

Constitution of the Administrative/Professional Council

ARTICLE I: Name

The name of the organization shall be the Administrative/Professional Council of Illinois State University.

ARTICLE II: Purpose

The Administrative/Professional Council or A/P Council (hereafter to be referred as the Council) is the vehicle through which A/P employees participate in shared governance at Illinois State University. The Council's purpose is to serve in an advisory capacity to the administration regarding the general welfare of all Administrative/Professional employees. The Council helps ensure effective communication between the Administrative/Professional staff and the Academic Senate, Board of Trustees, Student Government Association, Civil Service Council, and other appropriate campus constituencies.

ARTICLE III: Annual Calendar and Meeting Schedule

Section 1. Annual Calendar

The annual calendar of the Council is May to August of the following calendar year.

Section 2. Meeting Schedule

- a. The Council typically meets twice a month, usually on the second and fourth Thursdays. Unless otherwise noted, Council meetings are considered open and may be attended by any A/P staff member.
- b. Special meetings will be called by the Chair as deemed necessary. The Chair will notify the council and A/P employees via email.

Article IV: Council Membership

Section 1. Qualifications

Any employee holding a 50% or greater Administrative/Professional appointment at Illinois State University shall be eligible for membership on the Council.

Section 2. Composition

The Council shall consist of:

- a. Twelve at-large elected members with no more than three representatives from any operating or academic department (e.g., Intercollegiate Athletics, University Housing Services, Student Counseling Services, University College, Psychology, etc.). Exceptions to this rule shall be made at the discretion of the Chair based on campus-wide A/P trends.
 - i. **At-Large Member** - The at-large members of the A/P Council will attend all Council meetings and provide representation on behalf of Administrative/Professional staff in fulfilling the Council's purpose in shared governance.
- b. The following are elected or appointed members: the Campus Communication Committee Representative, the Team Excellence and Joint Awards Committee Representative, the Administrative/Professional Representative to the Foundation Board, the Administrative/Professional Representative to the Academic Senate, the Human Resources Liaison, the Parking Representative, the Annuitants Association Representative, and the Webmaster for the A/P Council Website.

- i. **Campus Communications Committee** - The Campus Communications Committee's role is to facilitate communication between the Board of Trustees and various campus constituencies. The committee meets prior to each Board of Trustees meeting to create a formal letter of to be read at the Board of Trustees meeting addressing campus successes, issues, and concerns. In addition, the Campus Communication Committee hosts the Coffee Hour prior to each Board of Trustees meeting, bringing in speakers on topics that would be of interest to the Board of Trustees and other campus representatives. The Campus Communications Committee Representative is expected to participate in all CCC meetings representing the interests of A/P's and the Council, assist in brainstorming content for the letters, draft and edit the letters, and present the letters at the Board of Trustees meetings as needed.
- ii. **Team Excellence and Join Awards Committee** - The Chair of the Awards Committee facilitates the A/P Distinguished Service, Emerging Leader, and Esprit de Corps awards. The Awards Chair also oversees the awards committee and serves on the Team Excellence Awards Committee representing A/P employees.
- iii. **Foundation Board Representative** - Attend and actively participate in all scheduled Foundation Board subcommittee meetings, as assigned by the Executive Director of the Illinois State University Foundation Board of Directors.
- iv. **Academic Senate Representative** - The Academic Senate is the primary governing body that recommends educational policy for the University and advises the President on its implementation. The Academic Senate also provides a venue for faculty, staff and student participation in academic governance. In addition to internal committee meetings, the Academic Senate meets twice a month during the fall and spring semesters. The Academic Senate Representative is expected to attend all Academic Senate meetings and provide regular reports to the Council. In addition, the Academic Senate Representative is expected to represent and advocate for Administrative/Professional staff when appropriate, to vote in line with Administrative/Professional staff preferences, and to serve on committees of the Academic Senate as appropriate.
- v. **Human Resources Liaison** - Attend and actively participate in A/P Council meetings, providing Council members with status reports from Human Resources and seeking input on issues, from an A/P perspective, for subsequent HR endeavors.
- vi. **Parking Representative** - The Parking and Transportation Advisory Committee is responsible for assisting the Office of Parking and Transportation staff in developing policies, procedures, regulations and establishing fees for University Parking Regulations and programs.
- vii. **Annuitants Association Representative** – The representative to the Illinois State University Annuitants Association serves as a liaison between the Association and the A/P Council. The representative attends and participates in all scheduled Association meetings, representing the issues, positions, and interests of the Council.
- viii. **Webmaster** – The Council Webmaster is an at-large member internally appointed to be manage items like the A/P Council article for the ISU Report, AP newsletters, social media, seasonal messages, and custom communication for incoming and retiring staff.

c. **A/P Council Position Descriptions:** <https://apcouncil.illinoisstate.edu/about/positions.php>

- d. Other representatives may be appointed by the Council as deemed necessary.

