BYLAWS OF ADMINISTRATIVE STAFF COUNCIL
BOWLING GREEN STATE UNIVERSITY

ARTICLE 1: Meetings
SECTION 1: Regular Council Meetings
Regular meetings of Administrative Staff Council (ASC) will be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

The Executive Committee will determine which issues for consideration by Council are minor and which are major. Minor issues may be read and voted on at a meeting. Major issues will have two readings. At the first reading, Council may ask questions in order to clarify any part of the proposal and the proposal may be debated, refined, and/or amended. At the second-reading, there may be discussion and debate. If the proposal is amended, the Chair or Co-Chairs will determine if the change is significant enough to warrant additional review by constituents. A vote on a major issue may be taken without a second reading if there is a motion to suspend the Bylaws. The motion must be approved by a two-thirds (2/3) majority of the full Council.

(Revisions to Article 1, Section 1 approved by ASC on 01/04/96, 03/01/12, and 06/05/14.)

SECTION 2: Special Council Meetings
Special meetings of ASC may be called by the Executive Committee or by one-third (1/3) of the members of the full Council.

SECTION 3: Administrative Staff Meetings
The entire Bowling Green State University administrative staff should meet at a called session at least once each year. Special meetings of this group may be called upon the request of 10 percent of the full membership of administrative staff or by a majority of the members of ASC. The Secretary or Co-Secretary will provide timely notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

(Revisions to Article 1, Section 3 approved by ASC on 03/01/12 and 06/05/14.)

SECTION 4: Executive Committee Meetings
The ASC Executive Committee will meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee will be called by the Chair, the Co-Chairs, the Co-Chairs-Elect, or by a majority of the members of the Committee.

(Revisions to Article 1, Section 4 approved by ASC on 05/01/08 and 06/05/14.)

SECTION 5: Alternates at Administrative Staff Council Meetings
Any ASC member who finds that attendance at an ASC meeting is not possible will designate an alternate. Alternates must be chosen from the major area represented by the council member and must be identified to the ASC Chair or Co-Chairs prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions and vote on all issues, save those involving amendment to the Charter or Bylaws.
SECTION 6: Attendance Policy
Each ASC member must select a designated alternate who may substitute for the said ASC member. If the designated alternate is unable to attend, another member from the appropriate major area should be chosen. An ASC member who is absent in excess of three regular meetings who has not sent an alternate will be designated as absentee.

After the Secretary or Co-Secretary-has notified the ASC member of his or her designation as absentee, his or her name will be placed before members of the Executive Committee at any regular meeting. At that time, a vote of two-thirds (2/3) of those present will be sufficient to remove the absentee ASC member from office.

(Revisions to Article 1, Section 6 approved by ASC on 01/04/96 and 06/05/14.)

ARTICLE 2: Committees
SECTION 1: Executive Committee
The ASC Executive Committee will act for the Council between meetings and will act as or designate a liaison between ASC and other governance groups, individuals, and agencies. The Executive Committee will set the agendas for ASC meetings and will set priorities and goals for ASC annually at the beginning of each fiscal year. The Executive Committee also will present the proposed committee goals in writing to each committee during the first ASC meeting of the fiscal year. Each committee will amend and approve its goals by the second ASC meeting of the fiscal year.

(Revisions to Article 2, Section 1 approved by ASC on 02/04/10, 03/01/12, and 06/05/14.)

SECTION 2: Administrative Staff Council Standing Committees
Recommendations or self-nominations will be solicited from the administrative staff membership at the time of the annual campus-wide ASC elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees will be appointed from the nominations by the Chair or Co-Chairs of ASC in consultation with the Executive Committee, and will include administrative staff members at large and members of ASC. Non-ASC members shall comprise no more than 50 percent of standing committee membership. Membership on these committees will be for one year. Members are eligible for reappointment.

