



Shawnee State

U N I V E R S I T Y

University Administrative Assembly
Bylaws

Revised September 1, 2017
Effective November 21, 2017

ARTICLE I. MEMBERSHIP

Section 1.1 Eligibility

Any Shawnee State University administrator or administrative/technical support staff having full-time or continuing part-time employee status, excluding the President, Vice Presidents of the University, and General Counsel, is eligible to serve as a member or executive committee member of the University Administrative Assembly.

Section 1.2 Executive Committee

1.2.1 The roles within the Executive Committee are as follows: Chairperson, Vice Chair, Secretary, Treasurer, and Member at Large for five areas: Finance and Administration, Academic Affairs, Enrollment Management and Student Affairs, Administrative Technical Support Staff, and Advancement and External Affairs.

1.2.2 Members-at-large must remain under the umbrella of the division represented to maintain the position. If reorganized or a change of employment, the Executive Committee will appoint a replacement to fulfill the remainder of the term.

Section 1.3 Length and Conditions of Terms

1.3.1 Executive committee members shall begin their terms of office with the regular meeting held in July and shall continue in office for two years, except to fill positions vacated by resignation or for other reasons shall serve in office only for the length of the unexpired term of the executive committee member being replaced.

1.3.2 Executive committee members shall hold office for a maximum of four consecutive years. After completing four consecutive years the individual will take one year of leave from an elected position. After one year of leave the individual is eligible for an elected position.

1.3.3 Member-at-large positions (Finance and Administration, Academic Affairs, Enrollment Management and Student Affairs, and Advancement and External Affairs) will enter elections on a rotation. Finance and Administration and Academic Affairs member-at-large positions will enter an election followed by Enrollment Management and Advancement and External Affairs, and Administrative Technical Support Staff the following year.

1.3.4 Positions vacated by resignation or for other reasons prior to the date of the annual election shall be filled by appointment from the Executive Committee. If the Chair role is vacated the Vice Chair will assume the role in succession to finish the remaining term. Any substitution does not count against the subsequent terms held by an individual. All other vacated positions will be filled by temporary appointment by the Executive Committee until the next election season.

1.3.5 Executive committee members who are absent from three or more consecutive regular meetings and who have not offered for such absences reasons acceptable to the Executive Board, shall be designated by the Executive Board as delinquent. After the delinquent

executive committee member has been notified by the Secretary/Treasurer of their designation as delinquent, their name shall be placed before all the UAA members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the delinquent officer from position.

- 1.3.6** Should members in a particular district become dissatisfied with their representation, a petition, signed by two-thirds of the members in that district may be delivered to the chairperson of the University Administrative Assembly. The chairperson will then notify the officer involved and will instruct the Executive Committee to conduct a recall election. Should a negative vote be attained, the Executive Committee will conduct another recall election contingent upon another representative displayed on the ballot.

Section 1.4 Method of Election

- 1.4.1** The Elections Committee will be comprised of the Vice Chair and a non-ballot, non-Executive Committee UAA member who will announce open positions three weeks prior to election day. The applications will be made available at a central place and the Elections Committee will take the appropriate measures to inform all administrators and administrative/technical support staff of application and election procedures.
- 1.4.2** To be a candidate to serve as an executive committee member, an administrator or administrative/technical support staff member must notify the Vice Chair and must declare which position they are seeking. The candidate must be employed at the institution for at least one year.
- 1.4.3** The Elections Committee will ensure all candidates are eligible to hold office under the provisions of the bylaws. Such certification shall be completed no later than one week prior to election day.
- 1.4.4** The Elections Committee shall distribute the electronic voting method to all members of the University Administrative Assembly. The Elections Committee shall prepare the ballots to be distributed on or before election day. The names of all candidates whose applications have been certified shall appear on each electronic ballot. Ballots will include instructions to the voter telling how many persons to vote for in all categories.
- 1.4.5** The election will be held in the month of May of each year.
- 1.4.6** The Elections Committee shall finalize the electronic ballots one week before the election. Electronic ballots must be designed and executed in a structure to prevent falsification or duplication of voting.
- 1.4.7** All ballot information is confidential and only viewed by the Elections Committee. Inquiries will be sent to the Elections Committee.
- 1.4.8** Ballots will be accepted by the Elections Committee for one week after election day; no ballots will be accepted after 5:00 p.m. of the last day.

