

CONSTITUTION
of the
ADMINISTRATIVE PROFESSIONAL ASSOCIATION
WESTERN MICHIGAN UNIVERSITY

(Revised June, 2000)

Article I - Name of Association

The name of this Association shall be the Administrative Professional Association of Western Michigan University.

Article II - Purpose of Association

In order to facilitate a high standard of performance by the professional/technical/administrative staff at Western Michigan University, to make a positive contribution to the general welfare and operation of Western Michigan University and to support the mission of Western Michigan University, it is our purpose:

- A. to constitute a body which will represent the interests and concerns of professional/
- B. technical/administrative staff who are charged with conducting programs and providing services necessary for the daily functioning of the University.
- C. to constitute a body which will serve as a means for effective communication with the administration, other employee groups, and students.
- D. to constitute a body which will foster the professional development, recognition and advancement of its membership.

Article III - Membership of Association

Membership is open to all University employees who meet the membership qualifications described in the Association's By-Laws.

Article IV - Officers

Elected officers of the Association shall be the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. The manner of selection, term of office, duties, etc. shall be set forth in the By-Laws of this Association.

Article V - Executive Board

The Executive Board shall be comprised of the five elected officers of the Association (Article IV), the immediate Past President, and representatives elected by the voting membership from the major administrative divisions as set forth in the By-Laws. The duties, structure, and function of the Executive Board shall be set forth in the By-Laws of this Association.

Article VI - Meetings

Section 1. Executive Board

The Executive Board shall meet at least once each month. Other meetings may be called by the President, or must be called by the President upon request of a majority of Executive Board members.

Section 2. Membership

There shall be at least one general membership meeting held each year in May. At this meeting the newly elected officers shall be installed and the annual State of the Association Message shall be provided in writing by the outgoing President. This meeting shall be called by the outgoing President. Other meetings shall be called during the year by the President as necessary, or must be called by the President upon receipt of a petition signed by one-fifth (1/5) of the membership.

Article VII - Quorum

Section 1. Executive Board

A quorum shall consist of a simple majority.

Section 2. Meetings of the General Membership

A quorum shall consist of those members present at any scheduled meeting.

Article VIII - Amending the Constitution

Amendments to the Constitution may be proposed to the Executive Board by petition signed by one-quarter (1/4) of the voting membership, or by resolution of the Executive Board. Prior notice of at least one week must be given to the voting membership in writing before an amendment(s) to the Constitution can be voted upon. To be adopted, amendments to the Constitution must be approved by two-thirds (2/3) of the membership voting on the amendment(s).

Article IX - Ratification of the Constitution

This Constitution shall take effect upon ratification by a simple majority of the membership voting. The method of obtaining ratification shall be determined by the Executive Board.

BY-LAWs
of the
ADMINISTRATIVE PROFESSIONAL ASSOCIATION
WESTERN MICHIGAN UNIVERSITY
(Revised June, 2000)

Article I - Purpose of By-Laws

The purpose of these By-Laws is to provide the technical detail needed to implement the provisions of the Constitution and to assure the orderly and effective functioning of the Administrative Professional Association of Western Michigan University.

Article II - Active Membership

- A. Membership in the Association is open to all professional/technical/administrative employees of the University who hold a position which has been classified under the University's Compensation Classification Schedule (UCCS). Eligibility for membership is not extended to the President of Western Michigan University, vice presidents, deans or department chairs. Other employees are eligible for membership if a variance is approved by the Association's Executive Board.
- B. Membership dues are payable to the Administrative Professional Association, and shall be fixed each year by the Executive Board.
- C. The membership year and deadline for renewal-of membership shall be set by the Association's Executive Board.

Article III - Retiree Memberships

- A. Members in good standing on the date of their retirement from the University shall be eligible for retired member status.
- B. Retired members may request newsletters and notification of meetings by contacting the Membership Committee Chairperson.

Article IV - Lifetime Membership

- A. Lifetime membership was awarded to the ten founding members of the Administrative Professional Association. They are eligible for active membership providing they meet the criteria for membership in Article II Section A.
- B. The Lifetime members received a Lifetime membership card.
- C. The annual membership fee is waived; however, Lifetime members are responsible for the cost of social functions.
- D. Upon departure from the University or transfer to a classification, which is ineligible for Administrative Professional Association membership, a lifetime member automatically gains retiree membership status.

