

CONSTITUTION
ADMINISTRATIVE PROFESSIONAL COUNCIL
COLORADO STATE UNIVERSITY

ARTICLE I Name

This body shall be known as the Administrative Professional Council of Colorado State University and is hereafter referred to as the APC.

ARTICLE II Authority

The APC is an elected body responsible to the administrative professionals and the University and is authorized by the Board of Governors of the Colorado State University System.

ARTICLE III Purpose

Section 1: The purpose of the APC is to represent and promote the interests of all administrative professionals at Colorado State University and to facilitate communication among administrative professionals. The APC may consider any issue that has the potential to affect the welfare of administrative professionals.

Section 2: The APC will work with University administrators, the Faculty Council, the Classified Personnel Council, and other councils and organizations to promote the best interests of all Administrative Professionals and the University community in general.

ARTICLE IV Membership

Section 1: Membership on the APC is restricted to administrative professionals at Colorado State University.

Section 2: The term “administrative professionals” shall refer to any employee of Colorado State University designated as an administrative professional on the employee personnel action sheet.

Section 3: All administrative professionals with at least a half-time appointment shall be eligible for election to the APC.

Section 4: Both the Faculty and Classified Personnel Council Chairs or their designees are eligible to serve as ex-officio, non-voting members of the APC.

ARTICLE V Representation

Section 1: Representation on the APC shall be comprised of Administrative Professionals from the following representative areas.

Area 1: Offices of the Chancellor, President, Board of Governors of the Colorado State University System; Intercollegiate Athletics; Office of Equal Opportunity and Diversity; and Public Information Unit.

Area 2: Office of the Provost/Academic Vice President; Vice Provost for Faculty Affairs, Center for Pedagogical Advancement and Learning Investigation, Libraries; Vice President for Admissions and Access; and Associate Vice President for Information and Instructional Technology

Area 3: Office of the Vice President for Administrative Services and all units reporting to VPAS

Area 4: Office of the Vice President for University Development and Advancement and all units reporting to VPD&A

Area 5: Office of the Vice President for Research and all units reporting to VPR

Area 6: Office of the Vice President for Student Affairs and all units reporting to VPSA; Office of the Vice President for Undergraduate Affairs and all units reporting to VPUA

Area 7: College of Agricultural Sciences and Agricultural Experiment Station

Area 8: College of Applied Human Sciences

Area 9: College of Liberal Arts

Area 10: College of Business

Area 11: College of Engineering

Area 12: College of Natural Resources and Colorado State Forest Service

Area 13: College of Natural Sciences

Area 14: College of Veterinary Medicine and Biomedical Sciences

Area 15: Office of the Vice Provost for Outreach and Strategic Partnerships and all units reports to VPO&SP

Section 2: Representation from each area identified in Section 1 above shall be based on the following distribution:

Number of Administrative Professionals	Number of Representatives
0-50	1
51-100	2
101-200	3
over 201	4

Scheduled adjustments to the membership of the APC shall occur once every three years beginning in 2000. An annual census of Administrative Professionals per representative area shall be conducted by September 30 of every third year using official Human Resource Service data. Based on the census, if an area is under represented, that area's APC representative(s) may petition the APC Executive Committee (with final approval by the APC) for additional representation, subject to a maximum of four (4) representatives per area.

Section 3: The term of membership on the APC shall be three years and no representative may be elected for more than two terms in succession or serve more than seven years in succession by a combination of election and appointment. To

ensure continuity, one-third of the elected representatives shall face election or re-election each year.

Section 4: If a representative's employee status changes, that representative shall immediately resign from the APC. Following a change in a representative's area due to a University mandate, such as but not limited to reorganization, the representative will continue to serve as a representative of the area in which he or she was elected until the following annual election. If a representative is hired by or transfers to another representative area as defined in ARTICLE V, that representative shall immediately resign from the APC. However, the employee is eligible for reappointment to the area from which the representative resigned as provided in ARTICLE VII, Section 1.

The Executive Committee may request a census outside the scheduled census as provided in ARTICLE V, Section 2 following a University reorganization that effects the fair and adequate representation of Administrative Professionals on the APC. The request must be supported by 2/3 vote of the APC.