1.4.9 The Elections Committee shall count the votes cast and shall declare the results to all UAA members via e-mail. In the event of a tie vote, a run-off election shall be conducted and shall continue until such time as a clear majority is reached.

ARTICLE II. OFFICERS

Section 2.1 Officers

Executive Committee are as follows: Chair, Vice Chair, Secretary, Treasurer, and Member at Large for five areas: Finance and Administration, Academic Affairs, Enrollment Management and Student Affairs, and Advancement and External Affairs, and Administrative Technical Support Staff (ATSS). The officers' terms shall commence with the first regular meeting in July and shall continue for two years. Any UAA member may serve as an officer after one year of employment.

Section 2.2 Duties of Executive Committee Officers

- 2.2.1** Chairperson: The Chair shall preside over all meetings of the UAA, act as Chair of the Executive Board, which is made up of the elected officers, act as Chairperson of the Executive Committee, which is made up of the elected officers and the chairs of action teams, carry out the directions of the UAA, arrange the meeting agendas for both executive committee meetings and monthly UAA meetings, serve as principal spokesperson for the UAA, represent the UAA formal functions of the University, and cast the deciding vote in the event of a tie vote.
- 2.2.2** Vice Chair: The Vice Chair shall act for the Chairperson in his or her absence or incapacity, serve as chair of the Election Committee, and carry out such additional duties as may be assigned by the Chairperson.
- 2.2.3** Secretary: The Secretary shall be responsible for executive committee and monthly UAA meeting minutes, keep a record of attendance and of votes where a roll call vote is requested, be responsible for correspondence, maintain the UAA archives, and carry out such additional duties as may be assigned by the Chairperson. Copies of UAA-minutes shall be distributed to all Shawnee State University UAA members at the following monthly UAA meeting.
- 2.2.4** Treasurer: The Treasurer, in consultation with the Executive Committee, shall prepare and supervise the operating budget, submit an annual report to the Executive Committee, and, with the Chairperson, jointly approve expenditures of the UAA funds.
- 2.2.5** Member-at-large positions (Finance and Administration, Academic Affairs, Enrollment Management and Student Affairs, Advancement and External Affairs, and Administrative and Technical Support Staff) will enter elections on a rotation. Finance and Administration and Academic Affairs member-at-large positions will enter an election followed by Enrollment Management, Advancement and External Affairs, and Administrative and Technical Support Staff the following year.

Section 2.3 Election of Officers

- 2.3.1** Officers of the UAA shall be elected by the membership of UAA.
- 2.3.2** The Elections Committee shall administer the elections of officers.
- 2.3.3** Nominations and elections of officers shall be conducted in the following order: Chair, Vice Chair, Secretary, Treasurer, two Members-at-Large based on rotational schedule. The Election Committee assumes the responsibility of submitting and verifying the names of eligible persons for the Executive Committee. Nominations may be closed by a vote of a simple majority of members. Election will be by secret ballot. Individuals nominated will be excused during discussion of their qualifications but will return to cast their ballots.
- 2.3.4** In order to be elected, a candidate must have a majority of the votes cast; in case of an election where a candidate does not receive a majority, there will be a run-off vote between the two (or more) with the highest plurality.
- 2.3.5** The votes will be counted and certified by the Elections Committee. If a member of this committee is a candidate for an office, the Chairperson of the Elections Committee shall appoint a substitute.
- 2.3.6** In case of a tie vote, a re-vote will be taken. If a tie occurs a second time, the winner will be determined by the toss of a coin. Records of the election will be maintained for the duration of the term of office.

ARTICLE III. THE EXECUTIVE COMMITTEE**Section 3.1 The UAA Executive Committee**

- 3.1.1** The elected officers shall constitute the Executive Committee of the University Administrative Assembly and shall perform its administrative functions.
- 3.1.2** The Executive Committee shall act for the University Administrative Assembly in cases of emergency when it determines that a University Administrative Assembly meeting is not feasible.
- 3.1.3** The Executive Committee may appoint chairpersons to the University Administrative Assembly standing committees and representatives to other university committees as requested.
- 3.1.4** The Executive Committee shall also appoint officers to fill vacancies on a temporary basis until a special election or regular election can be held.