Article V - Officers/Executive Board

- A. Officers
The officers of the Association shall be the President, Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.
- B. Executive Board
The Executive Board of the Association shall be the Officers of the Association, Immediate Past President and the elected voting representatives from the University's major administrative divisions.
- C. Non-Voting Members
All appointed standing committee chairs, and ad hoc committee chairs shall be ex-officio (nonvoting) members of the Executive Board.
- D. Eligibility for Officers/Executive Board
Active members are eligible to hold office.
- E. Term of Office
 1. Officers shall serve a one year term commencing with installation at the May business meeting. Officers may seek re-election.
 2. Elected Executive Board members shall serve a two-year term commencing with installation at the May business meeting. Elected Executive Board members may seek reelection.

F. Selection

Candidates for offices in the Association shall be presented by the Nominations and Elections Committee. The Nominations and Elections Committee shall prepare a slate of candidates for the offices of President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer based on nominations of members. Write-in provisions shall be made for each office and Executive Board position. Officers and Executive Board members shall be elected by secret ballot during March. The election shall be by mail ballot.

G. Composition of Executive Board

1. The major University divisions will be defined as any Vice Presidential area with 75 or more APA eligible employees. All Vice Presidential areas with fewer than 75 APA eligible employees will be combined with the departments that report directly to the President. This combined group will be called “Administrative Affairs”.

Once an area has been declared a major University Division, it will remain so unless the number of eligible employees drops to fifty (50) or less. At that time it will be merged into “Administrative Affairs”.

2. Executive Board members shall be elected to represent each major University division. The number of representatives for each major division shall be determined by the ratio of one (1) representative for every fifty (50) APA eligible employees with the number of employees rounded to the nearest fifty (50). Each major division shall not have less than two (2) representatives.
3. The list of current University Divisions and the Number of representatives for each will be determined by the Membership committee using the above formulas prior to each election.

For reference; Based on current employment numbers, the major / divisions and their respective representations are:

Provost/Academic Affairs (6)
Business and Finance (4)
Student Affairs (2)
Information Technology (2)

Administrative Affairs (2)

President -

Career English Language Center
Intercollegiate Athletics
International Student Services
Office for Quality
Office of Alumni Relations
Office of Institutional Equity
Office of The President
Office of University Budgets
Office of University Relations

VP Development

VP Research

4. Executive Board members will be elected to two (2) year terms with approximately one half (1/2) of the board to be elected each year. The number of positions open for each area will be determined by the nominations and election committee so that the resulting board appropriately represents each area. If a change in the size of the area results in an imbalance in the number of positions open in a given year, the Nominations and Elections Committee may declare some of the open positions as one (1) year positions. When both one (1) and two (2) year positions are open for the same area, the candidate(s) with the most votes will be elected to the Two-(2) year positions).

H. Duties of Officers/Executive Board

The duties of the officers and Executive Board are as follows:

1. President

- a. The President shall serve as Chairperson of the Executive Board and shall preside at all meetings of the Executive Board and general membership.
- b. The President shall organize regular meetings with the University Administration.
- c. The President shall communicate decisions of the Executive Board to the University administration and to other parties as directed by the Executive Board.
- d. The President shall appoint standing and special committee chairpersons; establish special committees, and appoint/recommend members to serve on University committees. Additionally, the, President shall appoint individuals to accomplish the objectives of the Association.
- e. The President shall serve as the principal spokesperson of the Association.
- f. The President shall appoint the replacements for any vacated officers or Executive Board positions, subject to majority approval of the Executive Board.

