

**THE CONSTITUTION AND BYLAWS
OF THE ADMINISTRATIVE/PROFESSIONAL COUNCIL
COLORADO STATE UNIVERSITY- PUEBLO**

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The Constitution of the Administrative/Professional Council Colorado State University-Pueblo

PREAMBLE.

The Administrative/Professional employees of Colorado State University-Pueblo, 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 shared governance of the University, do hereby establish the Administrative/Professional Council. Thus, we, the members of Administrative/Professional Council do hereby establish this Constitution in order that our purpose is realized to its fullest extent.

ARTICLE I: NAME.

The name of the organization shall be Administrative/Professional Council at Colorado State University-Pueblo (CSU-Pueblo), henceforth referred to as APC.

ARTICLE II: PURPOSE.

Section 1: Mission Statement.

The purpose of the APC at CSU-Pueblo is to serve as the representative body for administrative/professional employees and to act as an advisory council to the University on matters that are relevant to its constituents. The purposes of this council shall be:

- To advocate for administrative/professional staff and voice their concerns,
- To stimulate and support administrative/professional staff development opportunities,
- To provide a medium of exchange of relevant information among employees,
- To act as a liaison between administrative/professional staff and other organizations, and
- To promote the value of administrative/professional staff in helping the University achieve its mission and strategic plan.

The APC is established for seeking the active representation and involvement of administrative/professional employees in the shared governance of the University. This council is an entity that is directed by current CSU-Pueblo administrative/professional employees who share a common vision in promoting and continuing the mission and goals, purposes, and functions of the University. The APC understands and is committed to fulfilling its responsibilities of abiding by CSU-Pueblo's policies and procedures.

Section 2: Authority.

The APC will function under this constitution as approved by the CSU-Pueblo President and the Board of Governors of the Colorado State University System and shall continue to do so until such time as the APC dissolves itself or its constitution is revoked by the Board of Governors of the Colorado State University System. The APC will function as an advisory and policy referral body to the University administration and to the administrative/professional employees of the university.

Robert's Rules of Order will be the authority in all questions of procedure unless otherwise stated in the constitution.

Section 3: Non-Discriminatory Statement.

In keeping with the commitment to a positive academic environment, the APC and its membership are unconditionally opposed to any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Respect and cooperation among colleagues within the University is a guaranteed right that all employees possess regardless of race, religion, gender, sex, sexual orientation, accessibility, national origin, etc.

ARTICLE III – AMENDING THE CONSTITUTION.

Amendments to this constitution must be submitted in writing to the APC at a regularly scheduled meeting. Amendments must be approved by a majority vote of the administrative/professional voting parties. After approval by the APC, the amendment will be submitted to a ratification vote of all the administrative/professional employees of the University via a fourteen (14)-day online voting system. Amendments will take effect immediately upon approval by majority by the administrative/professional voting parties. Approved amendments must receive approval of the CSU-Pueblo President and the Board of Governors of the Colorado State University System before they may take effect.

ARTICLE IV – BYLAWS.

All operating policies and procedures, including membership criteria, have been approved by the administrative/professional employees and have been incorporated into the APC bylaws.

Final adoption by the Administrative/Professional Council: 4/6/11

**The By-Laws of the
Administrative/Professional Council
Colorado State University-Pueblo**

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- To promote the value of administrative/professional staff in helping the University achieve its mission and strategic plan.

ARTICLE III: GENERAL MEMBERSHIP.

Section 1: Membership.

Membership shall be restricted to administrative/professional employees at CSU-Pueblo. “Administrative/professional” refers to any personnel defined as an administrative/professional employee by CSU-Pueblo’s Human Resources office.

Section 2. Membership Exemptions.

All administrative/professional employees who report directly to the CSU-Pueblo President or the CSU System, are employees of the Human Resources office, or hold any position titled as vice president, provost, or dean may not vote in APC elections or hold Council Officer Positions.

