

BYLAWS OF THE ADMINISTRATIVE STAFF COUNCIL

ARTICLE 1: Meetings

SECTION 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and shall be notified of the date, time, and location at least two weeks prior to the date.

The Executive Committee shall determine which issues are minor and which are major. Minor issues may be read and voted on at the meeting. Major issues shall have two readings. At the first reading the 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 meeting, there may be discussion and debate. If the proposal is amended, the Chair shall 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 majority of the full Council.

(Revision to Article 1, Section 1 approved by the Administrative Staff Council on 01/04/96.)

SECTION 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

SECTION 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff shall 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 the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken shall be by ballot distributed to the entire administrative staff.

SECTION 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee shall 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 the Administrative Staff Council on 05/01/2008.)

SECTION 5: Alternates at ASC Meetings

Any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible shall designate alternates.

Alternates must be chosen from the functional area represented by the council member and must be identified to the Administrative Staff Council Chair 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.

(Revision to Article 1, Section 5 approved by Administrative Staff Council on 01/04/96.)

SECTION 6: Attendance Policy

Each Administrative Staff Council 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 vice-presidential or presidential area should be chosen. An ASC member who is absent in excess of three regular meetings who has not sent an alternate shall be designated as absentee.

After the Secretary has notified the Administrative Staff Council member of his or her designation as absentee, his or her name shall be placed before members of the Executive Committee at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

(Revision to Article 1, Section 6 approved by Administrative Staff Council on 01/04/96.)

ARTICLE 2: Committees

SECTION 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

SECTION 2: ASC Standing Committees

Recommendations or self-nominations shall be solicited from the administrative staff membership at the time of the annual campus-wide Administrative Staff Council elections. ASC members may be nominated or may self-nominate to serve on ASC standing committees. The members of ASC standing committees shall be appointed from the nominations by the Chair or the Co-Chairs of ASC in consultation with the Executive Committee, and shall include administrative staff members at large and members of ASC. Non-ASC members shall comprise no more than 50% of standing committee membership. Membership on these committees shall 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 shall appoint a chair or co-chairs for each standing committee from the ASC membership. Each committee chair or co-chairs shall submit in May a yearly report of the committee's activities to the Executive Committee. When necessary, it shall be incumbent on the committees to work closely on issues that overlap, (e.g. the Amendments Committee and the Internal Affairs committee may be required to work together on proposed changes to

the ASC Bylaws). 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 shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- B. Personnel/Welfare Committee - This committee shall annually review the Administrative Staff Handbook. The Committee shall include at least one member from each vice-presidential area and the president's area. The committee shall also 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 chair of PWC shall be on the Executive Committee.
 - 1. Salary Sub-Committee - This sub-committee shall compile comparative data and make a salary proposal each year on behalf of the administrative staff. In addition, the sub-committee shall continue a regular review of CUPA data and other relevant resources in order to provide an on-going, comparative history of administrative staff salaries. The chair of the Salary sub-committee shall be selected from the members of the Personnel/Welfare committee.
- C. Finance Committee – The Treasurer shall serve as chair of this committee and shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the University budget committee.
- D. Scholarship Committee -The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.
- E. Amendments Committee - This committee shall both initiate and receive proposed amendments to the Charter or Bylaws and shall report to the ASC on all proposed amendments.
- F. Awards and Special Recognition Committee - This committee shall develop and recommend to ASC ways to recognize administrative staff for their outstanding achievements. The Committee also shall handle all responsibilities associated with the advertisement, selection and presentation of the awards and special recognition including the annual Ferrari Award. This committee shall be composed of at least one member from each functional area. Committee members shall have been employed by the University for at least three years.
- G. Internal Affairs Committee – This committee shall develop and update the Orientation Program for new ASC members, which shall involve providing written information and practical learning opportunities, including the Mentor/Mentee Program and/or presentations or training seminars during or outside of Council

meetings. An overview of Council including committee assignments, responsibilities, and accomplishments shall be included. The Committee should respond to concerns and make recommendations about the structure or configuration of Council meetings; and shall examine and conduct the election process and make appropriate recommendations. The Committee shall also maintain the ASC web site.

