



EASTERN OREGON
UNIVERSITY

Administrative Professionals

Charter & Bylaws

Charter

I. NAME

The name of this organization shall be the Administrative Professional of Eastern Oregon University, endorsed by Presidential action on April 9, 2004.

II. MISSION

The Administrative Professionals seek to ensure quality programs and the achievement of our students through planning and implementation in support of the ongoing development and realization of the mission of Eastern Oregon University.

III. AMENDMENT OF THE CHARTER

This charter may be amended with the President's approval by a majority of members participating in the election. Amendments or revisions may be proposed by any member of the Administrative Professionals and forwarded to the Administrative Professional Executive Committee (APEC) Chairperson, who will then present them to APEC for discussion at the next regularly scheduled meeting or through electronic communications. If the APEC recommends the proposed amendments for approval, they shall be distributed to all Administrative Professionals members for discussion and for voting within 60 days of being proposed. In all cases, the membership shall have at least seven calendar days to review the proposal prior to the election. Elections will generally be held electronically.

Bylaws

IV. DEFINITION OF ADMINISTRATIVE PROFESSIONALS

Administrative Professionals of Eastern Oregon University are defined as all unclassified or non-represented employees of EOU with renewable contracts, excluding teaching and library faculty and executive administration (the President, Vice Presidents, Associate and Assistant Vice Presidents, and Deans).

V. ADMINISTRATIVE PROFESSIONALS EXECUTIVE COMMITTEE

a. Eligibility

- i. Any member of the EOU Administrative Professionals is eligible to be appointed or elected to the APEC.

b. Purpose of the Administrative Professionals Executive Committee

- i. The APEC advises the President regarding the concerns and interests of all Administrative Professionals:
 - 1. Giving a representative voice for Administrative Professionals on campus committees and in other forums where Administrative Professionals may be affected by changes in policy and procedure, or where the experience and insight of Administrative Professionals would be valuable in the formulation of such policies and procedures.
 - 2. Maintaining ongoing contact with the Faculty Senate, the University Council, and other shared governance bodies.
 - 3. Advising Human Resources regarding personnel policies, practices, and provide consultation to Administrative Professionals in overall support relating to their positions.
 - 4. Facilitating communications to provide information to Administrative Professionals and to solicit their input.

c. Committee Membership

- i. The Administrative Professionals Executive Committee shall be composed of six (6) members, representing the Administrative Professionals at large.

d. Term of Service

- i. The standard term of service for elected representatives will be two (2) fiscal years, members serving alternating terms. A term of service will begin on July 1. Each member of the APEC should be able to devote at least 3 hours per month to Committee duties.

e. Election of Members

- i. Each spring, a nomination and election process shall be held to fill three (3) of the elected positions on the APEC.
- ii. Members may cast votes for up to three (3) candidates to serve as their representatives.
- iii. Each spring the chair of the APEC will call for nominations for positions becoming vacant June 30th of that year. Informing the current APEC Chair in writing constitutes a nomination.

- iv. The APEC Chair will verify each nominee's interest in service on the committee. If the nominee agrees to be a candidate, his/her name will be placed on the election ballot.
- v. During Spring term,, the APEC will make the ballot available to all Administrative Professionals members through a secure web site. Ballots will list each candidate's name, job title, and department.
- vi. The APEC will review and announce the results of the election. In case of a tie, a runoff election will be held. In case of a challenge of the election, the APEC and a representative from the Department of Information Technology will review the voting procedures and results with the person(s) challenging the results. If still unsatisfied, the challenger(s) may make a motion to the APEC that the election be held again. If seconded, then approved by the APEC the motion to hold a revote will be voted on by the Administrative Professionals members. If the motion to hold the election again is passed by a majority of those voting on the motion, the election will be held again.
- vii. Should a vacancy occur for an elected position of the APEC Council, either the runner-up in the previous election will be asked to serve or a new election process will occur to fill the term of the vacancy.

f. Appointment of a Chairperson and Recorder

- i. At the first meeting after electing new members of the APEC, all current and new members of the APEC will select, by nomination and paper ballot, the Chairperson and Recorder of the Committee (the "officers").
- ii. The new officers will begin serving in their capacities beginning immediately after being selected and for a term of one year.

g. Duties of the Officers

- i. The Chairperson will convene meetings of the Administrative Professionals and of the APEC; represent Administrative Professionals throughout the campus community; and call for nominations and oversee the process for electing a new APEC, as set forth in section V.e. of these bylaws.
- ii. The Recorder will take and retain minutes of meetings; update contact lists, including listservs; assist the Chairperson in coordinating meetings, and other logistics; and maintain the Administrative Professionals web site.
- iii. Outgoing and incoming officers, either together or separately, will review these duties once a year. If revisions are deemed necessary, the revised duties will be presented to the APEC for approval. Revised duties will be reported to the Administrative Professionals at the next regular meeting or through electronic communications.

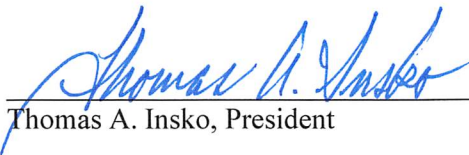
h. Retention of Records

- i. It is the responsibility of the APEC officers to retain records of the APEC in accordance with relevant university retention policies.

VI. AMENDMENT OF BYLAWS

- a. The APEC may make housekeeping corrections to this Charter and Bylaws, insofar as such corrections do not seek to change policies or rules established in the Charter and Bylaws. A report of all corrections must be given to the Administrative Professional membership at the next regular meeting or through electronic communications. If the Administrative Professional membership feels these corrections are out of the scope of authority of the APEC, the corrections may be put to a vote, either in the current meeting or by electronic ballot. If a majority of the membership participating in the vote chooses to override the corrections, the APEC cannot make corrections with similar intent again without formal procedures as outlined in the next paragraph.
- b. These bylaws may be amended by a majority of members participating in the election. Amendments or revisions may be proposed by any member of the Administrative Professional and forwarded to the APEC Chairperson, who will then present them to APEC for discussion at the next regularly scheduled meeting or through electronic communications. If the APEC recommends the proposed amendments for approval, they shall be distributed to all Administrative Professional members for discussion and for voting within 60 days of being proposed. In all cases, the membership shall have at least seven calendar days to review the proposal prior to the election. Elections will generally be held electronically.

Approved: _____


Thomas A. Insko, President

Date: _____