Standing committees may appoint subcommittees whose members need not be ASC representatives. The Chair or Co-Chair of ASC will appoint a chair or co-chairs for each standing committee from the ASC membership. Each committee chair or co-chairs will submit in May a yearly report of the committee’s activities to the Executive Committee. This annual report will include the committee’s proposed goals for the following year. Based on the goals for each committee, the Executive Committee will determine the number of members required for each committee to avoid over- and under-populated committees. When necessary, it will be incumbent on the committees to work closely on issues that overlap. The duties and responsibilities of the following ASC standing committees are:

A. Professional Development Committee - This committee is charged with aiding and encouraging the professional growth and development of administrative staff. It will study and recommend
action with regard to professional leaves, continuing education and recognition of professional achievement.

B. Personnel/Welfare and Compensation Committee - This committee is to review, study, and recommend Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The committee will conduct an annual salary market comparison, work with Human Resources on wage and compensation-related issues, proactively review current compensation policies, and yearly review the Administrative Staff Handbook for possible required revisions of outdated policies and procedures relative to current university practices.

C. Student Scholarship Committee - The responsibility of this committee is to administer all aspects of the administrative staff student scholarship program. This committee conducts fund-raising activities and implements and awards scholarships for the student scholarship program.

D. Amendments Committee - The responsibility of this committee is to initiate and receive proposed amendments to the Charter or Bylaws and to report to ASC on all proposed amendments. This committee will annually review the ASC Charter, Bylaws, and Handbook for accuracy of content and will propose revisions as necessary. This committee will be responsible for understanding the Charter and Bylaws so as to serve as a policy resource to the Chair or Co-Chairs and officers as well as ASC representatives. The Amendments Committee is responsible for recording and maintaining a history of ASC Charter, Bylaws, and Handbook amendments as well as BGSU policy changes affecting administrative staff. Each May the complete history of record will be submitted to the ASC Secretary or Co-Secretaries for archiving.

E. Awards and Recognition Committee - This committee is to develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The committee also will handle all responsibilities associated with the planning, advertisement, selection, and presentation of all ASC-sponsored awards and recognition including the annual awards reception and monthly award presentations. Committee members will have been employed by the University for at least three years.

F. Election and Orientation Committee - This committee will annually initiate, conduct, tabulate, and announce the results of nominations and elections for both ASC and appropriate University standing committees and maintain eligibility and voting records. Nominations and elections for ASC include, but are not limited to, new ASC representatives, ASC officers, the ASC Executive Committee, and University standing committees. Eligibility and voting results should be included in the committee’s yearly report and submitted each May to the ASC Secretary or Co-Secretary for archiving.

G. Marketing and Communications Committee - This committee is responsible for the promotion of ASC and marketing of ASC-related events. This committee will also provide suggestions for promotional marketing to ASC and its officers. The ASC Communications Officer will serve as chair of this committee. This committee will maintain ASC’s website and social media presence.

H. Outreach and Activities Committee - This committee is responsible for planning and implementing social activities to engage administrative staff and planning and implementing charitable and other
external events to promote administrative staff engagement with the community external to BGSU. This committee does not participate in planning the ASC annual awards reception.

(Revisions to Article 2, Section 2 A. – H. approved by ASC on 01/04/96; 05/01/97; 05/05/01; 05/01/08; 03/01/12; and 06/05/14.)

SECTION 3: University Standing Committees
Those administrative staff members elected to University standing committees need not be ASC representatives and will be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives will be elected. Each elected representative will serve for the term designated by the particular committee. In the event that the individual committee sets no length of service, the term will last three years.

(Revisions to Article 2, Section 4 approved by ASC on 04/99, 03/01/12, and 06/05/14.)

ARTICLE 3: Apportionment of Administrative Staff Council Membership
Annually, the Executive Committee will assess the apportionment of the ASC membership for the purpose of determining proportional representation on ASC as provided for in Section III of the ASC Charter. The Executive Committee will report its findings to ASC.

ARTICLE 4: The Election/Appointment Process
SECTION 1: Elections to Administrative Staff Council
A. Nominations - On completion of the apportionment of ASC membership, the Election and Orientation Committee, annually, will seek nominations of candidates for election to ASC. Votes will be cast by the total administrative staff for those candidates in their major areas.

B. Elections - The Election and Orientation Committee, annually and following certification of candidates, will conduct ASC elections. Votes will be cast by the total administrative staff for those candidates in their major areas.

