

ARTICLE I - PURPOSES

The purpose of All Professional Staff Advisory Council (APSAC) Steering Committee of Purdue University Fort Wayne shall be:

- To serve as a formal communications link with the Chancellor to effectively present and champion administrative staff views, positions, and interests;
- To serve as a consultative body for the Chancellor on matters of policy affecting the operation of the campus;
- To serve as a formal means of communication among administrators of Purdue University Fort Wayne.

ARTICLE II - MEMBERSHIP

Section 1. - Qualifications

- APSAC shall be composed of personnel classified by Human Resources as administrative/professional staff.

Section 2. - Voting Membership

- Administrative staff members, employed fifty (50) percent or more, except those who are designated as eligible to be voting members of the faculty, shall be the voting members of APSAC.

Section 3. - Associate Membership

- Administrative staff members who are eligible to be voting members of the faculty shall be associate members of APSAC. Associate members shall have all membership privileges except that of voting.

Section 4. - Exceptions

- Any exceptions to the above membership and voting rights must be reviewed by the elected All Professional Staff Advisory Council (APSAC) Steering Committee on an individual basis.

ARTICLE III - ELECTED OFFICERS AND AT-LARGE MEMBERS

Section 1. - Elected Officers and At-Large Members

- A. The APSAC Steering Committee shall consist of a President, President-Elect, Past President, Secretary, Treasurer, and six At-Large Representatives from which the Parliamentarian and two West Lafayette representatives shall be chosen.
- B. The President-Elect, Secretary, Treasurer and At-Large Representatives shall be elected by the voting membership.

Section 2. - Term of Office

- The President-Elect shall serve a one year term before being promoted to the office of the president.
- The President shall serve a one year term followed by a one year term as Past President.
 - 1. Past President is a non-voting member except when needed as a tie-breaking vote.
- All other elected officers and at-large members shall serve two year terms. All term years shall run from July 1 thru June 30 beginning the year they are elected.

Section 3. - Eligibility

- Any member of APSAC's voting membership is eligible for office.

Section 4. - Nomination and Election

- A. Nomination for officers and At-Large Representatives shall be made by the voting membership.
- B. Members of the voting membership may nominate candidates for each open position.
- C. Nominated candidates shall be elected by a simple majority of the ballots cast.
- D. In case of a tie, a run-off ballot shall be utilized.
- E. There is no limit on the number of terms an elected member of APSAC may serve. However, no more than two of these terms may be consecutive.
- F. Nominations shall be held no later than May 1st.
- G. Elections shall be completed no later than June 1st.

Section 5. - Duties and Powers

- A. All Steering Committee Members

All steering committee members shall attend all steering committee meetings. Members are expected to stay until adjournment unless prior arrangements are made. Members have the responsibility of arranging with their supervisors and/or department heads for attendance at meetings.

1. If an APSAC member is unable to attend the regularly scheduled monthly APSAC meeting, the member must notify the President in advance. If the member is unable to reach the President, another committee member must be notified.
2. If a member will need to be absent for an extended time for parental, sick or other FMLA leave, the member should inform the President in advance.
3. When more than two (2) full-membership meetings have been missed in an APSAC year, the President may review the member's participation. If, after review, further action is deemed necessary, the following steps will be taken:
 - a. The President will contact the APSAC member to review his/her absences and/or non-participation.
 - b. If the APSAC member is unable to continue his/her APSAC term, replacement of the member shall be in accordance with the process for filling an APSAC vacancy.

B. President

The president shall perform the following duties:

1. Preside over all APSAC meetings
2. Call special and regular meetings including Steering Committee Meetings.
3. Notify Steering Committee membership and APSAC general membership of meeting times and places through an agenda at least three (3) business days prior to meeting.

C. President-Elect

The President-Elect shall perform the following duties:

1. Assume duties of the President in his/her absence.
2. Assist the President as necessary.
3. Assume duties of President at the beginning of their second year in office.

D. Secretary

The Secretary shall perform the following duties:

1. Confer with Human Resources to obtain an updated listing of administrative/professional staff and corresponding FTE annually. Once obtained, list shall be compared to current membership list in APSAC listserv and updated as needed. This shall occur prior to annual elections.
2. Record and disseminate to APSAC membership minutes of Council and Steering Committee meetings.
3. Disseminate to APSAC membership minutes of West Lafayette APSAC meetings and PFW subcommittee meetings.
4. Solicit nominations for open positions and prepare an election ballot.
5. Serve as Parliamentarian;

- a. Assure that APSAC meetings are conducted in accordance with provisions of this constitution and with policies and regulations of the university
- b. Assure elections are held properly and on a timely basis.
- c. Assure all meetings are conducted according to Roberts Rules of Order (<http://www.robertsrules.org/>)

E. Treasurer

The Treasurer shall perform the following duties:

- Manage the various fund sources for APSAC.
- Provide fund balance information to the Steering Committee on a monthly basis.

