

**THE ADAMS STATE COLLEGE
PROFESSIONAL ADMINISTRATIVE STAFF COUNCIL**

CONSTITUTION

PREAMBLE

The professional administrative employees of Adams State College, having great interest in and concern for the continuing mission and goals, purposes and functions of the college, and seeking the active representation and involvement of employees in the affairs of the college, 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 Adams State College, 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 of the professional administrative employees of Adams State College 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 college and for the employees it represents. It will propose and undertake education and service projects. It will continually be concerned with current developments which are of interest to and would benefit the professional administrative employees of the college.

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

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 two-thirds of the Professional Administrative Staff members who vote.

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

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

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

Final adoption by the Professional Administrative Staff Council: 7/1/03

**THE ADAMS STATE COLLEGE
PROFESSIONAL ADMINISTRATIVE STAFF COUNCIL
BYLAWS TO THE CONSTITUTION**

ARTICLE ONE - TITLE AND PURPOSE

The purpose of the council shall be:

1. To serve as a representative body for the professional administrative staff.
2. To participate in the development of policy matters at ASC that affect the professional administrative staff.
3. To serve as an advisory or recommending body for the college president, president's cabinet members, and other groups or organizations whose policies and/or procedures affect the professional administrative staff.

ARTICLE TWO - MEMBERSHIP

Members of this Council will be elected by the Professional Administrative Staff.

1. All exempt staff employees who hold at least a .50 FTE permanent professional or administrative assignment during the academic year (excluding the President and members of the Presidents Cabinet.) may vote in elections for professional staff council and are eligible for membership on the Council.
2. The council will consist of seven (7) members who are elected from the following Four (4) areas:
 - 1) Academic Affairs
 - 2) Athletics
 - 3) Finance & Administration and Institutional Advancement
 - 4) Student Services
3. The members of the council will be distributed as follows:
 - 1) Academic Affairs - 2
 - 2) Athletics – 1
 - 3) Finance & Administration and Institutional Advancement – 2
 - 4) Student Services – 2
4. A council member whose position is reassigned by the college to an administrative unit different from the one in which she or he was elected will be allowed to continue his or her term on the council for up to six months.
5. The Council may review the distribution of council members each year prior to the election of new representatives.
6. Each administrative unit will elect its representatives, and each unit will be responsible for its election procedures.
7. Council members for 2003-2004 fiscal year will be staggered as follows:
 - 1) Academic Affairs Member A – 1 year
 - 2) Academic Affairs Member B – 2 years
 - 3) Athletics Member – 2 years
 - 4) Finance & Admin. / Institutional Advancement Member A – 1 year

- 5) Finance & Admin. / Institutional Advancement Member B – 2 years
- 6) Student Services Member A – 1 year
- 7) Student Services Member B – 2 years
- 8. Thereafter, each member will be elected for a two-year term that will begin on July 1 and end on June 30.
- 9. Members are eligible for re-election.
- 10. In the event a member is not able to complete his or her term of office, a new member shall be elected to the Council from that administrative unit. The newly elected member will serve the remaining term of office of the member he or she has replaced.
- 11. 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. 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 or vice chair. The member or 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 member or officer in question must be shared with the Council prior to a vote being taken at a regularly scheduled meeting.

ARTICLE THREE - ORGANIZATION AND MEETINGS

1. Officers

1. Chair

1. The chair of PASC will:

- 1. Be a member of council representing one of the administrative units.
- 2. Serve for a one-year term which will begin on July 1 and end on June 30.

2. The duties of the chair are to:

- 1. Schedule and preside over all meetings of PASC.
- 2. Prepare meeting agendas.
- 3. Appoint committees of PASC.
- 4. With the advice of the Council, appoint representatives of the professional administrative staff to college committees and governing bodies.
- 5. Preside over the election of the officers of PASC.
- 6. Ensure that the constitution, bylaws, and procedures of PASC are followed.
- 7. Perform such other duties as customarily pertain to the office of chair.

2. Vice Chair

1. The vice chair of PASC will:

- 1. Be a member of the Council representing one of the administrative units.
- 2. Be elected by a majority vote of the Council.

3. Serve for a one-year term which will begin on July 1 and end on June 30.
4. Serve as chair of PASC for the following year.
2. The duties of the vice chair are to:
 1. Conduct council business in the absence of the chair.
 2. Serve as PASC treasurer.
3. Secretary
 1. The secretary of PASC will:
 1. Be a member of Council representing one of the administrative units.
 2. Be elected by a majority vote of the Council.
 3. Serve for a one-year term which will begin on July 1 and end on June 30.
 2. The duties of the secretary are to:
 1. Keep a record of the proceedings of all meetings.
 2. Submit minutes within ten (10) calendar days following each meeting to the entire professional administrative staff.
 3. Conduct Council business in the absence of the chair and vice chair.
 4. In the event that an officer is unable to complete his or her duties, the Council will elect a member, by majority vote, to complete the term of that officer.
2. Meetings
 1. All meetings will be called by the chair.
 2. Meetings may be held as often as deemed necessary, but at least one formal meeting will be held each academic term.
 3. In order for a quorum to exist, a majority of the Council members must be present.
 4. All meetings are open and professional staff are encouraged to attend.
 5. A Council member who is unable to attend a meeting of the council will send an alternate PAS member to the meeting. That alternate will have the same voting rights as the Council member. If at all possible, the alternate should come from the same administrative unit as the representative he or she is representing.
 6. If a Council member misses two scheduled meetings of the Council in any year (July 1 to June 30) and fails to send an alternate to the meeting, the Council member will be considered to have resigned from the Council. The chair of the Council will notify the Council member in writing that the position has been declared vacant. The Council member may appeal this action to the Council at the next formal meeting. If the appeal is approved, the Council member will be reinstated.

ARTICLE FOUR - PARLIAMENTARY AUTHORITY

Robert's Rules of Order (Newly Revised) will be the authority in all questions of procedure unless otherwise stated in these bylaws.

ARTICLE FIVE - AMENDING THE BYLAWS

1. The bylaws may be amended by two-thirds of the Professional Administrative Staff members who vote.
2. Changes in the bylaws will require two readings with a minimum of a week between readings.
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.