(Revisions to Article 4, Section 1 approved by ASC on 04/02/98, 05/05/01, and 06/05/14.)

SECTION 2: Nominations and Elections to University Standing Committees
Any administrative staff member will be eligible for membership on University standing committees as provided in Article 2, Section 3 of the Bylaws of ASC.
A. **Nominations** - Annually the Election and Orientation Committee will seek from the total administrative staff nominations and self-nominations for election to specific University standing committees.

B. **Elections** - The Election and Orientation Committee, annually and upon certification of candidates, will conduct the election of members to specific University standing committees. Votes will be cast by the total administrative staff.

(Revisions to Article 4, Section 2 approved by ASC on 05/05/01 and 06/05/14.)

**SECTION 3: Nomination and Election of Administrative Staff Council Officers**
The ASC officers shall be those defined in Section IV of the ASC Charter.

A. **Nominations** - On completion of the election of ASC representatives, the Election and Orientation Committee will request of the Executive Committee that it annually prepare a list of nominees for election as officers of ASC. Also, the Election and Orientation Committee will, by written notice, annually solicit additional nominations for ASC officers from the total administrative staff membership. Officer nominees must be currently serving or have served at least one year on ASC.

B. **Elections** - The Election and Orientation Committee, annually and following certification of candidates, will conduct the election of ASC officers. Votes will be cast by the total administrative staff. Each administrative staff member will vote only once in each election.

(Revisions to Article 4, Section 3 approved by ASC on 05/05/01 and 06/05/14.)

**SECTION 4: Nomination and Election of Administrative Staff Council Area Representatives to the Executive Committee**
The area representatives to the Executive Committee will be those defined in Section IV of the ASC Charter. Area representatives serve one-year terms and are eligible for re-election.

A. **Nominations** - Annually, the Election and Orientation Committee will prepare a list by major area of those ASC members eligible for election to the Executive Committee. A representative must have served a minimum of one year on Council (current term or past term) to be eligible for election to the Executive Committee.

B. **Elections** - The Election and Orientation Committee, annually and following certification of candidates, will conduct the election of ASC major area representatives to the Executive Committee. Votes will be cast by the ASC representatives for those candidates in their major areas.

(Revisions to Article 4, Section 4 approved by ASC on 04/02/98, 05/05/01, and 06/05/14.)

**SECTION 5: Nomination and Appointment to Administrative Staff Council Standing Committees**
ASC standing committees will be comprised of members and non-members of ASC as provided for in Article 2, Section 2 of the Bylaws of ASC.

A. **Recommendations and Self-Nominations** - Administrative staff members at large may be recommended or may self-nominate at the time of annual campus-wide elections to serve on
ASC standing committees. ASC members may be recommended or may self-nominate to serve on ASC standing committees.

B. **Appointment** - From among the recommendations and self-nominations, the ASC Chair or Co-Chairs in consultation with the ASC Executive Committee annually will fill vacancies on ASC standing committees.

**SECTION 6: General Procedures**

A. The Election and Orientation Committee will prepare, distribute, receive, and tabulate all nomination forms and election ballots. Nominees will declare their intention of running for an individual seat or a shared position (e.g., Chair-Elect or Co-Chair-Elect) at the point of submitting his or her name for election. The Executive Committee will determine the slate of candidates based on the declared intention of the nominees and the number of nominees to run for election. It may be the case, as a result of the above determination, that one individual runs as chair-elect against a slate of two candidates running as Co-Chairs-Elect.

The person who receives the most votes will be declared the winner of the election or nomination. In the case where more than one person is running for election, the person receiving the most votes will be declared the winner of the election, office, or nomination and the person receiving the next most number of votes will be declared the co-winner, co-officer or co-nominee. In case of a tie, a runoff election will be conducted involving only those who tied. In the event that there is an impasse, the vacancy will be filled by lot conducted by the Executive Committee.

B. The Election and Orientation Committee will certify candidates to include eligibility for the office and the consent of the candidate to stand for election.

C. The Election and Orientation Committee will certify the results of elections. Such certification shall be reported to the Executive Committee.