- 3.1.5** The Executive Committee shall monitor and report on the status and implementation of actions taken or recommended by the University Administrative Assembly.
- 3.1.6** The Executive Committee shall act as a liaison between the University Administrative Assembly and other campus governance groups.
- 3.1.7** The Executive Committee may appoint University Administrative Assembly members for special projects and/or assignments.

ARTICLE IV. MEETINGS

Section 4.1 Meetings

All meetings of the Administrative Assembly shall be open to all interested parties unless a meeting is declared “closed” by a majority of the Administrators present. The audio or video taping of Administrative Assembly meetings is prohibited.

Section 4.2 Regular Meetings

- 4.2.1** The University Administrative Assembly shall meet a minimum of ten times per year and as often as necessary to transact its business. Traditionally, UAA meets on the third Tuesday of every month at 10:00AM.
- 4.2.2** Order of Business
 - At regular meetings, the order of business shall be:
 1. Call to Order
 2. Approval of Minutes
 3. General Announcements/Updates/Old Business
 4. New Business
 5. Guest Speaker
 6. Adjournment
- 4.2.3** The Executive Committee shall meet one week prior to the monthly UAA meeting to refer matters for committee consideration and to schedule committee reports and other agenda items. Any agenda item intended to result in action by the Executive Board should be forwarded to the secretary at least seven working days prior to the meeting.
- 4.2.4** The Executive Committee shall prepare the agenda for Administrative Assembly meetings, and the secretary shall distribute the agenda to Administrators at least three working days prior to the meeting.
- 4.2.5** The agenda may be modified for a particular meeting by a favorable vote of a simple majority of the Administrators in attendance.

Section 4.3 Special Meetings

The President of the Executive Board shall have the power to call a special meeting of the University Administrative Assembly either upon his or her own initiative or upon the written

request of at least five (5) executive committee members and a 25% majority of all administrators and administrative/technical support staff. Such notification shall include an agenda.

ARTICLE V. VOTING

Section 5.1 Voting by Members

Each member of the UAA, excluding the Chairperson, has one vote. The Chairperson shall vote only in the event of a tie. Voting can be done by show of hands or by electronic means. A request for a roll call vote may be made by any member on any motion on the floor. The record of a roll call or written ballot or electronic vote shall be kept by the Secretary and included in the minutes, unless excluded by special vote. Passage of a motion will require an affirmative vote by a simple majority.

Section 5.2 Attendance for Voting

Voting on all motions, and on amendments to the Constitution and bylaws, shall require the presence of an Executive Committee member or designee unless otherwise specified. (See Article I, Section 1.3)

ARTICLE VI. FINANCES

Section 6.1 Budget

The Treasurer shall annually review the allotted budget according to the amount established by the University.

ARTICLE VII. QUORUM

Section 7.1 Quorum

Two-thirds of the voting majority among the membership of the UAA shall constitute a quorum for voting purposes.

ARTICLE VIII. AMENDMENTS TO BYLAWS

Section 8.1 Proposing Amendments to the Bylaws

Amendments to the bylaws may be proposed by any UAA member and shall be presented to the UAA Executive Committee.

Section 8.2 Notification of UAA Executive Committee

Amendments to the bylaws shall be presented in writing to the UAA Executive Committee at least one meeting in advance of a requested vote. All amendments will be achieved in the electronic repository and printed repository (archive with library).

Section 8.3 Review of Bylaws and Constitution

A review of processes and consistency of the bylaws and constitution shall take place every 5 years by an appointed committee.

Section 8.4 Voting and Ratification

8.4.1 Voting on amendments to the bylaws shall be voted upon by a show of hands or electronic ballot by all members, with no provision for absentee voting.

8.4.2 Ratification of amendments to the bylaws shall require a two-thirds majority of the UAA members, as well as approval by the Chairperson.