

CONSTITUTION OF THE  
ADMINISTRATIVE PROFESSIONAL COUNCIL OF  
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 professional employees of 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, except as otherwise provided herein.

**Section 2:** The term "administrative professional" shall refer to any employee of Colorado State University designated as an administrative professional by Human Resources.

**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. The Director of the Office of Policy and Compliance, or designee, the Executive Director of Human Resources, or designee, may be appointed to serve as advisory (ex officio), non-voting members of the Council.

**Section 5:** Members shall conduct themselves professionally and in accordance with CSU's Principles of Community.

**ARTICLE V Representation**

**Section 1:** Membership on the APC shall consist of: area representatives (hereafter referred to as members) of the administrative professional staff from constituency areas (hereafter referred to as areas) as defined in the APC Manual of Rules & Procedures; the Chair and the Vice Chair of the APC; and up to 5 appointed at-large members, each with a term of office of one year beginning July 1, as nominated by the APC Executive Committee and approved by 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 Members
1-200	2
201 - 400	3
401 – 600	4
601 – 800	5
801+	6

No area will have fewer than two (2) members.

Scheduled adjustments to the membership of the APC shall occur once every three years beginning in 2000. A census of administrative professionals per area shall be conducted by September 30 of every third year using official Human Resources data. Based on the census, if an area is under-represented, that area's APC member(s) may petition the APC Executive Committee (with final approval by the APC) for additional representation, subject to a maximum of six (6) members per area. The APC will have a maximum membership of 45 members not including the number of ex-officio or non-voting members.

**Section 3:** The term of office for a member on the APC shall be three years and no member 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, up to one-third of the elected members shall face election or reelection each year.

**Section 4:** A member who changes representative areas as defined in Article V, Section 2 or has a change in employee category can continue to serve that area until the area's new member has been appointed or elected as provided in Article VII. In order to provide continuity, following the election or appointment of the new member, the member who changed areas or job categories may continue to serve as an at-large, voting member (representing no specific area) per Article V, Section 1 (representing all APC members and areas) until the end of the fiscal year. At-large members shall have the same rights and responsibilities as area members. Service in an at-large capacity is included in the calculation of time for purposes of Article V, Section 3.

**Section 5:** If a member is assigned to more than one area defined in the APC Manual of Rules and Procedures, Article I, then the individual member will be considered as voting with the area of the individual's "home department" as designated by Human Resources.

## **ARTICLE VI Nominations and Elections**

**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. 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 no later than March 31. The Nominations and Elections Committee will communicate with nominees and place those interested in running on the ballot.

**Section 2:** Ballots for election to APC shall be distributed to all administrative professionals with at least a half-time appointment (as determined by Human Resources) 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 members present at the June APC meeting.

## **ARTICLE VII Vacancies, Absences and Dismissals**

**Section 1:** Vacancies will be filled in accordance with the APC Manual of Rules and Procedures Article I, Section D.

**Section 2:** The APC procedures governing absences and dismissal of a member or officer are outlined in the Manual of Rules and Procedures Article I, Section E.

## **ARTICLE VIII Organization**

**Section 1: Officers:** The APC shall elect a Chair, Vice Chair, Secretary and Treasurer from among its current members (not including at-large members appointed by the Executive Committee, unless the person so appointed was serving as an elected member immediately before being appointed at-large). 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 the APC Manual of Rules and Procedures and shall not be in conflict with this Constitution.

The area vacancy created by the election of the Chair and Vice Chair will be filled through the regular election process. A member who is elected as an Officer may be eligible for re-election after the end of the member's term, as provided in Article V, Section 3.

**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, 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 APC Constitution and the Manual of Rules & Procedures shall be available from the Office of the Vice President for University Operations, and on the APC website.

## **ARTICLE IX Meetings**

**Section 1:** The APC shall hold a minimum of ten [10] regular meetings each fiscal year. Members may attend meetings in person or by audio or audio/visual means.

**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 the APC Manual of Rules and Procedures. 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. When a quorum is present, action may be taken by majority vote of the members present.

## **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 members.

**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 upon request by the Executive Committee or the Vice President for University Operations.

## **ARTICLE XI Amendments**

Notification of proposed amendments to the APC Constitution shall be made to all members at least thirty days prior to formal action on the subject amendment. Amendments shall be made by a two-thirds vote of the APC members, subject to approval by the President of Colorado State University or the President's 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

\_March 2014

### October 2014 Revision Rationale:

-Update organizational nomenclature.

-Employ consistent use of the term "member" to refer to area representatives.

-Eliminate Budget Committee as a requirement in the Constitution. No such committee has operated in recent history. The APC Manual of Rules & Procedures will address the budget approval process by the Executive Committee with approval by the APC.

-Introduce broader at-large membership to address ongoing issues with retention of members and continuity of the APC.

-Change notification of amendments to all APC members (not all AP employees) at least thirty days prior to formal action. It is not practical or necessary to notify all AP employees since APC governing documents provide guidance only to policies and procedures regarding APC operations.

### June 2018 Revision Rationale:

Formalize and memorialize the 2014 revisions (no official vote or version was found)

Change the number of representatives (members) per area to accommodate for growth.

**APPROVAL:**

Signed by Colorado State University,  
Dr. Anthony A. Frank, President

Revisions approved:



Apr 14, 2020

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Lynn Johnson  
Vice President for University Operations