Section 3. Term of Office

- a. At-large members are to be elected annually for a three-year term. Council members may not serve more than two consecutive terms (six consecutive years).
 - i. Terms of at-large members should, when possible, be staggered such that every three years, one third of the total number of at-large seats is elected.
- b. The ISU Foundation Board Representative and the Team Excellence and Joint Awards Committee Representatives shall be elected every three years for a three-year term, or until a successor is elected, and may not serve more than two consecutive terms (six consecutive years). In the case that an at-large member is elected to one of these positions, their 3-year term will begin when they take this new position.
- c. The Campus Communication Committee Representative shall be elected every two years for a two-year term, or until a successor is elected, and may not serve more than two consecutive terms (four consecutive years).
- d. The Administrative/Professional Representative to the Illinois State University Annuitants Association shall be elected every two years for a two-year term, or until a successor is elected, and may not serve more than two consecutive terms (four consecutive years).
- e. The Administrative/Professional Representative to the Academic Senate and other representatives appointed by the Council will serve for a one-year term and may not serve more than three consecutive terms (three consecutive years).
- f. The A/P Council Webmaster will serve a one-year term or until a new Webmaster is named by the Council.
- g. The Human Resources Liaison shall be appointed to the Council for a one-year term or until a new appointment is made.

Section 4. Attendance

For purposes of this section, “member” is defined to include elected or appointed members and representatives as identified in Article IV, Section 2. The Secretary of the Council is responsible for maintaining attendance records and for alerting the Council Chair of excessive absences.

- a. Members are expected to attend all meetings and are encouraged to provide advance notice of absences from meetings to the Council Chair.
 - i. More than four absences in a year (May to August of the following calendar year) may result in a meeting with the Council Chair to discuss the member’s commitment level and ability to continue on the Council. The results of this meeting will be documented.
 - ii. If the attendance issue is not resolved, a meeting may be initiated at the discretion of the Council Chair involving the Executive Board and the Elections Committee to review the case. If

this review results in a determination that the member should relinquish a seat on the Council, the full Council will vote on such a motion. If such a motion passes, the Council Chair will prepare a letter to the member to inform the individual of dismissal from the Council. A replacement will be determined; see the Article V, Section 6 on filling a Vacant Elected Position.

- b. If a member knows they will be absent for more than three consecutive meetings because of leave or other commitments, they should notify the Council Chair. The Chair shall contact the Elections Committee to determine if a temporary replacement is necessary based on the length of the absence. If it is determined that a temporary replacement is needed, the person that had the next highest vote from the most recent Council election shall be asked to fill the temporary absence. The Council Chair contacts the identified person, and if the temporary appointment is declined, the process continues until a replacement is named by the Council. A rejection of the temporary appointment in no way affects a person's standing on the elections roster and is without prejudice.

Section 5. Quorum Requirements and Voting

- a. A quorum, majority of voting Council Members, will be required in attendance for a meeting to conduct substantive business.
- b. Unless otherwise noted, for example voting in absentia, at least two-thirds of the votes cast by eligible voting members at a meeting at which a quorum is present is required to pass or approve a motion.

Section 6. Removal of Council Member

Any Council member may have their membership revoked by a two-thirds vote of the Council. Any member removed may appeal to the Council. A removed member shall be considered reinstated with a two-thirds approval of the Council and unanimous approval of the Council Officers.

ARTICLE V: Nomination and Election

Section 1. Election Timeline

Election of Council members shall be conducted in March/April of each year with newly elected members seated in the first May Council meeting.

Section 2. Voting Eligibility

All employees holding 50% or greater Administrative/Professional appointment shall have the right to vote for Council members.

Section 3. Elections Committee

The election process shall be the responsibility of an Elections Committee comprised of current Council members who shall serve for one term (May to August of the following calendar year). The committee will select one volunteer to lead it. The Webmaster will assist the committee chair during the election cycle. In the absence of volunteers, the Vice Chair will serve on the committee with the chair and Webmaster. Terms are renewable.

