

The University of Arizona Appointed Professionals Bylaws

Adopted/Approved 11/12/92 - General Membership Meeting of Year-to-Year Appointed Personnel
Amended/Revised 5/1/93 at request of President Manuel Pacheco
Final Approval 9/02/93 President Manuel Pacheco
Amended 8/27/97, 6/13/98, 6/4/07, 05/03/16

Definitions:

ABOR shall mean the Arizona Board of Regents.

APAC shall mean the Appointed Professionals Advisory Council.

Organizational Unit shall mean a unit reporting to a Dean, Vice Provost, Vice President, or directly to the President as defined by the official University of Arizona Organization Chart as amended from time to time (see <http://president.arizona.edu/campus-organization-chart>).

Year-to-Year Appointed Professionals (APs) shall mean employees who hold appointments under ABOR's (a) Conditions of Professional Service, (b) Conditions of Administrative Service, or (c) Conditions of Faculty Service, provided that (c) are not represented in the Faculty Senate. Such appointed professionals are employed in research, teaching or administrative programs, but hold neither tenure nor continuing status, nor are they tenure eligible or continuing eligible.

Representative shall mean an active member of APAC.

The bylaws are designed to provide the basic organization by which the Year-to-Year Appointed Professionals of The University of Arizona may function, within the scope of the authority and responsibility indicated below. It is the intent of the bylaws to promote close and harmonious working relationships among administrators, professionals, faculty, classified staff, and the student body of The University of Arizona toward the accomplishment of the University's mission and goals.

I. Objectives

- A. To provide forums in which matters of concern to the APs may be discussed, and opinions or positions formulated which represent a consensus of the administrators and APs involved.
- B. To provide mechanisms by which the opinions and concerns of the APs of the University are solicited and considered in the formulation of policies or procedures.
- C. To provide mechanisms by which the APs can function in an advisory role to the administration of The University of Arizona in matters of mutual concern or interest.

II. Membership

The membership of APAC is open to all APs.

III. Council

The Council will be comprised of Representatives confirmed as provided in these bylaws. The Council is responsible for carrying out the objectives of APAC.

A. Representatives

APAC will actively seek to ensure a Council that is diverse and inclusive not only with respect to organizational unit (administrative home), but also in terms of professional roles and responsibilities, particularly as those roles and responsibilities align with AP contributions to University of Arizona Strategic Priorities. Representatives will include APs whose work supports student teaching and engagement, advances research and innovation, promotes and supports community partnering, enables synergy, and provides administrative oversight or financial stewardship.

1. Participation Expectations for Representatives

Representatives commit to one-year renewable terms, and are expected to

- a. participate in regularly scheduled APAC meetings and events;
- b. bring ideas and concerns to the council in order to best realize APAC's commitment to inclusivity and advocacy;
- c. share information discussed in APAC meetings with UA colleagues and networks (informal and formal), as appropriate; and
- d. demonstrate a willingness to serve in UA shared governance processes by serving on APAC and University committees. Failure to meet expectations may result in removal as described in Section III.D Removal.

2. Eligibility

Representatives must be Year-to-Year Appointed Professionals as defined above.

3. Number of Representatives on the Council

There is no set limit to the number of Representatives on the council, but an aspirational goal is a minimum of one Representative per 50 APs from any given organizational unit.

B. Confirmation of Representatives

1. Nominating Procedures

- a. Candidates for Representative may be nominated by any AP, or self-nominated, on an ongoing basis.
- b. The Membership Committee shall verify the eligibility of each nominee.

c. Candidates shall affirm, in writing to the Membership Committee, their willingness to hold a Representative position.

d. Once candidates are nominated, their eligibility verified, and their willingness to hold a Representative position affirmed, the Membership Committee will forward the candidates for Representative to the Executive Committee for confirmation as provided in Section V.C Executive Committee.

2. Confirmation

The Executive Committee confirms new Representatives by majority vote. New members are introduced to the general APAC membership during the subsequent regular monthly meeting.

C. Resignations

Any representative may resign at any time by giving written notice to the Council. Such resignation shall take effect at the time of the receipt of such notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

D. Removal

Representatives may be removed from office for nonperformance of duties, including but not limited to failure to attend Council meetings or failure to notify the Chair of absences. Removal Procedures:

1. The Membership Committee shall (a) conduct a periodic review to monitor attendance; (b) contact absentee members to discuss participation; and (c) notify the Executive Committee of attendance lapses if no remediation is forthcoming to recommend removal.
2. Removal must be approved by a majority vote of the Executive Committee members.
3. If a Representative is removed, the Secretary shall send a written notice to that effect to the removed Representative.

E. Officers

The officers of the Council shall consist of a Chair, Vice Chair (also known as the Chair Elect), Secretary, Treasurer, and Past Chair.

Officers' Terms of Office

Officers will be elected before the end of each fiscal year by a majority of Council Representatives casting votes. Terms of office last one year, in accordance with the University of Arizona fiscal year. The Council may re-elect the Chair for two consecutive one-year terms. If the office of Chair becomes vacant during the term of office, the Vice-Chair shall assume the office, unless the position of Vice Chair is also vacant. In the latter case, the Council shall elect a new Chair and Vice Chair.

1. Chair

It shall be the duty of the Chair to preside at all meetings of the Council. The Chair shall

- a. call meetings as provided herein;
- b. serve as *ex officio* member at all committees, at the Chair's discretion;
- c. ensure that the bylaws, and such rules and regulations as may be adopted as provided herein, are enforced;
- d. generally supervise the affairs of APAC
- e. provide a report of the general business of the previous year at the annual meeting; and
- f. serve as the primary point of APAC contact for University issues.