- g. When the President fills vacated terms of officers, first consideration shall be given to the current Executive Board.
 - h. When the President fills vacancies on the Executive Board he/she shall respect the intention of area representation.
2. Vice President
- a. The Vice President shall carry out the duties of the President in the President's absence.
 - b. The Vice President shall coordinate the work of the standing and special committees.
 - c. The Vice President shall fill the unexpired term of the President if the President vacates the office.
 - d. The Vice President shall coordinate other matters as directed by the President or the Executive Board.
 - e. The Vice President shall attend regular meetings with the University Administration.
3. Corresponding Secretary
- a. The Corresponding Secretary shall prepare and distribute the Agenda for each Executive Board and membership meeting and for the monthly meeting with the University Administration.
 - b. The Corresponding Secretary shall distribute the Minutes for the Executive Board and membership meetings to the membership. Records should also be submitted to the Association's archive (Historian) for its permanent records.
 - c. The Corresponding Secretary shall attend regular meetings with the University Administration.
 - d. The Corresponding Secretary shall preside over the Executive Board or membership meetings in the absence of the President and Vice President.
 - e. The Corresponding Secretary shall coordinate other matters as directed by the President or the Executive Board.
4. Recording Secretary
- a. The Recording Secretary shall record the proceedings of the Executive Board and membership meetings. These records shall be distributed to the membership and submitted to the Association's archives for its permanent records.
 - b. The Recording Secretary shall prepare and correct minutes for distribution to the membership.
 - c. The Recording Secretary shall monitor attendance at Executive Board meetings.
 - d. The Recording Secretary shall attend regular meetings with the University Administration.
 - e. The Recording Secretary shall preside over Executive Board or membership meetings in the absence of the President, Vice President, and Corresponding Secretary.

- f. The Recording Secretary shall coordinate other matters as directed by the President or the Executive Board.
5. Treasurer
- a. The Treasurer shall record and deposit all money received by the Association.
 - b. The Treasurer shall disburse all monies owed by the Association as directed by the Executive Board.
 - c. The Treasurer shall report on the financial status of the Association at each Executive Board meeting, membership meeting and when directed to do so by the President or Executive Board.
 - d. The Treasurer shall preside over meetings of the Executive Board or membership in the absence of the President, Vice President, Corresponding Secretary, and Recording Secretary.
 - e. The Treasurer shall coordinate other matters as directed by the President or the Executive Board.
6. Past President
- a. Following his/her term of office, the President shall serve as the Past President for the Association.
 - b. The Past President shall serve as a voting member of the Executive Board.
 - c. The Past President shall serve as the Chairperson of the Nominations and Elections Committee.
 - c. The Past President shall coordinate other matters as directed by the President or the Executive Board.
7. Executive Board
- a. The Executive Board shall review and approve all policies and practices of the Association and support all decisions voted on and passed by the membership.
 - b. The Executive Board shall serve as the official body to speak on behalf of the Association to the administration, other employee groups and parties outside the University.
 - c. Executive Board members shall serve as the primary source of communication in their division between the Executive Board and officers. Executive Board members shall formally communicate the concerns in their division to the leadership of the Association.
 - d. The Executive Board shall perform other duties as assigned by the President.
8. Ex-Officio Executive Board Members
- a. The President, subject to the majority approval of the Executive Board, may designate ex-officio Executive Board positions and appoints individual to these positions to accomplish the objectives of the Association.

- b. Ex-officio Executive Board members shall serve in a non-voting capacity on the Executive Board.
- c. Ex-officio Executive Board appointments may include, but are not restricted to, Historian and Parliamentarian.
- d. The President may terminate an ex-officio position or remove an individual from an ex-officio appointment with the majority approval of the Executive Board.
- e. Ex-officio Executive Board members shall perform other duties as directed by the President or the Executive Board.

9. Vacancies

Should a vacancy of an elected officer or Executive Board member occur, the President shall appoint a replacement, subject to the guidelines of Article ~, Section H, Number 1, items f, g, and h;

10. Removal of Officers

- a. To remove an officer, a petition stating the reason for removal must be signed by at least one third (1/3) of the Association's membership and submitted to the Executive Board.
- b. Upon receipt of the petition, the question shall be put to a vote, by secret ballot, within fifteen (15) business days of receipt of the petition.
- c. A two-thirds (2/3)-majority vote of the membership voting shall be required to remove an Executive Board member.
- d. The Past President shall conduct the secret ballot vote.
- e. Vacancies created shall be filled as outlined in Section 7.

11. Removal of Executive Board Members

- a. To remove an Executive Board member, a petition stating the reason for removal must be signed by at least one-third (1/3) of the Association's membership from the Executive Board member's constituency and submitted to the President of the Association.
- b. Upon receipt of the petition, the question shall be put to a vote, by secret ballot within fifteen (15) business days of receipt of the petition. The constituency that elected the Executive Board member shall vote on removal.
- c. A two-thirds (2/3)-majority vote of the membership voting shall be required to remove an Executive Board member.
- d. The Past President shall conduct the secret ballot vote.
- e. Vacancies created shall be filled as outlined in Section 7.