Section 4. Nomination Process

- a. A call for nominations will be announced to all A/P staff members in March.
- b. Nominations are submitted to the Elections Committee with the approval of the nominee. Self-nomination is permitted.

- c. Nominees will be required to submit a “Statement of Interest” to be viewed by all A/P staff for the election.

Section 5. Election Process

- a. All eligible nominations are announced, and an electronic voting ballot is presented to all eligible A/P staff.
- b. For the at-large A/P Council membership, the nominees with the highest number of votes, as determined by electronic ballot, will be offered seats on the Council by the Chair. In the event of a tie, the person with the most years of service to Illinois State will be selected. Persons offered a Council seat must confirm their membership with the Council within the allotted time frame as determined by the Elections Committee.
- c. For the other elected Council positions--Campus Communications Committee Representative, Team Excellence and Joint Awards Committee Representative, and ISU Foundation Board Representative--the same election procedures for at-large Council members is utilized. If no elected Council member is selected to serve in these positions, the nominee with the highest number of votes, as determined by electronic ballot in the previous general election, for each position will be offered seats on the Council by the Chair. The same terms for ties and confirming Council membership apply as in Article V, Section 5, b.

Section 6. Filling Vacant Elected Positions

In the event of the need for a replacement of an elected member on the Council, the incumbent shall be replaced by the person the Elections Committee determines had the next highest vote from the most recent Council election. The replacement will complete the term of the departing member.

- a. If, during their term, an A/P council member’s employee classification changes from Administrative/Professional to another classification, or to an Administrative/Professional with faculty rank and/or tenure, the A/P Council will hold a two-thirds council vote to allow the member to remain on the A/P Council until the end of the current term year (May – August of the following calendar year), at which time the member will transition off the A/P Council. Any member voted to remain on A/P Council that holds a position on the A/P Council’s executive committee or serves as the A/P Council’s Academic Senate representative will convert to a member-at-large designation and procedures for filling vacancies should be followed.

ARTICLE VI. Elected and Appointed Representatives and Liaisons

Section 1. Externally Appointed

These individuals will serve as non-voting members and will not be eligible to hold any executive board positions as part of the Council. In addition, these individuals will not be eligible for election to the Council while holding their appointed position.

- a. Human Resources Liaison – This position is appointed by Human Resources in consultation with the Council.
- b. Grievance Hearing Panel Administrator – This position is appointed by Human Resources in consultation with the Council.

Section 2. Internally Appointed

These individuals will serve as voting members but may not hold any executive board positions as part of the Council, unless also serving as an elected at-large member.

- a. A/P Representative to the Academic Senate – This position will be appointed by the Council through a simple majority vote.
- b. A/P Council Webmaster – This position will be appointed by the Council by a simple majority vote.

Section 3. Elected Representatives

The following positions are elected through the A/P Council election process. These individuals will serve as voting members and may hold an executive board position as part of the Council.

- a. At-large members - All at-large members of the Council, elected through the A/P Council election process, will serve as voting members and may hold executive board positions.
- b. Campus Communications Committee (CCC) Representative – If the CCC Representative is also elected to serve as the Chair of the A/P Council, the A/P Council Vice Chair will be appointed to serve on the CCC along with the elected CCC Representative.
- c. Team Excellence and Joint Awards Committee Representative
- d. ISU Foundation Board Representative
- e. ISU Annuitants Association Representative – Elected internally by the A/P Council among the at-large members by a simple majority vote.

ARTICLE VII. Executive Board

Section 1. Position and Terms

The executive board of the Council shall be Chair, Vice Chair, Treasurer and Secretary and serve for a one-year term.

Section 2. Nomination and Election

- a. Council members whose terms expire and who are not eligible for re-election will compose a nominations committee for the internal council elections. Annually, at the first August Council meeting following the Council elections, the nominations committee will present the nominated executive board to the Council with the pre-approval of the nominees. The vote will be held online between the first and second August Council meetings. Each executive board position shall be elected by majority vote of the Council. The nomination process will continue until all officer seats are filled.
- b. Officers can be re-elected for subsequent terms, but not to exceed their membership term eligibility on the Council. The following are standing executive board positions:
 - i. **Chair** - The Chair of the A/P Council will preside over the A/P Council meetings and provide leadership for the Council in fulfilling its purpose in shared governance.
 - ii. **Vice Chair** - Vice Chair serves as a back-up to the Chair of the A/P Council and serves as a leader for the Council in fulfilling its purpose in shared governance.