2. Vice Chair

The Vice-Chair shall work with the Chair and the Council to develop agenda items and/or plans for the meetings of the membership. The Vice Chair shall be responsible for the implementation of such plans.

In the temporary absence or incapacity of the Chair, the Vice Chair shall perform all the duties of the Chair and, when so acting, shall have all the powers of and be subject to all restrictions upon the Chair. In the event of the Chair's long-term absence or incapacity or when the position of Chair is vacated through resignation, removal or retirement mid-term, the Vice-Chair will fill the position of Chair for the remainder of the term, as described in Section III. E. Officers' Terms of Office.

3. Secretary

The Secretary shall keep all official records of the organization; conduct the official correspondence; make necessary arrangements for all notices to be given and posted; and arrange for minutes of general meetings and the annual meeting to be taken, approved, and made available to the membership as appropriate.

4. Treasurer

The Treasurer shall be responsible for keeping all financial records of the Organization, and shall take care to make appropriate reports to the Council and any University financial officers. Financial reports should be presented at Executive Committee meetings as needed, and to the Council at the beginning of each fiscal year.

5. Past Chair

If the Chair retires from his/her position, then he/she shall become the Past Chair. This shall not take place if the Chair retires from the University or is removed from office by the Council. The duties of the Past Chair are to advise the current Chair and Council on the policies and procedures of the Organization.

6. Removal

Any officer may be removed from office by a 2/3 vote of the Council members present at a regular or special meeting.

IV. Meetings

A. Meetings of the Council

1. Regular Meetings

a. The regular meeting of the Council shall be held the last Monday of each month unless otherwise determined by the Council.

b. Conduct of Business

The Chair or Vice Chair shall serve as the presiding officer. All meetings shall be conducted according to the most current edition of Robert's Rules of Order.

c. Meetings of the Council shall be open to the public, except when the Council decides to meet in an executive session, subject to appropriate state law.

B. Annual Meeting of all Appointed Professionals

An annual meeting of Appointed Professionals shall be held in September. This meeting shall provide a venue for the Council to disseminate information to APs across the institution. This information may include the following: annual report from Chair, introduction of the Council members, reading of the mission statement, annual goals and objectives, proposed bylaw amendments, and announcement of results of elections.

1. Conduct of Business

The Chair or Vice Chair shall serve as the presiding officer. All meetings shall be conducted according to the most current edition of Robert's Rules of Order.

2. Annual meetings shall be open to the public.

C. Special Meetings

Special meetings shall be called by the Chair

a. at the Chair's own discretion,

b. when requested in writing by one half of the Representatives on the Council, or

c. when requested in writing by 5% of all APs.

Notice of special meetings of the Council must be sent to all members of the Council, and must indicate the reason for calling a special meeting. At any special meeting, no business shall be transacted except as stated in the notice calling the meeting.

These meetings shall be open to the public.

D. Voting

1. The business of the Council shall be transacted by voice vote, with the exception of the election of officers, which shall be by secret ballot.

2. Each Representative will have one vote.

3. If a Representative is unable to attend a meeting during which a vote is taking place, he or she may contact the Chair prior to the meeting to cast a vote.

E. Records

The Chair shall ensure that minutes and records of all annual and special meetings and actions of the organization are recorded, distributed, and filed as appropriate.

V. Committees

The Council may, by a majority of Council Representatives casting votes, designate permanent or special committees from among the Representatives or APs, which, to the extent provided in the resolution, shall conduct specific business and affairs of the Council. The Chair of the Council may designate any *ad hoc* committee. Such committee or committees shall have such name or names as may be determined from time to time by resolution adopted by the Council. Each committee shall keep regular minutes of its meetings and provide the same to the Council when required. No such committee shall exercise the authority of the Council in reference to the adoption, amendment, or repeal of these bylaws.

A. Permanent Committees

Permanent committees are those committees which are established to address ongoing concerns and/or issues of the university.

B. Temporary, Special, and Ad Hoc Committees

Temporary, Special and Ad Hoc Committees are those committees which are specifically established to address special and short-term concerns and/or issues of the University.

C. Executive Committee

The Executive Committee will consist of the Chair, Vice Chair, Secretary, Treasurer, Past Chair, the Chairs or Co-Chairs of Permanent Committees, The APAC representatives to SPBAC and the Faculty Senate, and those Council members appointed by the Chair.

VI. Bylaw Review

The bylaws shall be reviewed in odd-numbered years. The review will be completed at least 90 days prior to the Annual Meeting to be held in odd-numbered years.

VII. Amendments to the Bylaws

Proposed amendments must first be reviewed and approved by the Executive Committee. Following any revisions the Executive Committee recommends, the proposed amendments shall be circulated to APAC members at least two weeks prior to the date of the vote, which will be held during the annual APAC retreat (typically held in summer). Votes may be made in absentia *only for those unable to attend the retreat* by emailing the current Chair no later than the day prior to the retreat.

A proposal for any revisions to the bylaws must be approved by two-thirds of the Council.

To become ratified, proposed amendments must be approved by a majority vote of the APs in attendance at the Annual Meeting. All APs must be notified 30 days prior to the annual meeting of any proposed amendments to the bylaws, and encouraged to attend the Annual Meeting during which the amendment vote will be held.

Ratification becomes final with the approval of the President of the University.