Section 3: Non-Discrimination Clause.

The APC membership complies with all federal laws, executive orders, and state regulations pertaining thereto and does not discriminate based on disability, race, color, religion, nation origin, age, sex, gender, sexual orientation, veteran status, etc.

ARTICLE IV: COUNCIL OFFICERS.

Section 1: Membership.

Administrative/professional employees at CSU-Pueblo are eligible for an Officer position if they:

- Are defined as administrative/professional employees by CSU-Pueblo’s Human Resources office,

- Have been an employee of CSU-Pueblo for at least one fiscal year, and
- Do not report directly to the CSU-Pueblo President or the CSU System, are employees of the Human Resources Office, or are members of the President's Cabinet

Council Officers whose positions are reassigned by the University to an administrative unit different from the one in which they were elected will be allowed to continue their term on the board for up to six (6) months to allocate time for reappointment.

Section 2: Council Positions.

Council Officers must be current CSU-Pueblo administrative/professional employees and have been employees of CSU-Pueblo for at least one academic year (August 1 to July 31) prior to holding any APC Council position.

The Chair, Vice Chair, Treasurer, and Secretary will be elected by the APC general membership. The APC general membership can be representatives from any of the reporting areas. The Council Officers will consist of three (3) at-large representatives. Representatives must be from different units/departments/offices. The Parliamentarian will serve as an additional Council Officer who is a non-voting member.

Section 3: Officer Duties.

Chair

The Chair shall provide guidance, direction, and support for the organization in pursuit of its goals and objectives. The Chair shall also have the specific powers to call a general or special meeting and be responsible for the conduct of such meetings. The Chair will maintain the power to appoint all committee chairpersons and shall present all motions to the body present.

Other duties of the Chair are to:

- Regularly attend general and executive board meetings;
- Appoint APC committees;
- Update various University groups and constituents;
- With the advice of the Council, appoint representatives of the APC to University committees, University official functions, and governing bodies;
- Ensure that the constitution, bylaws, and procedures of APC are followed; and
- Perform such other duties as customarily pertain to the office of Chair.

Vice Chair

The Vice Chair shall assume the duties of the Chair in the event of the Chair's absence.

Other duties of the Vice Chair are to:

- Regularly attend general and executive board meetings,
- Call to order and preside over all meetings of APC,
- Exercise expenditure authority for APC, and
- Perform such other duties as customarily pertain to the office of Vice Chair.

Treasurer

The Treasurer shall keep an accurate record of all financial transactions of this council. This Officer shall collect payments, arrange for payment of debts, and keep a current account of the financial status of the organization.

Other duties of the Treasurer are to:

- Regularly attend general and executive board meetings,
- Provide a budget report at each regularly scheduled meeting,
- Supervise fundraising projects, and
- Perform such other duties as customarily pertain to the office of Treasurer.

Secretary

The Secretary shall keep an accurate record of all proceedings of this council. The Secretary shall be responsible for notifying active members of all meetings and for providing copies of the minutes of the previous meetings to all members present at each meeting.

Other duties of the Secretary are to:

- Collaboratively prepare meeting agendas from membership and make them available;
- Monitor, maintain, and update the APC website;
- Submit minutes within ten (10) calendar days following each meeting to the entire professional administrative employees;
- Regularly attend general and executive board meetings;
- Conduct Council business in the absence of the Chair and Vice Chair; and
- Perform such other duties as customarily pertain to the office of Secretary.

Council Representatives

University Council Representatives shall be consistent members of the APC and help in the processing of the council.

Specific responsibilities of the Reporting Area Representatives shall be to:

- Regularly attend general meetings;
- Report on relevant matters to the APC;
- Chair and serve on various APC and University committees; and
- Provide updates to reporting area administrative/professional staff.

Parliamentarian

The Parliamentarian shall be a member of the APC, help in proceedings of the meetings, and maintain order within the Council's governance.