- iii. **Secretary** - The Secretary is responsible for facilitating A/P Council meetings when the Chair and Vice Chair are unable to attend. They will transcribe all Council meeting minutes and distribute to all Council members in a timely fashion. In addition, the Secretary is responsible for maintaining Council attendance information. The Secretary is expected to be an active participant in all A/P Council activities and support and encourage involvement in A/P Council activities and initiatives. They will serve for a one-year term and can be re-elected for subsequent terms as long as they are eligible to remain on the Council.

- iv. **Treasurer** - The Treasurer of the A/P Council serves as the coordinator for all financial accounts for the Council, either through the ISU Foundation or Human Resources.

Section 3. Executive Board Vacancy

In the case of a vacancy of the position of Chair, the Vice Chair will assume the position of Chair and shall serve until the next annual election of the executive board. In the case of a vacancy of the Vice Chair, Secretary, or Treasurer position, the members of the Council shall elect a replacement from current Council membership. The person elected to the position shall serve until the next annual election of the executive board.

ARTICLE VIII: Committees

Section 1. Internal Council Committees

Standing and special committees may be constituted as the Council determines. All committees and their chairpersons shall be named for a specified time by the Council. Committee members are not limited to Council members. All committees shall keep the Council informed by written and/or oral reports after each committee meeting. The following are standing internal committees of the Council:

- a. Awards Committee – The Awards Committee functions in recognizing A/P staff excellence through the Distinguished Service award, Esprit De Corp award, and the Emerging Leader award.

- b. Council Communications Committee – The Council Communications Committee coordinates Council communications and updates to the A/P campus community through a variety of communication channels (e.g., newsletters, A/P listserv messages, social media, website, etc.).

- c. A/P Constitution Review Committee – The Constitution Review Committee’s role is to evaluate the current constitution and make recommendations for amendments as necessary.

- d. Equity, Diversity, and Inclusion—The Equity, Diversity, and Inclusion Committee provides council members with information and opportunities to support campus-wide efforts concerning equity.

- e. Elections Committee – The Elections Committee administers the annual A/P nomination and election process and also assists with the process for A/P Search Committee appointments.

- f. Programming Committee – The Programming Committee is responsible for scheduling and coordinating professional development and social opportunities for A/P and other University staff members.

- g. Scholarship Committee – The Scholarship Committee manages the application and awarding process for the A/P Scholarship.

Section 2. Committees External to the Council

The A/P Council will provide representation when requested for external committees. Such representation is not limited to Council members.

- a. University Search Committee Assignments – When it is requested for the Council to recommend an A/P representative to sit on a search committee, the Council will seek out interested individuals and identify by a simple majority vote.
- b. Grievance Review Committee - This committee along with the Grievance Administrator serves to process mediation activities between an A/P staff member who files a formal grievance and their major area administrator. Grievances are defined as a difference of opinion as it pertains to the application or interpretation of University Policy and Procedures.
 - i. Grievance Policy - <http://www.policy.ilstu.edu/employee/3-4-10.shtml>
 - ii. Grievance Process - <http://www.policy.ilstu.edu/employee/APgrievanceprocess.asp>
- c. Other University Committees – Council members may seek out interested A/P employees to serve on University committees. Recommendations for needed representatives or liaisons are made to the Council and then voted on by simple majority of the Council to make the appointment (i.e. Parking Committee Liaison, Educating Illinois Committee Representative, etc.). All representatives and liaisons shall keep the Council informed by written and/or oral reports after each committee meeting.

ARTICLE IX: Amendments to the Constitution

Amendments to the Constitution may be proposed to the Council by any Administrative/Professional employee. If an amendment is not deemed substantive by the Council, it will be discussed at a regular meeting of the Council, be reported to the A/P employees through the distribution of Council meeting minutes, and be voted upon at a regular Council meeting following the distribution of minutes. If the Council approves the amendment by a two-thirds vote, the change will be made in the Constitution.

If the proposed amendment is deemed substantive, approval will be determined through a vote of eligible A/P employees. All employees holding 50% or greater Administrative/Professional appointment shall have the right to vote. If the majority of those voting approve the amendment, the change will be made in the Constitution.

Article X. Parliamentary Procedures

The rules contained in *Robert's Rules of Order: Simplified and Applied* shall govern meetings where they are not in conflict with the constitution, rules of order, or other rules of the Council. In the absence of the Vice Chair, the Chair shall designate another Council member to serve as parliamentarian.

[August 2000; Amended April 2002, November 2003, July 2004, November 2012, March 2014, March 2017, May 2020, April 2022]