

**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 letter of appointment or renewal shall be defined as administrative staff and shall be represented by Administrative Staff Council with the following exceptions: Those individuals designated as members of the President's Cabinet.

(Revisions to Section I approved by Administrative Staff Council on 02/02/12.)

**SECTION II - Purpose of Administrative Staff Council**

The purpose of 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 Administrative Staff Council**

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

The membership of Administrative Staff Council shall be composed of 6 percent of the full membership and shall be determined through election by administrative staff members. 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 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 Administrative Staff Council, a maximum of three additional non-voting ex-officio seats may be established. An additional voting seat for each Liaison to Administrative Staff Council from Faculty Senate and Classified Staff Council may also be established.

(Revisions to Section III approved by Administrative Staff Council on 04/02/98, 05/02/02 and 02/02/12.)

**SECTION IV - Officers and Committees**

**Officers**

Officers of Administrative Staff Council shall be Chair or Co-Chairs, Chair-Elect or Co-Chairs-Elect, Secretary, Treasurer, and Communications Officer. 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, Treasurer, and Communications Officer 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 Administrative Staff Council shall be extended appropriately for any member elected Chair-Elect or Co-Chairs-Elect to run through the end of term as immediate Past Chair or immediate Past-Co-Chair. Officers may be removed from office by a two-thirds vote of the full membership of 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 or Co-Chairs shall serve on the Executive Committee as the immediate Past-Chair or immediate Past-Co-Chair at the end of the current term.

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 Chair-elect or Co-Chairs-Elect shall serve on the Executive Committee during the current term.

The Secretary shall provide timely notification of all meetings; maintain an accurate record of meetings and distribute minutes to Administrative Staff Council in a timely manner; notify Administrative Staff Council members when they have been designated as absentee; perform all duties associated with elections and orientation; and maintain a permanent record of all nomination and election results and place amendment proposals on the Administrative Staff Council agenda for debate, refinement, or amendment before a final vote. The position of Secretary may be jointly held at the discretion of the Administrative Staff Council executive committee.

The Treasurer shall maintain the budget of Administrative Staff Council as described in the Bylaws of Administrative Staff Council, Article 6.

The Communications Officer shall be responsible for the promotion of Administrative Staff Council and marketing of ASC-related events and provide suggestions for promotional marketing to ASC and its officers. The ASC Communications Officer will maintain ASC's website and social media presence.

#### 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 Communications Officer, 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 04/02/1998, 05/01/2008, 03/05/2009, 02/02/2012 and 11/04/2016.)

#### **SECTION V - Meetings**

Meetings of 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 a majority of members of Administrative Staff Council. The secretary shall provide timely notification of all meetings.

**SECTION VI - Authorities and Amendments**

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

This Charter may be amended by a two-thirds 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.