

# *The University of Arizona Beta Group Bylaws*

## **ARTICLE I - PURPOSE**

The University of Arizona Beta Group was formed on November 9, 1988 by and for Administrative Assistants to provide an opportunity for members to achieve and enhance their personal and professional growth through the exchange of information and knowledge, to conduct dialogues related to professional responsibilities, and to foster a spirit of fellowship. In 2008, while reviewing our Bylaws, we became aware of the need to expand our membership base to include job titles that have evolved into specialized classifications, although continue to share similar job duties.

## **ARTICLE II – MEMBERSHIP**

### Section 1

Membership is open to any person holding a position at the University of Arizona in the Administrative Support Services Job Family, pay grade of 31 and above. (See [Appendix A.](#)) Any Beta member who leaves his/her University position, in good standing, may remain in Beta as a full-fledged member, providing they maintain their annual dues.

### Section 2

Since membership has been offered and accepted, a subsequent change of job title to any occupation other than those defined in Section 1 will not require that member's withdrawal as long as membership status remains continuous. A member who gives up his/her membership, but later decides to rejoin and his/her pay grade is no longer in the current listing, said member may submit a formal written request to the Executive Board for admission.

## **ARTICLE III - DUES**

Single non-refundable membership dues will be \$24 per year. Dues will be billed annually on October 1st and remitted no later than October 31st. If dues are not paid by due date, member will be dropped from the organizational roster. Dues for new members only will be pro-rated at all other times. Proposed changes of the dues will be brought before the general membership for action.

## **ARTICLE IV - OFFICERS AND DIRECTORS**

### Section 1

The officers of The University of Arizona Beta Group shall be a President, Vice-President, Secretary, Treasurer, and Membership Director. These officers shall constitute the Executive Board

### Section 2

Questions regarding special circumstances will be referred to the Executive Board (i.e. membership, dues, approval of additional officers as needed, etc.).

### Section 3

The term of office shall be one year (commencing on July 1st through June 30th).

### Section 4

Membership of one year in Beta is required to be nominated for the office of President.

## **ARTICLE V - NOMINATIONS, ELECTIONS AND VACANCIES**

### Section 1

Nominations for officers and directors shall be called for in March, announced in April by the Executive Board, and elections will occur by ballot in May. New officers will be installed in June and take office in July.

### Section 2

Only members whose paid membership can be verified by the Membership director shall be eligible to vote and hold office. The President shall vote by ballot to be opened only in case of a tie. When a tie occurs, the President's vote shall be counted only for the office in which a tie has occurred.

### Section 3

In the event of death, resignation or incapacity of any Executive Board member, the remaining board members shall decide how to fill the vacancy.

### Section 4

The procedures for recall of an Executive Board Member are as follows:

- a. Notification to the Executive Board for review.
  - 1) Action by the Executive Board may resolve problem; or
  - 2) If attempts to resolve the problem are unsatisfactory, the Executive Board or a member-at-large may request a vote of the membership in writing.
- b. A majority vote will be required for recall.

## **ARTICLE VI - DUTIES OF OFFICERS AND DIRECTORS**

### Section 1

The **President** shall be the principal officer of the organization and shall:

- a. Have charge of the business of the Beta Group in its general operation.
- b. Preside at all general, special and Executive Board meetings.
- c. Create ad hoc committees as necessary.
- d. Act as internal co-auditor with the Membership Director.
- e. Preserve in a permanent file all records and letters of value pertaining to this office.
- f. Be the Beta Group's official spokesperson, and serve as liaison with outside parties. Designated representatives may be appointed as needed.
- g. Appoint a member of the Executive Board to take minutes in the absence of the Secretary.
- h. Appoint a member as the official photographer.
- i. Appoint a member as the official webmaster.

### Section 2

The **Vice-President** shall:

- a. Perform the duties of the President in the absence of the President.
- b. Serve as chair of any Bylaws Review Committee.
- c. Preserve in a permanent file all records and letters of value pertaining to their year in office.
- d. Serve in such capacities as assigned by the President
- e. Chair the Beta Philanthropy Committee. Determine what philanthropy the majority of Beta members would like to participate in and involve Beta members in the project. At a minimum, one philanthropy shall be supported per year.

### Section 3

The **Secretary** shall:

- a. Record the minutes of all regular or special meetings of the membership and the Executive Board
- b. Publish the minutes of the Executive Board and the regular Beta Group meetings monthly, after approval of the Executive Board.
- c. Preserve in a permanent file all the records and letters of value pertaining to their year in office.
- d. Conduct the regular scheduled membership meetings in the absence of the President and Vice-President.
- e. Acknowledge illness/death among members and/or their immediate families.

