



UNIVERSITY OF  
**NORTHERN COLORADO**

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**Professional Administrative  
Staff Council**

**Constitution & Bylaws**

Amended: August 5, 2015

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## **Constitution of the Professional Administrative Staff Council at the University of Northern Colorado**

### **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 (herein the Council).

### **ARTICLE II – AUTHORITY**

The 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 Council dissolves itself or its constitution is revoked by the Board of Trustees.

### **ARTICLE III – PURPOSE**

#### *Section 1*

The 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 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 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 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 Council at a regularly scheduled meeting.

### *Section 2*

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

### *Section 3*

After approval by the 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.

## **Bylaws of the Professional Administrative Staff Council at the University of Northern Colorado**

### **ARTICLE I – MISSION AND PURPOSE**

#### *Section 1 – Mission*

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 – Organization*

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

#### *Section 3 – Function*

The 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.

#### *Section 4 – Non-Discrimination Policy*

The 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.

### **ARTICLE II – MEMBERSHIP**

#### *Section 1 – Eligibility*

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 2 – Distribution of Members*

- I. The Council will consist of 20 members, representing each of the University's administrative units. Each unit will have at least two representatives.
- II. The administrative units are as follows:
  - a. Academic Affairs
  - b. Development & Alumni Relations
  - c. Finance & Administration
  - d. 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 3 – Term of Service*

Each member will be elected for a two-year term that will begin July 1. Newly elected members will attend a transition meeting with current members each June. All members are permitted to be elected to two (2) consecutive terms; this does not include completing a vacated term as described in Section 4 of this Article.

#### *Section 4 – Vacancies*

In the event a member is not able to complete his or her term of office, a new member shall be appointed by the Council Chair. The Council must ratify this appointment with a 2/3 vote. The new member will serve the remainder of the vacated term of office and still be eligible to run for two additional Council terms of office.

#### *Section 5 – Ex-officio Members*

- I. One member of the faculty selected by the Faculty Senate.
- II. One member of the Classified Staff Council (CSC) selected by CSC.
- III. One member of the Student Senate selected by Student Senate.

#### *Section 6 – Member Removal*

- I. A member may be removed from the Council for just cause by a three-quarters (3/4) vote of Council members.
- II. Before such a vote can be taken, the member in question must receive written notification of the intent of removal from the Chair. The member will be given ten (10) business days to respond in writing before a vote is taken. Responses from the member 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 will:
  - a. Be at least a second year member of the Council.
  - b. Be elected by a majority vote of the Council prior to the July meeting.
  - c. Serve a one-year term from July 1 to June 30.
- II. Duties of the chair are to:
  - a. Schedule, call, and preside over all meetings of the Council.
  - b. Prepare meeting agendas and distribute them to Council members at least three (3) business days prior to Council meetings.
  - c. Appoint Council committees and liaisons.
  - d. Preside over the election of the officers of the Council.

- e. Ensure that the constitution, bylaws, and procedures of the Council are followed.
- f. Perform other duties as customarily pertain to the office of Chair including by not limited to representing the Council at Board of Trustees meetings.

### *Section 2 – Vice-Chair*

- I. The Vice Chair will:
  - a. Be elected by a majority vote of the Council prior to the July meeting.
  - b. Serve a one-year term from July 1 to June 30.
- II. The duties of the Vice Chair are to:
  - a. Assume responsibilities of the Chair in the absence of the chair.
  - b. Assume the duties of Chair for the unexpired term in the event the Chair is unable to complete the term of office.
  - c. If the treasurer is absent provide monthly update of Council accounts.
  - d. Serve as Chair of the Bylaws Committee

### *Section 3 - Treasurer*

- I. The Treasurer will:
  - a. Be elected by a majority vote of the Council prior to the July meeting.
  - b. Serve a one-year term from July 1 to June 30.
- II. The duties of the Treasurer are to:
  - a. Conduct Council business in the absence of the Chair and Vice Chair.
  - b. Maintain accurate records of all Foundation and Operational accounts.
  - c. Manage day to day financial transactions of the Council.

### *Section 4 – Secretary*

- I. The Secretary will:
  - a. Be elected by a majority vote of the Council prior to the July meeting.
  - b. Serve a one-year term from July 1 to June 30.
- II. Duties of the Secretary are to:
  - a. Conduct Council business in the absence of the Chair, Vice Chair and Treasurer.
  - b. Prepare and distribute minutes from all Council meetings within ten (10) business days of Council meetings.
  - c. Serve as Chair of the Elections Committee

### *Section 5 – Officer Vacancies*

If the Chair cannot complete his or her duties, the Vice Chair will become Chair and a new Vice Chair will be elected. In the event that the Vice Chair cannot complete his or her duties, a current member of the council will be elected by a majority vote to complete the term. If the Secretary or Treasurer cannot 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.

