

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 professional” 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 Council 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: Membership on the APC shall consist of area representatives of the administrative professional staff from constituency areas as defined in the APC Manual of Rules & Procedures, the Chair and the Vice Chair of the APC. The Chair and the

Vice Chair shall be considered as APC members at large.

Section 2: The number of area representatives from each of the constituency areas as defined in the APC Manual of Rules & Procedures shall be based on the following distribution:

Number of Administrative Professionals	Number of Representatives
1-200	2
Over 200	3

No area will have less than two (2) or more than three (3) representatives.

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 Services 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 three (3) representatives per area. The APC will have a maximum membership of 45 representatives not including the number of ex-officio or non-voting members.

Section 3: The term of office for an area representative on the APC shall be three years and no representative may be elected for more than two full terms of three years each in succession or serve more than eight years in succession by a combination of election and appointment with the exception of the Chair and Vice Chair as members at large. To ensure continuity, one-third of the elected representatives shall face election or reelection each year.

Section 4: Any representative who changes representative areas as defined in ARTICLE V or has a change in employee category can continue to serve that area until the area's new representative has been appointed or elected as provided in Article VII. In order to provide continuity, following the election or appointment of the new representative, the representative who changed areas or job categories may continue to serve as an at-large, voting member (representing no specific area) until the end of the fiscal year. At-large members shall have the same rights and responsibilities as area representatives, but shall endeavor to represent the membership at large, rather than any particular area(s). Service in an at-large capacity is included in the calculation of time for purposes of Article V, Section 3.

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 Nominations 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 Nominations and Elections Committee, formed pursuant to other governing documents adopted by the APC, 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 from that area to serve until the next regular election, subject to approval of APC. If representation cannot be acquired, a representative previously from that area may be appointed. Additional procedures regarding vacancies are specified in other governing documents adopted by the APC.

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

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 for one year) along with the elected positions shall comprise the Executive Committee. The term of office for the Chair shall be one year with a maximum of three consecutive terms. The term of office for the Vice Chair, Secretary and Treasurer shall be one year with no maximum number of 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 APC 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 and Outreach Committee. The duties and responsibilities of these committees shall be defined in other governing documents adopted by the APC.

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 APC.

Section 4: Copies of the Constitution and the Manual of Rules & Procedures of the APC shall be available through the Office of the Vice President for Administrative Services, Morgan Library, and on the APC 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 APC. The meeting agenda and protocol shall also be developed in accordance with the provisions of other governing documents adopted by the APC.

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

ARTICLE X Rules and Procedures

Section 1: The operations 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 President of Colorado State University or his or her designee.

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.

Revision History:

August 2009

May 2013