1. Elections Sub-Committee - This sub-committee shall be composed of the ASC Secretary, who shall be its chair, the Chair-Elect or Co-Chairs-Elect, and other council members as needed. The sub-committee shall assist the Secretary in initiating, conducting, tabulating, and announcing the results of nominations and elections for both ASC and appropriate University standing committees and in maintaining election eligibility and voting records.

H. External Affairs Committee – This committee shall be responsible for developing ideas for community involvement projects for administrative staff. The Committee also shall provide assistance for BG Effect; develop ways to improve opening day activities for administrative staff; work on public relations with other groups on and off-campus and with media; and develop a survey of administrative staff regarding awards, community involvement, and opening day.

(Revision to Article 2, Section 2. I. and J. approved by Administrative Staff Council on 01/04/96. Revision to Article 2, Section 2 and Section 2. G. approved by the Administrative Staff Council on 05/01/97. Revision to Article 2, Section 2: A-H, approved by Administrative Staff Council on 05/05/2001. Revisions to Article 2, Section 2, and Sections 2.C. and G.1. approved by the Administrative Staff Council on 05/01/2008.)

SECTION 3: University Standing Committees

Those administrative staff members elected to University standing committees need not be ASC representatives and shall 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 shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that the individual committee sets no length of service, the term shall last three years.

SECTION 4: Ad Hoc Committees

ASC ad hoc committees shall be created by and responsible to the Executive Committee, which shall appoint members, including the chair, who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to University ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

(Revision to Article 2, Section 4 approved by Administrative Staff Council on 04//99.)

ARTICLE 3: Apportionment Of The Administrative Staff Council Membership

Annually the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4: The Election/Appointment Process

SECTION 1: Elections to the Administrative Staff Council

A. Nominations

On completion of the apportionment of the ASC membership, the Elections Sub-Committee, annually, shall seek nominations of candidates for election to ASC. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

B. Elections

The Elections Sub-Committee, annually and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

(Revision to Article 4, Section 1 approved by Administrative Staff Council on 04/02/98.
Revision to Article 4, Section 1 approved by Administrative Staff Council on 05/05/2001.)

SECTION 2: Nominations and Elections to University Standing Committees

Any administrative staff member shall be eligible for membership on University standing committees as provided in Article 2, Section 3 of the Bylaws of the Administrative Staff Council.

A. Nominations

Annually the Elections Sub-Committee will seek from the total administrative staff nominations and self-nominations for election to specific University standing committees.

B. Elections

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

(Revision to Article 4, Section 2 approved by Administrative Staff Council on 05/05/2001.)

SECTION 3: Nomination and Election of ASC Officers

The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations

On completion of the election of ASC representatives, the Elections Sub-Committee, shall request of the Executive Committee that it annually prepare a list of nominees for election as officers of ASC. Also, the Elections Sub-Committee, by notice filed through the Monitor, annually shall solicit additional nominations for ASC officers by the total administrative staff. Nominees for election as ASC officers shall be drawn from the Administrative Staff Council.

B. Elections

The Elections Sub-Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total administrative staff.

(Revision to Article 4, Section 3 approved by Administrative Staff Council on 05/05/2001.)

SECTION 4: Nomination and Election of ASC Area Representatives to the Executive Committee

The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations

Annually, the Elections Sub-Committee shall prepare a list by functional 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 Elections Sub-Committee, annually and following certification of candidates, shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total administrative staff for those candidates in their functional areas.

(Revision to Article 4, Section 4 approved by Administrative Staff Council on 04/02/98. Revision to Article 4, Section 4 approved by Administrative Staff Council on 05/05/2001.)

SECTION 5: Nomination and Appointment to ASC Standing Committees

ASC Standing Committees shall be comprised of members of the ASC as provided for in Article 2, Section 2 of the Bylaws of the Administrative Staff Council.