*Section 6 – Officer Removal*

- I. An officer may be removed from office for just cause by a two-thirds (2/3) vote of Council.
- II. Before such a vote can be taken, the officer in question must receive written notification of the intent of removal from the ranking Executive Committee member not up for removal. The officer in question will be given five (5) business days to respond in writing before a vote is taken. Responses from the officer in question must be shared with the Council prior to a vote being taken at a regularly scheduled meeting.
- III. Removal from an officer role does not remove the member from the Council. A separate vote in accordance with Article II – Section 6 must be completed to remove the officer from the Council.

**ARTICLE IV – AUTHORIZED PASC COMMITTEES***Section 1 – Standing Internal Council Committees*

- I. Executive
  - a. Composed of Council Officers
    - i. Committee Chairs are invited to attend Executive Committees meetings when appropriate.
  - b. Correspond with Council members to develop goals for the upcoming year.
  - c. Maintain the Council SharePoint site.
  - d. Market the Council mission to the University community.
- II. Bylaws
  - a. Chaired by the Vice-Chair of the Council.
  - b. Provide an annual review of Council Bylaws and make recommendations for necessary changes prior to the June Council meeting.
  - c. Accept proposed amendments and changes to the constitution and bylaws made by Council members during the year.
- III. Elections
  - a. Chaired by the Secretary of the Council.
  - b. Carry out election process as outlined in Article VII of Council bylaws.

*Section 2 – Events and Programming Committees*

- I. Communications Committee
  - a. Keep the PASC website updated.
  - b. Create and submit a monthly Newsletter to all Exempt Employees.
  - c. Maintain Council Social Media outlets.
- II. Special Events and Fundraising
  - a. Organize networking or social events deemed appropriate by the Council.
  - b. Organizes fund raising opportunities to support the Council's Foundation and Operational accounts.



- c. Organize annual employee recognition event in partnership with CSC.
- III. Community Engagement and Recognition Committee
  - a. Organize education and service projects.
  - b. Coordinate with CSC on recognition items for the annual employee recognition event.
  - c. Solicit and review nominations for PASC Employee of the Year.
  - d. Oversee other award/recognition programming of the Council.
- IV. Grants and Scholarships
  - a. Work with UNC Financial Aid personnel to advertise and award scholarships.
  - b. Advertise and award professional development grants to exempt administrative employees.
  - c. Reviews scholarship applications and make recommendations to Council.

### *Section 3 – Campus Liaisons*

The Council shall name liaisons to campus organizations whose activities and purposes are relevant to professional administrative staff.

### *Section 4 – Committee Appointment*

At the July meeting, the Council shall determine a chairperson and the membership for each committee which are then appointed by the Chair. Other interested professional administrative employees of the University may also serve on Council committees.

## **ARTICLE VI – MEETINGS**

### *Section 1 – Frequency*

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

### *Section 2 – Quorum*

In order for a quorum to exist, a majority of the Council members (11) 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 member who is unable to attend a Council meeting may send an alternate in his/her place. That alternate must be eligible for Council membership as described in Article II – Section 1 and 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 member misses two consecutive Council meetings and fails to send an alternate, the Chair will contact the member prior to the third meeting to determine his/her intent to continue his/her term. Failure to attend three consecutive meetings will be

considered a resignation if affirmed by a majority vote of the Council. The Chair will notify the Council member in writing that the position has been declared vacant.

#### *Section 4 – Order of Business*

The Chair will determine the order of business for each meeting and ensure that the agenda for each meeting is distributed to Council members at least five (5) business days in advance of all regular meetings.

#### *Section 5 – Special Meetings*

Special meetings may be called by the Council chair or at least three Council members. The meeting must be publicized to the University community at least twenty-four (24) hours prior to the scheduled start time of the meeting.

### **ARTICLE VII – COUNCIL ELECTIONS**

#### *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 ten (10) business days in March; elections will be open for a ten (10) business days 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
  - a. Candidate eligibility will be determined by the Elections Committee.
- II. Nominations shall be made using the form authorized by the Elections Committee.
- III. Candidates will be required to indicate their willingness to serve in order to 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 by the end of May.

*Section 4 – Incomplete Ballot*

In the event that no person is elected to fill a given vacancy, the Council Chair shall appoint a 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 the Council must ratify the appointment with a two-thirds (2/3) vote.

**ARTICLE IX –AMENDING THE BYLAWS***Section 1 - Ratification*

The bylaws may be amended by a two-thirds (2/3) vote of voting Council members. Changes in the bylaws must be submitted to the Bylaws Committee and will require two readings with a minimum of a week between readings. Amendments to the bylaws will take effect immediately upon approval by the Council.

*Section 2 – Version History*

A complete version history is stored on the Council's SharePoint site.