### Section 4

The **Treasurer** shall:

- a. Be charged with the responsibility for all funds, receipts, and disbursements of the Beta Group.
- b. Keep an itemized record, in a permanent file, of all receipts and expenditures.
- c. Collect all dues of members.
- d. Coordinate active membership lists with Membership Director.
- e. Pay all bills with the approval of the Executive Board.
- f. Submit periodic financial reports to the membership and Executive Board.
- g. Deliver to the internal auditors 30 days prior to expiration of term, all books, records and paper, requesting a receipt.
- h. Preserve in a permanent file all records and letters of value pertaining to their year in office.
- i. Ensure that bank signature card has the current signatures of the Treasurer, President and Vice-President.
- j. The Executive Board must give prior approval for all expenditures. Any purchase made without Board approval shall be considered a non-reimbursable expense.

### Section 5

The **Membership Director** shall:

- a. Maintain a roster of paid-up members and provide a periodic report to the Executive Board and general membership.
- b. Maintain Beta Listserv or appoint a Beta member to do so.
- c. Act as internal co-auditor with the President.
- d. Preserve in a permanent file all records and letters of value pertaining to their year in office.
- e. Chair the Membership Committee.

### Section 6

Each officer shall meet with his/her successor within 10 days after retiring from office to delineate duties of the office and transfer all property belonging to and important to the Beta group.

## **ARTICLE VII - FISCAL RESPONSIBILITY**

### Section 1

All expenditures must be approved by a majority of the Executive Board. Any purchase made without prior Board approval shall be considered a non-reimbursable expense.

### Section 2

The fiscal year shall commence on the 1st day of July and shall end on the 30th of June.

### Section 3

The President and Membership Director shall act as internal auditors. They shall audit the Treasurer's records within ten (10) days after receipt of same and report at the next Executive Board meeting.

## **ARTICLE VIII – MEETINGS**

### Section 1

The regular meeting of The University of Arizona Beta Group will be held quarterly on the second Tuesday, except when the meeting date falls on a holiday or when other circumstances warrant a change, as decided by the Executive Board.

### Section 2

All meetings shall be conducted by the President or by the Vice-President in the absence of the President, or by the Secretary in the absence of both.

### Section 3

A membership drive will be held annually. The annual installation of officers shall occur at the June general meeting.

### Section 4

Special meetings may be called by the Executive Board or by 1/4 of the membership. Notice of such meetings shall be provided at least one week in advance and shall state time, place and purpose. The agenda shall be limited to the stated purpose of the meeting.

### Section 5

One fourth (1/4) of the membership shall constitute a quorum.

## **ARTICLE IX – COMMITTEES**

### Section 1

The University of Arizona Beta Group will have a standing Executive Board.

- a. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer and Membership Director.
- b. The Executive Board will:
  - 1) Develop programs for regular meetings, consistent with the Group's stated purpose.
  - 2) Make reservations and arrange set-up of meeting room and provide refreshments.
  - 3) Send confirmation and thank you letters to guest speakers.
  - 4) Create and distribute a newsletter to inform membership of Beta activities. The Board shall determine frequency and method of distribution (i.e., listserv, campus mail, etc.).
- c. The Executive Board will act on behalf of The University of Arizona Beta Group in all matters not otherwise reserved for the membership by these bylaws. This will include the establishment of other working committees.

### Section 2

The Membership Committee is charged with the following responsibilities:

- a. To develop and implement a recruitment and marketing plan.
- b. To organize any special needs for the annual membership drive meeting.

## **ARTICLE X - AWARDS AND RECOGNITION**

### Section 1

The ***Beta Inspiration Award*** shall be presented to a member who has made outstanding contributions to the organization over and above all expectations. A subcommittee consisting of at least one member of the Executive Board, at least one previous award recipient and one member-at-large shall select the recipient, based on letters of nomination from the general membership. The call for nominations shall be at least one month preceding the annual Beta Appreciation Dinner. The criteria for receiving this award are any combination of at least three of the following:

- a. Made significant contributions on a Beta committee;
- b. Made significant contributions as a Beta officer;
- c. Made outstanding contributions to the Beta mission;
- d. Showed significant participation in Beta activities;
- e. Showed significant effort in membership recruitment.

The award will be presented to the recipient at the annual Beta Appreciation Dinner. This award does not necessarily need to be awarded annually.

