect. The candidate slate receiving the most votes will be declared the winner. In case of a tie, another vote involving the tied candidates will take place within fifteen working days.

ARTICLE VII: COMMITTEES

A. Ad Hoc Committees

1. At the discretion of the Chair and with guidance from the Steering Committee, Ad Hoc Committees shall be formed whose participants shall be chosen from the membership-at-large.
2. Ad Hoc Committees shall be formed to complete short-term projects.

B. Standing Committees

1. At the discretion of the Steering Committee, Standing Committees may be formed, whose participants shall be chosen from the membership-at-large.
2. Standing Committees shall be formed for specific ongoing purposes.

ARTICLE VIII: LEGISLATION AND AMENDMENTS

A. The by-laws and other official publications of the Administrative Management Professionals Group may be approved, amended, or repealed only by a two-thirds majority of the employee members voting.

B. The by-laws will be reviewed by the Steering Committee every two years, although the general membership may propose modifications at any time.

C. No proposal relating to introduction, amendment, or repeal of Group legislation may be presented for vote of the general membership unless:

1. Such a proposal shall have previously been reviewed and approved by the Steering Committee or a designated Ad Hoc committee whose authority shall be limited to matters of form and the coordination of related changes in the by-laws and other official publications of the Group; and
2. The membership of the Group has received written or electronic notice of a proposal fifteen (15) working days prior to the established date for the vote.