D. The Election and Orientation Committee will conduct nominations and elections designated in the Bylaws.

E. The final date for receipt of nomination forms and election ballots is 10 work days after distribution by the Election and Orientation Committee.

F. The results of all nominations and elections will be reported to ASC by the Election and Orientation Committee at the first regularly scheduled ASC meeting following tabulation of the results.

G. The Election and Orientation Committee will retain all nomination forms, election ballots, and working papers for a period of 20 work days following their tabulation after which time they shall be destroyed.

H. The Secretary or Co-Secretary of ASC will maintain a permanent record of all nominations and election results.

I. The Executive Committee will decide any challenge to the conduct or results of a nomination process or of an election.
ARTICLE 5: Vacancies
Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated will be filled as follows:

SECTION 1: Administrative Staff Council Chair or Co-Chairs
A vacancy in the position of ASC Chair will be filled by the Co-Chair. If there is no Co-Chair, the position will be filled by the Chair-Elect. If the Chair-Elect or a Co-Chair-Elect is unable to fill the position of chair for the remaining part of the year, the title of Chair-Elect or Co-Chair-Elect will be retained, and the ASC Chair vacancy will be filled by the candidate who received the second highest number of votes for Chair-Elect or Co-Chair-Elect. If no other candidate appears on the ballot, the members of ASC will elect a Chair or Co-Chairs from within the Council or from amongst those who have served as Chair or Co-Chair of ASC in the past.

SECTION 2: Other Vacancies
A vacancy in other positions provided for in the ASC Charter will be filled by the person who, in the preceding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee. In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Executive Committee will appoint a replacement for that position until the end of the fiscal year.

If a council member chooses to take an approved leave from the Council during the term of office, a permanent substitute for the term of the leave from the same constituent group will be chosen by the council member. One month prior to the beginning of the leave period, the name of the substitute shall be submitted to the Executive Committee for confirmation. The substitute will have full voting privileges and will meet all obligations of a full council member. Should an approved leave be granted for more than one year, the council member shall be obligated to resign.

ARTICLE 6: Finance
The Treasurer will have the responsibility for the budgeting and control of funds designated for ASC as follows:

1. University Budgets
   Prepare and submit an annual budget for the coming fiscal year to ASC for review and approval.
   After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

2. Foundation Accounts
These accounts will include cash donations from contributions not part of the University budget to be used as the need arises.

The person who is authorized to pay expenses through the budget and the Foundation account shall be the Treasurer.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation accounts will be submitted to ASC by October 30.

(Revisions to Article 6 approved by ASC on 06/05/14.)

ARTICLE 7: Official Liaison
SECTION 1: President’s Representative
The designee as appointed by the President will be the official liaison to ASC. The President of the University will have a standing invitation to meet with the Council.

(Revisions to Article 7, Section 1 approved by ASC on 03/01/12 and 06/05/14.)

SECTION 2: Faculty Senate
The Chair or Co-Chairs of the ASC Executive Committee shall appoint a member of Council to serve as liaison with Bowling Green State University Faculty Senate (Faculty Senate). This liaison will attend all scheduled meetings of Faculty Senate as necessary and will serve as a communication link between Faculty Senate and ASC. This designee will be granted rights and privileges as deemed appropriate by Faculty Senate. A reciprocal seat to ASC for a representative from Faculty Senate will be granted.

Any changes in the rights and privileges deemed appropriate by Faculty Senate to the ASC liaison to Faculty Senate will result in a reciprocal change in the rights and privileges of the Faculty Senate liaison to ASC, and vice versa. Due notice of such changes will be given to the Chair or Co-Chairs of ASC and/or Faculty Senate and implementation of said changes will occur concurrently between Faculty Senate and ASC.

(Revisions to Article 7, Section 2 approved by ASC on 05/02/02 and 06/05/14.)

SECTION 3: Classified Staff Council
The Chair or Co-Chairs of the ASC Executive Committee will appoint a member of Council to serve as liaison with Bowling Green State University Classified Staff Council (CSC). This liaison will attend all scheduled meetings of CSC as necessary and will serve as a communication link between CSC and ASC. This designee will be granted rights and privileges as deemed appropriate by CSC. A reciprocal seat to ASC for a representative from CSC will be granted.

