

Professional Administrative Staff Council  
~PASC~

CONSTITUTION

PREAMBLE

The professional administrative employees of the University of Northern Colorado, having great interest in and concern for the continuing mission, goals, purposes, and functions of the University, and seeking active representation and involvement in the affairs of the University, do hereby establish the Professional Administrative Staff Council.

ARTICLE I – NAME

The name of the body will be the Professional Administrative Staff Council (PASC).

ARTICLE II – AUTHORITY

The Professional Administrative Staff Council will function under this constitution as approved by the Board of Trustees of the University of Northern Colorado and shall continue to do so until such time as the Professional Administrative Staff Council dissolves itself or its constitution is revoked by the Board of Trustees.

ARTICLE III – PURPOSE

Section 1. The Professional Administrative Staff Council is organized to serve as the representative body for professional administrative employees of the University of Northern Colorado and to participate in such policy matters of the institution as may affect its constituents.

Section 2. The Professional Administrative Staff Council will function for the welfare of the University and for the employees it represents. It will develop and promote professional development and service projects. It will actively participate in current developments and issues that are relevant to the professional administrative employees of the University.

Section 3. The Professional Administrative Staff Council will function as an advisory and policy referral body to the University administration and to the professional administrative employees of the University.

Section 4. The Professional Administrative Staff Council neither supplants nor supersedes any organization of employees now in existence or to be formed in the future.

## ARTICLE IV - AMENDING THE CONSTITUTION

Section 1. Amendments to this constitution must be submitted in writing to the Professional Administrative Staff Council at a regularly scheduled meeting.

Section 2. Amendments must be approved by a two-thirds (2/3) vote of the Professional Administrative Staff Council.

Section 3. After approval by the Professional Administrative Staff Council, the amendments will be submitted to a ratification vote of all the professional administrative staff employees of the University.

Section 4. Amendments will take effect immediately upon ratification by two-thirds (2/3) of the professional administrative staff employees who vote.

## ARTICLE V – BYLAWS

Operating policies and procedures, including membership criteria, have been approved by the Professional Administrative Staff Council and have been incorporated into the Professional Administrative Staff Council bylaws and procedures manual.

### BYLAWS TO THE CONSTITUTION OF THE PROFESSIONAL ADMINISTRATIVE STAFF COUNCIL UNIVERSITY OF NORTHERN COLORADO

#### ARTICLE I— MISSION AND PURPOSE

Section 1. It is the mission of the Council to advocate for and to provide a systematic means for professional staff to communicate with the various elements of the University community, as well as with other professional administrative staff.

Section 2. The Professional Administrative Staff Council is organized to serve as the representative body for professional administrative employees of the University of Northern Colorado and to participate in such policy matters of the institution as may affect its constituents.

Section 3. The Professional Administrative Staff Council will function for the welfare of the University and for the employees it represents. It will propose and undertake education and service projects. It will actively participate in current developments and issues that are relevant to the professional administrative employees of the University.

Final adoption by the Professional Administrative Staff Council: 2-6-87  
Revised 9-8-93, 4-22-05, 4-1-07, 8/12/09

Section 4. The Professional Administrative Staff Council will function as an advisory and policy referral body to the University administration and to the professional administrative employees of the University.

## ARTICLE II– MEMBERSHIP

Section 1. Members of the Council will be elected by the professional administrative staff.

Section 2. All professional administrative employees who hold at least a .50 FTE professional or administrative assignment during the academic year (excluding the president, vice presidents, and deans in Academic Affairs) are eligible for membership on the Council.

Section 3. Distribution of Members

- i. The Council will consist of 13 members, representing each of the university administrative units. Each unit will have at least one representative.
- ii. The administrative units are as follows:
  - a. Academic Affairs
  - b. Finance & Administration
  - c. Office of the President, University Relations, and University Counsel
- iii. A Council member whose position is reassigned by the University to an administrative unit different from the one in which she or he was elected will be allowed to complete her or his term on the Council.

Section 4. Ex-officio, non-voting members of the Council shall include:

- i. One member of the faculty selected by the Faculty Senate.
- ii. One member of the State Personnel Employees Executive Council (SPEEC) selected by SPEEC.
- iii. One member of the Student Representative Council (SRC) selected by SRC.

Section 5. Removal from membership

- i. A member of the Council, the chair, the vice chair, or the secretary may be removed from office for just cause by a two-thirds (2/3) vote of the eligible voting members of the Council.
- ii. Before such a vote can be taken, the member or officer in question must receive written notification of the intent of removal from the chair, vice chair, or at least three Council members. The member or officer in question will be given at least one week to respond in writing before a vote is taken. Responses from the member or officer in question must be shared with the Council prior to a vote being taken at a regularly scheduled meeting.