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 shall fill vacancies on ASC standing committees.

SECTION 6: General Procedures

- A. The Election Committee shall prepare, distribute, receive, and tabulate all nomination forms and election ballots. Nominees shall 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 shall 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 shall 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 shall be declared the winner of the election, office or nomination and the person receiving the next most number of votes shall be declared the co-winner, co-officer or co-nominee. In case of a tie, a runoff election shall be conducted involving only those who tied.

- B. The Elections Sub-Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The Elections Sub-Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The Elections Sub-Committee shall conduct nominations and elections designated in the Bylaws.
- E. The final date for receipt of nomination forms and election ballots is 10 workdays after distribution by the Elections Sub-Committee.
- F. The results of all nominations and elections shall be reported to the Administrative Staff Council by the Elections Sub-Committee at the first regularly scheduled ASC meeting following tabulation of the results.
- G. The Elections Sub-Committee shall 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 of ASC shall maintain a permanent record of all nominations and election results.

- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

(Revisions to Article 4, Section 6 approved by Administrative Staff Council on 05/05/2001 and 05/01/2008.)

ARTICLE 5: Vacancies

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows:

SECTION 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Co-Chair. If there is no Co-Chair, the position shall 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 shall be retained, and the ASC Chair vacancy shall 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 Administrative Staff Council shall elect a chair from within the Council.

(Revisions to Article 5, Section 1 approved by Administrative Staff Council on 05/01/2008.)

SECTION 2: Other Vacancies

A vacancy in other positions provided for in the Administrative Staff Council Charter and the person who, in the preceding election, received the next highest number of votes for the position vacated shall fill the vacancy. 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 shall 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 shall have full voting privileges and shall 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 shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

1. University Budgets

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council 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 Account

This account will include cash donations from dues and other 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 account shall be submitted to the Administrative Staff Council by October 30.

ARTICLE 7: Official Liaison

SECTION 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University shall have a standing invitation to meet with the council.

SECTION 2: Media Representative

The *Monitor*, published by the Bowling Green State University Office of Public Relations, shall be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the University community. Additional forms of communication may be used as deemed necessary.

SECTION 3: Faculty Senate

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

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

(Revision to Article 7: Section 3, approved by Administrative Staff Council on May 2, 2002.)

SECTION 4: Classified Staff Council

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

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

(Revision to Article 7: Section 4, approved by Administrative Staff Council on May 2, 2002.)

ARTICLE 8: Quorum

SECTION 1: ASC 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 shall be taken only by a majority of the committee's membership.

(Revision to Article 8, Section 1 approved by Administrative Staff Council on 01/04/96.)

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, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

ARTICLE 10: Amendments Of The Bylaws

SECTION 1: The Proposal Process

A. All proposals to amend the Bylaws shall be presented to the Amendments Committee by one or more of the following:

- Majority of the Executive Committee
- Petition signed by 10 per cent of the ASC membership
- The Amendments Committee
- Petition signed by 10 per cent of the full administrative staff

- B. All proposals shall be presented to the Amendments Committee in writing in the following format:
- The original text to be amended shall be stated in its entirety first.
 - The text to be deleted or altered shall 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 shall distribute the written proposal electronically to Administrative Staff Council members before the meeting, and present a paper copy of the proposal during the first Administrative Staff Council meeting following receipt of the proposal by the Committee. The amendment proposal shall 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 of Administrative Staff Council shall 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: The Amendment Process

- A. The Bylaws shall 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 shall be by written ballot.
- C. Unless otherwise provided, all amendments shall 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 shall include in its annual report to the 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 of Administrative Staff Council or designee shall forward all approved amendments in writing to the Office of Human Resources for inclusion in the next revision of the Administrative Staff Handbook.

SECTION 4: The Follow-Up Process

The Amendments Committee shall 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 Administrative Staff Handbook as appropriate, and shall report their findings to the chair of Administrative Staff Council.

(Revision to Article 10 approved by Administrative Staff Council 03/05/98.)