Article VI - Committees

A. Standing Committees

Work of this Association shall be done by its Standing Committees. Standing Committees are established by these By-Laws.

B. Utilization of Standing Committees

Standing Committees shall serve the interests and needs of the Association as expressed by the Executive Board; and the executive Board shall have the authority to request in writing, and through the Vice President, the assistance of all such committees on matters related to their general charge. The Vice President will keep the Executive Board informed of matters, which have been referred to a committee for consideration.

C. Chairperson of Standing Committees

1. The chairperson of each standing committee shall be appointed by the President of this Association subject to the approval of the Executive Board.
2. The chairperson shall serve a term of one (1) year and may be reappointed.
3. All committees shall report on their activities and progress as specified in their general charge and/or at other times as may be requested by the President and/or the Vice President.

D. Members of Standing Committees

Members of Standing committees shall be appointed by the 8 Executive Board and shall serve whatever term and function as may be determined Chairperson.

E. Special Committees

Special committees may be established by the President of this Association with the approval of a simple majority of the Executive Board.

F. The Compensation Committee

1. Shall review the existing salary, classification and fringe benefits status of the administrative/technical and professional staff and submit a report of the findings and recommendations to the Executive Board no later than December 1st of each year.
2. Shall conduct and tally the Administrative Professional Association survey as directed by the Executive Board.
3. Shall prepare a draft of the annual compensation request and submit to the Executive Board for approval by February. This document will be sent to the University President under the signature of the Administrative Professional Association President.
4. Shall perform other tasks/projects as assigned by the President or the Executive Board.

G. The Professional Development Committee

1. Shall promote the professional growth and development of administrative and professional staff, through planned programs and activities.
2. Shall perform other tasks/projects as assigned by the President or the Executive Board.

H. Awards and Recognition Committee

1. Shall recommend and promote individuals deserving of outstanding recognition.
2. Shall provide recognition to outgoing officers, Executive Board members, and committee chairpersons.
3. Shall promote and monitor the Administrative Professional Association scholarship fund.
4. Shall perform other tasks/projects as assigned by the President or the Executive Board.

I. The Membership Committee

1. Shall maintain a list of all employees of Western Michigan University who are eligible to join the Association.
2. Shall contact potential members regarding membership.
3. Shall maintain an accurate membership list, which includes active, lifetime, and retired members.
4. Shall perform other tasks/projects as assigned by the President or the Executive Board.

J. The Newsletter Committee

1. Shall prepare and distribute the Association's newsletter (APA Contact) regularly to all members.
2. Shall perform other tasks/projects as assigned by the President or the Executive Board.

K. The Social Committee

1. Shall schedule and announce all general membership meetings.
2. Shall organize and promote social functions as directed by the Executive Board.
3. Shall perform other tasks/projects as assigned by the President or the Executive Board.

L. The Nominations and Elections Committee

1. Shall be chaired by the immediate Past President. The Chair shall appoint members with respect to the intention of area representation. This Committee shall make nominations for the various elected positions within the Association and shall develop and supervise election procedures consistent with the provisions of these By-Laws.
2. Shall review annually the number of eligible members in each major division of the University, and make recommendations to the Executive Board for adjustment of representatives by November 1.
3. Shall prepare a slate of candidates for the annual election.

4. Shall conduct the annual election and report the results to the Executive Board according to the By-Laws.
5. Shall perform other tasks/projects as assigned by the President or the Executive Board.

Article VII - Parliamentary Authority

Robert's Rules of Order, latest edition, shall be the authority governing proceedings in meetings of this Association.

Article VIII - Amendments and Additions

Amendments to the Bylaws may be proposed to the Executive Board by petition signed by one-quarter (1/4) of the voting membership, or by resolution of the Executive Board. Prior notice of at least one (1) week must be given to the membership in writing before an amendments) to the By-Laws can be voted on. To be adopted, amendments to the By-Laws must be approved by two-thirds (2/3) of the membership voting on the amendment(s).

Article IX - Ratification of the By-Laws

These By-Laws shall take effect upon ratification by a simple majority of the membership voting. The method of obtaining ratification shall be determined by the Executive Board.

Article X - Dissolution of Association

In the event that this Association votes to terminate its existence the Associations treasury, after the liquidation of all financial obligations which may have been incurred by the Association, will be donated to the Administrative Professional Association Scholarship Fund.