## ARTICLE III – OFFICERS

### Section 1. Chair

- i. The chair of PASC will:
  - a. Be a member of the Council representing one of the administrative units.
  - b. Be elected by a majority vote of the new Council at a transition meeting consisting of both current and newly elected members to be held each June.
  - c. Serve for a one-year term that will begin upon election at the end of the June transition meeting and continue until elections are held the following June.
- ii. The duties of the chair are to:
  - a. Schedule, call, and preside over all meetings of PASC.
  - b. Prepare meeting agendas.
  - c. Appoint committees of PASC.
  - d. Announce the names of the university committees, organizations, and programs. PASC members self select appointment for one year for each university committee, organization and program.
  - e. Preside over the election of the officers of PASC.
  - f. Ensure that the constitution, bylaws, and procedures of PASC are followed.
  - g. Perform other duties as customarily pertain to the office of chair including, but not limited to, attending regular meetings of the President’s Planning Council and the Board of Trustees.
  - h. Conduct the June transition meeting that concludes with the election of new officers.

### Section 2. Treasurer

- i. The vice chair of PASC will:
  - a. Be a member of the Council representing one of the administrative units.
  - b. Be elected by a majority vote of the new Council at a transition meeting to be held each June.
  - c. Serve a one-year term that will begin upon election at the June transition meeting and continue until elections are held the following June.
- ii. The duties of the treasurer are to:
  - a. Conduct Council business in the absence of the chair.
  - b. Provide monthly updates of the PASC account
  - c. Supervise fund raising projects
  - d. Serve as the alternate for the Chair at regular meetings of the President’s Planning Council and the Board of Trustees.

### Section 3. Secretary

- i. The secretary of PASC will:
  - a. Be a member of Council representing one of the administrative units.
  - b. Be elected by a majority vote of the new Council at a transition meeting to be held each June.
  - c. Serve a one-year term that will begin upon election at the June transition meeting and continue until elections are held the following June.

- ii. The duties of the secretary are to:
  - a. Keep a record of the proceedings of all meetings.
  - b. Submit minutes within ten (10) calendar days following each meeting to the Council.
  - c. Conduct Council business in the absence of the chair and vice chair.
  - d. Convene the Elections Committee before March 1 and supervise elections of PASC members.

Section 4. In the event that an officer is unable to complete his or her duties, the Council will elect a member from the current Council, by majority vote, to complete the term of that officer.

## ARTICLE IV – AUTHORIZED PASC COMMITTEES

### Section 1. Standing Internal Council Committees

- i. Bylaws
  - a. Reviews and recommends any needed changes to constitution or bylaws.
- ii. Communications
  - a. Reviews and maintains PASC website.
  - b. Maintains PASC listserv.
  - c. Markets PASC mission to the University community.
- iii. Elections
  - a. Coordinates and supervises annual PASC elections.
- iv. Salary Equity
  - a. Monitors salary adjustments for exempt employees and serves in an advisory capacity to the University administration.

### Section 2. Events and Programming Committees

- i. Brown Bag Lunch Series
  - a. Organizes brown bags on topics of interest to the campus community.
- ii. Community Service
  - a. Organizes community service projects.
- iii. Employee of the Year
  - a. Solicits and reviews nominations for the PASC Employee of the Year.
  - b. Announces the committee's choice at the annual PASC recognition event.
- iv. Fall Event
  - a. Organizes the fall networking event for new and current professional administrative staff.
- v. Governance Social
  - a. Organizes a social gathering for officers of the campus governance groups to encourage communication and cooperation among those groups.
- vi. Grants and Scholarships
  - a. Works with UNC Financial Aid personnel to advertise and award scholarships to dependents of UNC professional employees.
  - b. Advertises and awards professional development grants to exempt administrative employees.

vii. Recognition Event

- a. Organizes the annual PASC recognition event.

Section 3. At the annual transition meeting, the Council shall name a chairperson and members from among the current year's elected representatives for each committee. Other interested professional administrative employees of the University may also serve on Council committees at the pleasure of a given committee's chair.

Section 4. Reports from standing internal committees shall be included on the agendas of regular Council meetings.

#### ARTICLE V – CAMPUS LIAISONS

Section 1. PASC shall name liaisons to campus organizations whose activities and purposes are relevant to professional administrative staff.

Section 2. Reports from campus liaisons shall be included on the agendas of regular Council meetings.