### Section 2

The ***Best Boss Award*** shall be presented to a member's supervisor. The Executive Board shall select the recipient based on the strength of the letter of nomination from any BETA member. The call for nominations shall be at least one month preceding the annual Beta Appreciation Dinner. Examples of the criteria for receiving the award include:

- a. Provided opportunities for improvement of career and professional development;
- b. Amenable to flexible work schedules accommodating staff;
- c. Encourages staff participation and input on departmental policy decisions.

This award will be presented to the recipient at the Beta Appreciation Dinner. This award does not necessarily need to be awarded annually.

## **ARTICLE XI - ADDITIONS TO OR AMENDMENT OF BYLAWS**

### Section 1

A call for additions or amendments of these Bylaws shall be made by e-mail to the general membership in the spring. The Executive Board will decide the exact timetable for bylaws changes. Proposed changes will be discussed at a designated spring business meeting. If time permits, voting will occur at the meeting. If time does not permit or if there is not a quorum, members will vote by e-mail and the changes will take effect in June.

### Section 2

The original Bylaws were drafted November 9, 1988 by the Charter Committee: President Ellie Warder, Vice-President Joan Lavoie, Treasurer Carlene Huesgen, Membership Director Bonnie (Tietjen) Best, Newsletter Director Judi Ross, Program Director Claudia Cramblett-DeLoach, and Publicity Director Georgiana Reeves.

(Rev. 5/90; 8/90; 1/91; 5/91; 11/92; 5/93; 4/94; 5/95; 5/96; 5/97; 5/99; 5/00; 5/01, 5/02, 5/04, 3/06, 5/07, 5/08)

## Appendix A Eligible Job Titles for UA Beta Group Membership

Alphabetical Order

Job Family: Administrative Support Services 70000 – 72200 and Pay Grade 31 and above

Job Title	Job Code	Pay Grade	Sub Group
Accountant	70550	42	Financial
Accountant, Associate	70540	33	Financial
Accountant, Principal	70565	52	Financial
Accountant, Senior	70560	43	Financial
Accounting Manager	70570	61	Financial
Accounts Payable Manager	70580	51	Financial
Accounts Payable/Receivable Operations Coordinator	70582	43	Financial
Administrative Assistant	70300	31	Clerical & Office
Administrative Associate	70010	41	General Administrative
Applications Systems Analyst	71710	33	Computing & Data Processing
Applications Systems Analyst, Principal	71730	52	Computing & Data Processing
Applications Systems Analyst, Senior	71720	51	Computing & Data Processing
Budget Analyst	70600	43	Financial
Budget Analyst, Principal	70620	62	Financial
Budget Analyst, Senior	70610	52	Financial
Business Manager	70040	51	General Administrative
Business Manager, Senior	70050	61	General Administrative
Buyer	71220	41	Procurement and Stores
Buyer, Associate	71210	33	Procurement and Stores
Buyer, Senior	71230	43	Procurement and Stores
Cashiering Services Manager	70650	31	Financial
Collections Specialist, Senior	70680	32	Financial
Computer Communications Specialist	71770	33	Computing & Data Processing
Computer Communications Specialist, Prin.	71785	52	Computing & Data Processing
Computer Communications Specialist, Sr.	71780	51	Computing & Data Processing
Computer Data Base Specialist	71790	33	Computing & Data Processing
Computer Data Base Specialist, Principal	71810	52	Computing & Data Processing
Computer Data Base Specialist, Sr.	71800	51	Computing & Data Processing
Computer Development Center Specialist, Sr.	71820	51	Computing & Data Processing
Computer Documentation Specialist, Principal	71860	43	Computing & Data Processing
Computer Documentation Specialist, Senior	71850	31	Computing & Data Processing
Computer Operations Support Spec., Sr.	71880	32	Computing & Data Processing
Computer Operations Support Specialist	71870	31	Computing & Data Processing
Computer Production Control Specialist, Principal	71940	31	Computing & Data Processing
Computer Programmer	71960	31	Computing & Data Processing
Computer Specialist, Telescope	71970	51	Computing & Data Processing
Computer Specialist, Telescope, Senior	71980	61	Computing & Data Processing
Computer Support Supervisor	71990	33	Computing & Data Processing
Computing Manager	72020	62	Computing & Data Processing
Computing Manager, Assistant	72010	61	Computing & Data Processing
Computing Manager, Principal	72030	63	Computing & Data Processing
Data Administrator	72065	63	Computing & Data Processing
Data Warehouse Analyst	72055	52	Computing & Data Processing