F. At-Large Representatives

At-Large Representatives shall represent and solicit ideas and concerns of the general APSAC membership.

From the At-Large Representatives, the following positions will be appointed by the President at the first meeting of the new term:

1. Two West Lafayette Representatives

The West Lafayette Representatives shall perform the following duties:

- a. Represent APSAC Fort Wayne at West Lafayette APSAC meetings and communicate ideas and concerns between the members of each steering committee.
- b. Communicate minutes and reports of each committee's work and serve on appropriate sub-committees of both West Lafayette and Fort Wayne APSAC steering committees.

2. Emeritus Members

The committee may have up to four (4) non-voting members titled "Emeritus Member" who can serve for an additional year. Emeritus Members shall not count towards the thirty (30) members ceiling. Emeritus members shall serve as resource members for the purpose of maintaining continuity of knowledge and experience, and enhancing the committee's effectiveness.

3. Past President

The Past President shall serve as a nonvoting member of the Steering Committee, providing advice, counsel, and support to the steering committee. In the event of a tie-vote, the Past President shall cast the deciding vote.

ARTICLE IV - VACANCIES

Section 1. - Replacement of Members

- A. When a vacancy occurs before a term officially expires, the Steering Committee has the discretion to decide if the position needs to be filled before the normal membership replacement process or if a current Steering Committee member may take on those duties temporarily until the next election..
- B. If position is to be filled, Steering Committee may offer the office to the runner-up in the previous election for that office, or hold a special nomination/election to include the APSAC membership.
- C. Regardless of method employed, the length of term for the replacement member will remain unchanged from the member being replaced.

Section 2. - Presidential Vacancy

In the event that the APSAC President can no longer fulfill the duties of office, the President-Elect shall become President.

ARTICLE V - COMMITTEES

A Steering Committee shall be the sole standing committee of the Fort Wayne APSAC.

A. Composition

The Steering Committee shall consist of a President, President-Elect, Past President, Secretary, Treasurer, and six At-Large Representatives from which two West Lafayette representatives shall be chosen.

B. Quorum

A Steering Committee meeting must have 50% of the voting members present for a quorum.

C. Frequency

The APSAC committee will meet a minimum of 6 times per year.

D. Duties

Duties of the Steering Committee shall be to:

1. Determine APSAC representation on University committees outside the structure of the Council.
2. Appoint committees necessary for the conduct of APSAC affairs.
3. Develop programs to promote the interests of APSAC staff.

ARTICLE VII -USE OF APSAC MAIL LIST

Human Resources, in conjunction with Information and Technology Services (ITs), and APSAC Secretary created email lists to be used by the current members of APSAC to communicate official business with management and professional staff on the Purdue Fort Wayne campus.

Use of lists

1. The mailman lists may only be used for official APSAC business by current APSAC members. It is intended for sending of messages only; posts by anyone else should not be approved, but deleted.
 - a. APSAC newsletter
 - b. Official communications from the Purdue University Fort Wayne administration
 - c. Information regarding membership, grants, professional development opportunities
 - d. Other information deemed important at the discretion of the APSAC President, President Elect, Secretary and/or Treasurer

Frequency of Use

1. The expectation is that the lists will be used on a monthly basis with the exception of special communications.
 - a. APSAC and its subcommittees should work together to include as much information as possible in the monthly communication to prevent sending too many emails

List maintenance

1. The email lists will be maintained by the Secretary.
 - a. The lists will be updated monthly, prior to communication being sent
 - b. Minutes should be sent on the Friday following the full monthly meeting
 - c. When areas of membership within APSAC change, the Secretary will take the steps necessary to update the mailing lists

ARTICLE VII - AMENDMENTS

Section 1. - Introduction

Amendment to the constitution of APSAC shall be introduced by written petition to the Steering Committee.

Section 2. - Amendment Ratification

A constitutional amendment must be distributed in writing or by email to the entire voting membership at least two weeks before a vote is taken. Ratification shall require two-thirds approval from the ballots cast.

Modification Approved by APSAC membership 3-2016

Effective 4-1-2016

Modifications Approved by APSAC Council 12-2010

Effective 03-02-2011

Modifications Approved by Administrative Staff Council 1-99

Effective 1-14-99

Approved by Administrative Council members 12-86
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