Any changes in the rights and privileges deemed appropriate by CSC to the ASC liaison to CSC will result in a reciprocal change in the rights and privileges of the CSC liaison to ASC, and vice versa. Due notice of such changes will be given to the Chairs or Co-Chairs of ASC and/or CSC and implementation of said changes will occur concurrently between CSC and ASC.

(Revisions to Article 7, Section 3 approved by ASC on 05/02/02 and 06/05/14.)
SECTION 4: Additional Organizations
The ASC Chair or Co-Chairs, after consultation with and approval of ASC, may invite a representative of another organization to serve as liaison from that group to ASC. The rights and privileges deemed appropriate by ASC will be extended to the liaison. Reciprocal rights will be negotiated with the other organization.

(Revisions to Section 4 approved by ASC on 06/05/14.)

ARTICLE 8: Quorum

SECTION 1: Administrative Staff Council and ASC Committees
To conduct ASC business, two-thirds (2/3) of the ASC voting membership must be present. A majority vote of those present is required to take official action. Committee action will be taken only by a majority of the committee’s membership.

(Revisions to Article 8, Section 1 approved by ASC on 01/04/96 and 06/05/14.)

SECTION 2: Full Administrative Staff
At a meeting of the full administrative staff, those present constitute a quorum.

ARTICLE 9: Rules of Order
Robert’s Rules of Order, Newly Revised, will be the authority on parliamentary procedure at any meeting of the Council or its committees.

ARTICLE 10: Amendments to the Charter and Bylaws

SECTION 1: The Proposal Process
A. All proposals to amend the Charter and/or Bylaws will be presented to the Amendments Committee by one or more of the following:
   • Majority of the Executive Committee
   • Petition signed by 10 percent of the ASC membership
   • The Amendments Committee
   • Petition signed by 10 percent of the full administrative staff

B. All proposals will be presented to the Amendments Committee in writing in the following format:
   • The original text to be amended will be stated in its entirety first.
   • The text to be deleted or altered will be identified (e.g., by striking through text to be deleted or by using italicized or bold typeface for text to be altered).

C. The Amendments Committee will distribute the written proposal electronically to ASC members before the meeting, and present a paper copy of the proposal during the first ASC meeting following receipt of the proposal by the Committee. The amendment proposal will not be debated, refined, or amended, but members of the Council may ask questions in order to clarify any part of the proposal.

D. After the amendment proposal meets all of the requirements of this article, the Secretary or Co-Secretary of ASC will place it on the agenda of a Council meeting at which time the amendment proposal may be debated, refined, or amended before final vote.
SECTION 2: Bylaws Amendment Process
A. The Bylaws will be amended by a three-fourths (3/4) vote of the members present at the Council meeting.

B. Voting on proposed amendments to the Bylaws will be by written ballot.

C. Unless otherwise provided, all amendments will take effect immediately.

D. A proposed amendment to the Bylaws may be withdrawn by a majority of the petitioners.

SECTION 3: The Documentation Process
A. The Amendments Committee will include in its annual report to the Chair or Co-Chair a list and copies of all amendment proposals made during the year and the status of each (e.g., approved, pending approval, tabled, etc.).

B. The Chair or Co-Chair of ASC or designee will forward all approved amendments in writing to the ASC Communications Officer for posting on the ASC website.

SECTION 4: The Follow-Up Process
The Amendments Committee will be responsible for monitoring and ensuring that all amendment proposals approved during the previous year(s) have been included in the most recent revision of the ASC Charter and Bylaws posted on the ASC website as appropriate, and will report their findings to the Chair or Co-Chairs of ASC.

(Revisions to Article 10 approved by ASC 03/05/98, 03/01/12, and 06/05/14.)

SECTION 5: ASC OFFICIAL INFORMATION
The ASC website, located via Bowling Green State University’s website, will be the official vehicle used to disseminate ASC information to all administrative staff members and other members of the University community. Additional forms of communication may be used as deemed necessary.

(Revisions to Article 5 approved by ASC 06/05/14.)