Section 5: If a person is assigned to more than one representative area defined in ARTICLE V, then the individual will be considered as voting with the representative area of the individual's "home department" as designated by Human Resource Services.

ARTICLE VI Nomination and Election

Section 1: No later than March 10 of each year a call for nominations shall be distributed to all administrative professionals with at least a half-time appointment within the representative areas defined in ARTICLE V. The call for nominations need only be distributed in those areas where vacancies will exist. Nominations must be received by the Nominating Committee, formed pursuant to other governing documents adopted by the Council, no later than March 31 of each year. All nominees must indicate their willingness to serve.

Section 2: Ballots for election to APC shall be distributed to all administrative professionals with at least a half-time appointment by April 15 of each year and returned to APC by May 15, with the results announced at the regularly scheduled June APC meeting. Ballots are to be distributed to those AP's in areas where nominees exceed the number of vacancies in that area. Vacancies shall be filled by the candidates receiving the most votes.

Section 3: In the event of a tie vote, the tie must be resolved by a secret ballot majority vote of the membership of APC at the June meeting.

ARTICLE VII Vacancies, Absences, and Dismissals

Section 1: Vacancies on the APC shall be filled by election consistent with the provisions of ARTICLE VI at the next regular election date. Until the next regular election date, the vacancy shall be filled by the representative area alternate, subject to

approval of APC. If the alternate is unable or unwilling to complete the academic year, the Executive Committee, in consultation with area representative members, shall appoint a replacement to serve until the next regular election, subject to approval of APC. Additional procedures regarding vacancies are specified in other governing documents adopted by the Council.

Section 2: The APC procedures governing absences and dismissal of a representative or officer shall be included in other governing documents adopted by the Council.

ARTICLE VIII Organization

Section 1: Officers: The APC shall elect a Chair, Vice Chair, Secretary, and Treasurer. The immediate Past Chair of APC (as ex-officio, non-voting member) along with the elected positions shall comprise the Executive Committee. The term of office for officers shall be one year with a maximum of two terms in any office. Procedures for the nomination and election of officers and the powers and duties of officers shall be defined in other governing documents adopted by the Council and shall not be in conflict with this Constitution.

Section 2: Standing Committees: Standing committees of the APC shall include at least the following: Executive Committee, Policies and Procedures Committee, Nominations and Elections Committee, Communications Committee, Awards Committee, Employment Committee, Budget Committee and Service/Outreach Committee. The duties and responsibilities of these committees shall be defined in other governing documents adopted by the Council.

Section 3: Ad Hoc Committees: Ad hoc committees may be created and dissolved by the APC or the Chair in accordance with other governing documents adopted by the Council.

Section 4: Copies of the Constitution and The Manual of Rules and Procedures of the APC shall be available through the Office of the Vice President for Administrative Services, Morgan Library, and on the Administrative Professional Council website.

ARTICLE IX Meetings

Section 1: The APC shall hold a minimum of ten [10] regular meetings each fiscal year.

Section 2: Special meetings of the APC may be called upon written request of the President of the University, the Chair of the APC, or a majority of the APC.

Section 3: Meetings of the APC shall be conducted in accord with Robert's Rules of Order, Newly Revised, and procedures set forth by other governing documents adopted by the Council. The meeting agenda and protocol shall also be developed in accordance with the provisions of other governing documents adopted by the Council.

Section 4: A quorum shall be defined as a simple majority of the APC members.

ARTICLE X Rules and Procedures

Section 1: The operation of the APC shall be governed by clearly defined written and adopted rules and procedures as approved by a simple majority vote of the representatives.

Section 2: Rules and procedures approved by the APC and any revisions approved by the APC shall be subject to review by the University's legal counsel on an annual basis.

ARTICLE XI Amendments

Notification of proposed amendments shall be made to all administrative professionals at least thirty days prior to formal action on the subject amendment. Amendments to this Constitution shall be made by a two-thirds vote of the APC membership subject to approval by the Vice President to whom APC reports (currently VPAS).

ARTICLE XII Dissolution

The APC can be dissolved by a two-thirds vote of the administrative professionals and with the approval of the Board of Governors of the Colorado State University System.

Revised March 2007