Appendix A (Continued)  
Eligible Job Titles for UA Beta Group Membership

Alphabetical Order

Job Family: Administrative Support Services 70000 – 72200 and Pay Grade 31 and above

Job Title	Job Code	Pay Grade	Sub Group
Executive Assistant	70070	51	General Administrative
Financial Aid Counselor	70720	33	Financial
Financial Aid Counselor, Senior	70730	41	Financial
Financial Aid Data Input Supervisor	70750	32	Financial
Financial Analyst	70752	42	Financial
Financial Analyst, Principal	70754	61	Financial
Financial Analyst, Senior	70753	43	Financial
Financial Services Specialist	70532	32	Financial
Financial Services Specialist, Senior	70533	33	Financial
Human Resources Coordinator	70440	52	Human Resources
Human Resources Generalist	70435	51	Human Resources
Human Resources Representative	70490	41	Human Resources
Human Resources Specialist	70420	31	Human Resources
Human Resources Specialist, Senior	70430	41	Human Resources
Information Technology Project Manager	72195	52	Computing & Data Processing
Laboratory/Facilities Supplies Supervisor	71290	33	Procurement and Stores
Legal Assistant	70095	33	General Administrative
Legal Assistant, Senior	70097	42	General Administrative
Management Analyst	70100	41	General Administrative
Management Analyst, Principal	70120	52	General Administrative
Management Analyst, Senior	70110	51	General Administrative
Materials Handling Supervisor	71330	31	Procurement and Stores
Materials Handling Supervisor, Senior	71340	41	Procurement and Stores
Materials Manager	71350	43	Procurement and Stores
Materials Supply Storekeeper	71370	31	Procurement and Stores
Network Systems Analyst	72191	33	Computing & Data Processing
Network Systems Analyst, Principal	72193	52	Computing & Data Processing
Network Systems Analyst, Senior	72192	51	Computing & Data Processing
Network Systems Specialist	72190	32	Computing & Data Processing
Office Automation Specialist, Principal	72120	32	Computing & Data Processing
Office Specialist, Senior	70240	31	Clerical & Office
Office Supervisor	70250	41	Clerical & Office
Parking Appeals Supervisor	70930	33	Protection and Parking
Parking Garage Supervisor	70985	32	Protection and Parking
Police Dispatch Supervisor	71150	42	Protection and Parking
Police Evidence & Property Tech	70990	33	Protection and Parking
Police Lieutenant	71130	65	Protection and Parking
Police Officer	71100	51	Protection and Parking
Police Officer Recruit	71000	43	Protection and Parking
Police Officer, Senior	71110	52	Protection and Parking
Police Radio Dispatcher	71140	33	Protection and Parking
Police Sergeant	71120	63	Protection and Parking

Appendix A (Continued)  
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Alphabetical Order

Job Family: Administrative Support Services 70000 – 72200 and Pay Grade 31 and above

Job Title	Job Code	Pay Grade	Sub Group
Postal Services Manager	71540	41	Mail Services
Postal Services Supervisor	71530	31	Mail Services
Program Coordinator	70140	33	General Administrative
Program Coordinator, Senior	70150	51	General Administrative
Prospect Research Coordinator	70160	33	General Administrative
Prospect Research Coordinator, Senior	70161	43	General Administrative
Subsidiary Bookstore Manager	71400	33	Procurement and Stores
Support Systems Analyst	72130	33	Computing & Data Processing
Support Systems Analyst, Principal	72150	52	Computing & Data Processing
Support Systems Analyst, Senior	72140	51	Computing & Data Processing
Surplus/Federal Excess Property Coordinator	71420	32	Procurement and Stores
Systems Programmer	72160	33	Computing & Data Processing
Systems Programmer, Principal	72180	52	Computing & Data Processing
Systems Programmer, Senior	72170	51	Computing & Data Processing
Telecommunications Systems Supervisor	71635	61	Telephone Communications
Telecommunications Systems Tech, Asst	71610	31	Telephone Communications
Telecommunications Systems Tech, Senior	71620	51	Telephone Communications
Telecommunications Systems Technician	71620	41	Telephone Communications
Telephone Operations Supervisor	71660	31	Telephone Communications
Telephone Services Coordinator	71670	31	Telephone Communications
Telephone Services Coordinator, Principal	71685	52	Telephone Communications
Telephone Services Coordinator, Senior	71680	32	Telephone Communications
Ticket Office Assistant Manager	70875	41	Financial
Ticket Office Manager	70870	43	Financial