#### ARTICLE VI—MEETINGS

Section 1. Meetings may be held as often as deemed necessary, but at least one formal meeting will be held each academic term.

Section 2. In order for a quorum to exist, a majority of the Council members must be present.

Section 3. Attendance

- i. All meetings are open to the campus community and professional administrative employees are encouraged to attend.
- ii. A Council member who is unable to attend a meeting of the Council may send an alternate Professional Administrative Staff employee to the meeting. That alternate will have proxy voting rights for the absent Council member. If possible, the alternate should come from the same administrative unit as the representative he or she is representing.
- iii. If a Council member misses two consecutive meetings of the Council in any year and fails to send an alternate to the meeting, the Chair shall contact the member prior to the third meeting to determine his/her intent to continue his/her term. The chair of the Council will notify the Council member in writing that the position has been declared vacant. Failure to attend three consecutive meetings will be considered a resignation if affirmed by a majority vote of the Council.

Section 4. Meetings will adhere to the following order of business:

- i. Roll call.
- ii. Announcement of a quorum.
- iii. Approval of minutes.
- iv. Announcements and communications.

- v. Reports from officers, committees, and liaisons.
- vi. Unfinished business.
- vii. New business.
- viii. Adjournment.

Section 5. Special meetings may be called by the Council chair or at least three Council members, and shall be publicized and open to the University community.

## ARTICLE VII – ELECTION OF COUNCIL REPRESENTATIVES

### Section 1. Pre-Election Procedures

- i. Prior to the election of new representatives, the Secretary will obtain a list of professional administrative employees from the Human Resources office.
- ii. The Secretary will convene the Elections Committee by March 1 in order to:
  - a. Review election procedures and determine vacancies.
  - b. Determine specific dates for nominations and elections. Nominations will be open for a two-week period in March; elections will be open for a two-week period in April.
  - c. Prepare nomination forms and election ballots.
  - d. Notify all professional administrative employees of the University by March 15 as to the deadlines for the next election and procedures for the nomination of members to fill Council vacancies.

### Section 2. Nominations

- i. All professional administrative employees of the University may nominate candidates. The Elections Committee will determine the eligibility of nominees for Council membership.
- ii. Nominations shall be made in writing using the form authorized by the Elections Committee.
- iii. Candidates will be required to indicate their willingness to serve, if elected, by signing the nomination form. Only those candidates who have endorsed their nomination in writing will be listed on the ballot.

### Section 3. Voting

- i. All professional administrative employees who hold at least a .50 FTE professional or administrative assignment during the academic year (excluding the president, vice presidents, and deans in Academic Affairs) are eligible to vote in elections.
- ii. Voting-eligible employees may vote for representatives from all administrative units.
- iii. Any voting employee may provide write-in candidates.
- iv. The Elections Committee shall supervise ballot counting and announce election results at the annual recognition event each May.

Section 4. Each member will be elected for a two-year term that will begin July 1 following election to the Council. Newly elected members will attend a transition meeting with current members each June.

Section 5. In the event that no person is elected to fill a given vacancy, the PASC Chair shall appoint a professional administrative staff member to serve the two-year term, with preference given to appointing a staff member from the area for which the vacancy exists. Voting members of PASC must ratify the appointment with a 2/3 vote.

Section 6. Elected members are eligible to run for a second two-year term.

Section 7. In the event a member is not able to complete his or her term of office, a new member shall be appointed by the PASC Chair to Council from that administrative unit. Voting members of PASC must ratify this appointment with a 2/3 vote. The new member who is appointed will serve the remainder of the term of office of the member he or she has replaced and may run for two consecutive elected terms following the term completed as a replacement member.

#### ARTICLE VIII- PROCEDURAL AUTHORITY

Section 1. Robert's Rules of Order (Newly Revised) will be the authority in all questions of meeting procedures, unless otherwise stated in these bylaws.

Section 2. In matters of organizational operations, the Council shall abide by the PASC Procedures Manual.

#### ARTICLE IX- AMENDING THE BYLAWS

Section 1. The bylaws may be amended by a two-thirds (2/3) vote of the eligible voting Council members.

Section 2. Changes in the bylaws will require two readings with a minimum of a week between readings.

Section 3. Amendments to the bylaws will take effect immediately upon approval by the Council.

The Professional Administrative Staff Council will comply with state and federal regulations in support of equal opportunity and affirmative action and does not discriminate on the basis of race, color, religion, national origin, sex, or disability.

Adopted 11-25-85

Amended 5-15-87, 10-19-90, 4-2-96, 9-3-96, 12-3-96, 11-19-02, 11-12-03, 3-9-05, 4-1-07, 8/12/09