The duties of the Parliamentarian are to:

- Regularly attend general and executive board meetings;
- Ensure that all proceedings follow and are governed by *Roberts' Rules of Order*;
- Provide guidance to the Council Officers;
- Review and maintain the council's constitution and bylaws;
- Ensure that officers meet the minimum requirements for holding office as established by this constitution and bylaws;
- Provide advice regarding membership selection procedures and responsibilities;
- Preside over the election of the officers of APC;

- Oversee the online voting and election process; and
- Perform such other duties as customarily pertain to the office of Parliamentarian.

Section 4: Elections.

All elections will be held on an annual basis beginning in May and concluding in July. Voting Council Officers will be staggered as follows:

1. Chair – 2 years
2. Vice Chair – 1 year
3. Treasurer – 1 year
4. Secretary – 2 years
5. Council Representative – 1 year
6. Council Representative – 1 year
7. Council Representative – 1 year

Non-voting Officers will be staggered as follows:

1. Parliamentarian – 2 years

Nominations shall come from the general membership at the regular scheduled June meeting and remain open for one (1) week. Voting will be done via a secured online voting system. The voting period will remain open for no more than fourteen (14) calendar days (two [2] consecutive working weeks). The online voting process shall be maintained and tabulated by the Parliamentarian and two (2) Election Commissioners who are appointed by the Council Officers at the May general scheduled meeting. The nominated parties will be allowed to vote. All Council Officers shall be elected by a majority vote.

APC Election Timeline:

- May General Membership scheduled meeting
 - Council Officers appointed two (2) Election Commissioners
 - Call for nominations
- June General Membership scheduled meeting
 - Call for nominations
 - Submit nominations to Parliamentarian after meeting
 - 14 days after June General Membership meeting deadline for nominees to accept or turn down their nomination
- Following the June General Membership scheduled meeting
 - Parliamentarian confirms nominees' eligibility
- July General Membership Scheduled Meeting
 - Present candidate bios
 - Upload information to the voting website following meeting
 - Open online voting for 14 days from July General Membership scheduled meeting
 - Online voting closes after 14 days
- Between the July and August General Membership scheduled meeting
 - Parliamentarian presents results to general membership
 - Outgoing Council Officers provide transition education to new Council Officers
- August General Membership scheduled meeting
 - New Council Officers take command of APC

Section 5: Attendance.

Any Council Officer unable to attend an APC meeting will designate and send an alternate APC member. That alternate will have the same voting privileges as the absent Council Officer. If possible, the alternate should come from the same administrative reporting area as the absent Council Officer.

If a Council Officer misses two scheduled APC meetings in any term (August 1 to July 31) and fails to send an alternate to the meeting, the Council Officer will be considered to have resigned from the Council. The APC Chair will notify that Council Officer in writing that the position has been declared vacant. That Council Officer may appeal this action to the APC Council at the next formal meeting. If the appeal is approved, the Council Officer will be reinstated. If the appeal is not approved, a new officer shall be appointed to the Council from that University reporting area through nomination from the Council and then confirmed by a majority Council Officer vote.

Section 6: Term Length.

Each Officer will be elected for a term that will begin on August 1 and end on July 31. Members can only serve for two (2) terms or four (4) consecutive years – whichever is longer – for any Council Officer position. Members serving a four-year period in any combination of Council Officer positions are eligible for another Council Officer positions after a one (1) year abstention from service.

In the event Council Officers are not able to complete their term of office, a new officer shall be appointed to the Council, from that University reporting area, through nomination from the Council and then confirmed by a majority Council Officer vote. The newly elected officer will serve the remaining term for the Council Officer being replaced.

Section 7. Removal.

An officer of the Council may be removed from office for *just cause* by a majority vote of the eligible voting parties.

Before such a vote can be taken, the Council Officer in question must receive written notification of the intent of removal from the Parliamentarian. The officer in question will be given at least one (1) week to respond in writing before a vote is taken. Any and all responses from the officer in question must be shared with the Council Officers prior to a vote being taken at a regularly scheduled or called meeting.

