

CHARTER OF THE 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 shall be defined as administrative staff and shall be represented by the Administrative Staff Council.

SECTION II - Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating and making recommendations on institutional policies.

SECTION III - Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of 6 percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the functional areas of the University. Firelands College shall have its own proportional representation, elected by the administrative staff of the Firelands College. The number of members from each area shall be proportional to the number of administrative staff in that area. The Executive Committee shall reassess the apportionment yearly. Membership on Administrative Staff Council shall be for three-year terms, with one-third of the membership being elected each year.

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

(Revision to Section III approved by Administrative Staff Council on 04/02/98. Revision to Section III approved by Administrative Staff Council on 05/02/02.)

SECTION IV - Officers and Committees

Officers.

Officers of Administrative Staff Council shall be Chair or Co-Chairs, Chair-Elect or Co-Chairs-Elect, Secretary, and Treasurer. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the full membership.

The Chair, Co-Chairs, Secretary, and Treasurer shall serve one-year terms; the Chair-Elect or Co-Chairs-Elect shall serve one year as Chair-Elect or Co-Chairs-Elect and the following year as Chair or Co-Chairs. The term of office on the Administrative Staff

Council shall be extended appropriately for any member elected Chair-Elect or Co-Chairs-Elect. Officers may be removed from office by a two-thirds vote of the full membership of the Administrative Staff Council.

Duties of the Officers

The Chair or one of the Co-Chairs shall preside at all meetings and the Chair, Co-Chair (or designee) shall represent the administrative staff to all appropriate bodies and individuals.

The Chair-Elect or Co-Chairs-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, and shall assume the role of Chair at the end of the Chair's or Co-Chairs' term of office.

The Treasurer shall maintain the budget of the Administrative Staff Council as described in the Bylaws of the ASC, Article 6. The Treasurer also shall serve as chair of the Finance Committee.

Committees

Executive Committee. The Executive Committee shall be composed of the Chair or Co-Chairs, the Chair-Elect or Co-Chairs-Elect, the Secretary, the Treasurer, the immediate Past-Chair or immediate Past-Co-Chair, and one representative from each functional area. In the event that the number of Administrative Staff Council 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 Administrative Staff Council on 04/02/98, 05/01/2008, and 03/05/2009.)

SECTION V - Meetings

Meetings of the Administrative Staff Council and the Executive Committee shall be held on a regular basis. A meeting of the entire administrative staff shall 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 the majority of the members of the Administrative Staff Council. The secretary shall provide due notification of all meetings.

SECTION VI - Authorities and Amendments

This Charter, the Bylaws, and other policies shall govern the Council and procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds vote of the 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.