CHARTER OF ADMINISTRATIVE STAFF COUNCIL
BOWLING GREEN STATE UNIVERSITY

SECTION I - Name and Representation
All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time staff contract, letter of appointment, or reappointment, or notification of salary will be defined as administrative staff and will be represented by Administrative Staff Council (ASC) with the following exceptions: Those individuals designated as members of the President’s Cabinet.

(Revisions to Section I approved by ASC on 02/02/12 and 06/05/14.)

SECTION II - Purpose of Administrative Staff Council
The purpose of ASC is to represent administrative staff members by promoting their general welfare, seeking, advocating for, and supporting professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

(Revisions to Section II approved by ASC on 06/05/14.)

SECTION III - Membership of Administrative Staff Council
All administrative staff, as defined above, will be eligible to vote and hold offices. The membership of ASC will be composed of six percent of the full membership and will be determined through election by administrative staff members. ASC members will be selected from each of the major areas as designated by the university administration and adopted by the Executive Committee each year. Firelands College will have its own proportional representation, elected by administrative staff of Firelands College. The number of members from each area shall be proportional to the number of administrative staff in that area. The Executive Committee will reassess and approve the ASC election and apportionment yearly. Membership on ASC will be for three-year terms, with a goal of one-third (1/3) of the membership being elected each year.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds (2/3) vote of ASC, a maximum of three additional non-voting ex-officio seats may be established. An additional voting seat for each liaison to ASC from Faculty Senate and Classified Staff Council may also be established.

(Revisions to Section III approved by ASC on 04/02/98, 05/02/02, 02/02/12, and 06/05/14.)

SECTION IV - Officers and Committees
Officers
Officers of ASC will be Chair or Co-Chairs, Chair-Elect or Co-Chairs-Elect, Secretary or Co-Secretary, Treasurer, and Communications Officer. Officers will be elected each year by all members of the administrative staff. Initial nominations for officers will be made by the full membership. Officer nominees must be currently serving or have served at least one year on ASC. Officers will serve one-year terms. The expected commitment of service in the Chair/Co-Chair role is three years with the following progression: The first year as Chair-Elect/Co-Chair Elect, the second year as Chair Co-Chair, the third year as Past-Chair/Past-Co-Chair.
The term of office on ASC will be extended appropriately for any member elected Chair-Elect or Co-Chairs-Elect. Officers may be removed from office by a two-thirds (2/3) vote of the full membership of ASC. The position of Secretary may be jointly held at the discretion of the ASC executive committee.

Duties of the Officers
The Chair or one of the Co-Chairs will:
- Preside at all meetings;
- Represent the administrative staff to all appropriate bodies and individuals;
- Serve on the Executive Committee as the immediate Past-Chair/Past-Co-Chair.

The Chair-Elect or Co-Chairs-Elect will:
- Serve on the Executive Committee during the current term;
- Assume all responsibilities of the Chair in case of the Chair's absence or resignation;
- Assume the role of Chair at the end of the Chair's or Co-Chairs’ term of office.

The Secretary or Co-Secretary will:
- Provide timely notification of all meetings;
- Maintain an accurate record of meetings and distribute minutes to ASC in a timely manner;
- Notify ASC members when they have been designated as absentee;
- Serve as chair of the Elections and Orientation Committee;
- Maintain a permanent record of all nomination and election results;
- Place amendment proposals on the ASC agenda for debate, refinement, or amendment before a final vote;
- Archive all official actions and documents of ASC.

The Treasurer will:
- Maintain the budget of ASC as described in the Bylaws of ASC, Article 6;
- Keep accurate records of all expenditures;
- Report to the ASC Executive Committee monthly;
- Archive monthly and year-end statements.

The Communications Officer will:
- Chair the Marketing and Communication Committee;
- Coordinate and implement public awareness and marketing campaigns for ASC;
- Serve on the Executive Committee;
- Suggest to ASC officers and the Executive Committee ways to improve ASC’s visibility;
- Publicize the positive impact of administrative staff on the BGSU community;
- Manage ASC’s social media websites;
- Manage ASC’s shared directory and the ASC listserves;
- Design, revise, and maintain the ASC website.

Executive Committee
The Executive Committee will be composed of the Chair or Co-Chairs, the Chair-Elect or Co-Chairs-Elect, the Secretary or Co-Secretary, the Treasurer, the immediate Past-Chair or immediate Past-Co-Chair, the Communications Officer, and one representative from each major area as described in Section III. ASC will elect major area representatives to the Executive Committee annually. In the
event that the number of ASC representatives in any area exceeds ten, then a second representative from that area to the Executive Committee shall be elected.

(Revisions to Section IV approved by ASC on 04/02/98, 05/01/2008, 03/05/2009, 02/02/12, and 06/05/14.)

SECTION V - Meetings
Meetings of ASC and the Executive Committee will be held on a regular basis. A meeting of the entire administrative staff will be called by the Executive Council at least once a year. Special meetings of the full administrative staff may be called upon the request of 10 percent of the full membership of the administrative staff or a majority of members of ASC. The Secretary or Co-Secretary shall provide timely notification of all meetings.

SECTION VI - Authorities and Amendments
This Charter, the Bylaws, and other policies will govern ASC and all procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds (2/3) vote of Administrative Staff Council provided that a copy of the amendment has been distributed to the full administrative staff membership at least 20 days prior to the meeting at which the amendment is to be considered.