ARTICLE V: OPERATIONS.

Section 1: Meetings.

Meetings shall be held as often as deemed necessary, but at least one formal meeting will be held monthly. General meetings must be held on campus and be open to any interested individuals, but all administrative/professional employees are strongly encouraged to attend. All general membership meeting times and dates will be announced at the August General Scheduled Membership meeting of each term. The general membership will be notified as soon as possible of any deviations from the announced meeting times or dates. All members are encouraged to contribute to the meeting agendas.

All meetings will occur on a monthly basis or other regular basis and will follow the procedure set forth below:

- Motion to commence given by the Vice Chair
- Roll Call
- Approval of minutes
- Old business
- Vote on all motions
- Reports by the Council Officers
 - Reporting Area Representatives
 - Secretary
 - Treasurer
 - Vice Chair
 - Chair
- Committee reports
- New business put forward by the membership
- Dismissal by the Vice Chair

Requests for special or unscheduled meetings must be submitted to the Chair and approved by at least two other Council Officers before the general membership will be notified. Once the three Council Officers have put forward the motion to call a special or unscheduled meeting, the Secretary must notify the general membership at least twenty-four (24) hours in advance of the meeting day and time.

Section 2: Quorum.

The number of individuals required to hold a *bona fide* meeting shall be a majority, which is one more than 50% of the elected Council Officers.

In order for a quorum to exist for voting, the majority of elected Council Officers must be present at the scheduled meeting.

Section 3: Voting.

Voting privileges shall be restricted to elected Council Officers and the present general membership. All official voting shall require a majority vote of the voting parties.

The general membership of APC who attend at the scheduled meeting where a voting decision may occur will constitute as the eleventh vote (one vote) in conjunction with the ten (10) votes from the Council Officers, as determined by a majority vote. At least three (3) general members must be present for the general membership vote to be recognized; otherwise, it shall be sustained.

The voting authorities shall be as follows:

1. Chair
2. Vice Chair
3. Treasurer
4. Secretary
5. Council Representative
6. Council Representative
7. Council Representative
8. At least three (3) Members of the general membership present at the meeting

Section 4: Resolutions.

Any voting Council Officer at any meeting in which a quorum is present may propose resolutions in writing. These resolutions will be placed on the agenda for the next APC meeting.

Resolutions require:

- One Reading at a scheduled meeting
- Motion
- Second
- Discussion
- Call to Vote
- Voting

Proposed resolutions will become effective following approval of a majority vote of the voting parties. Said resolutions shall be submitted to the responsible parties and copied to the Office of the President. Resolutions shall be preceded as needed.

Section 5: Committees.

Committees shall be decided upon each term by the incoming Council Officers or as need arises.

Representatives from APC will be appointed by the Chair to attend or to serve the following standing committees or meetings:

1. University Budget Board
2. University Leadership Team
3. Faculty Senate
4. Instructional Technology Board
5. University Board on Diversity and Equality
6. Multicultural Council
7. Emergency Crisis Team
8. Other committees as needed

ARTICLE VI: FINANCES.

APC finances will be conducted by the following means:

- The elected Treasurer will be seen as the financial officer for this council;
- All funds, no matter the source, shall be deposited into the APC general cost center by the Treasurer;
- The Council will notify the general membership before obligating funds (including initiating, purchasing, or committing funds); and
- Council will adhere to CSU-Pueblo's procurement policies and process.

Article VII: Amendments to the constitution or bylaws

The constitution is binding to all members of the APC, but the constitution is not binding unto itself.

The bylaws may be amended by a majority vote. Changes in the bylaws will require at least two (2) readings with a minimum of two (2) weeks between readings. Approved amendments must also be approved by The President's Office, legal counsel, and The Board of Governors before amendments to the bylaws take effect.