

**Washington State University  
Administrative Professional Advisory Council**

**By-Laws**

**ARTICLE I. NAME**

The name of this organization shall be: WASHINGTON STATE UNIVERSITY ADMINISTRATIVE PROFESSIONAL ADVISORY COUNCIL hereinafter referred to as the APAC.

**ARTICLE II. MISSION**

The Administrative Professional Advisory Council (APAC) will provide institutional level advocacy in support of all administrative professional (AP) personnel system-wide, will maintain a variety of channels of communication to ensure effective interactions occur on a regular basis between APAC and its constituents, and will provide opportunities for professional development and recognition for AP employees.

1. Meeting regularly with WSU senior administration, including the president and provost, the WSU Board of Regents, and various University committees and councils.
2. Developing marketing and communication strategies to ensure our constituents fully understand our mission and goals and the means available to them to communicate with APAC members.
3. Providing a working list of current and future council objectives for all APs with an opportunity to participate in their shaping and in the interpretation of outcomes.
4. Fostering the idea that APAC can assist AP employees in transforming their work life at WSU.
5. Bringing relevant and effective professional development to AP staff through guest speakers, seminars, scholarships, events, workshops and on-line tools.
6. Initiating routine, systematic events to solicit and receive feedback from AP employees system-wide.

## **ARTICLE III. MEMBERSHIP**

### **Members**

#### **Council Members**

1. Council Members shall consist of AP representatives from across the Washington State University community. AP representation shall consist of no less than a FTE (Full-time Status) ratio of 1:90 rounded down for each campus location or collective non-campus personnel. If there are less than 90 AP personnel at a campus location or collective non-campus locations then APAC representation will be 1. FTE counts will be taken as reported from WSU institutional research each January for the following year elections.
2. Council Members will have voting privileges and be entitled to participate in APAC business.
3. Members service will be followed as defined in the Guiding Principles.
4. Committee composition and tenure for main committees, as listed:  
Budget  
Speaker/Presentation  
Events  
Communication/Marketing  
Professional Development
5. Ex-officio presentation on committees

#### **Ex-Officio Members**

1. Ex-Officio members will be:
  - Human Resource Services Ex-Officio: The Director of Human Resource Services or appropriate designee

#### **Alternates**

1. Alternates shall consist of up to five (5) AP representatives with as many as two (2) from Pullman Campus and as many as three (3) from across the Washington State University community.
2. Alternates do not have APAC Council voting privileges but Alternates are expected to participate in APAC business.

### **Liaison Member to the Northwest Coalition of Professional Staff (NCPS)**

1. Said liaison member will be elected by the voting members for a two (2) year term.
2. Terms will run from July 1 through June 30.
3. This position is renewable for an additional term of two (2) years to be voted on by council members.
4. This position will be a voting member of APAC.

### **Terms**

#### **Council Members**

1. Each Council Member will be appointed to serve a three (3) year term.
2. Terms will be staggered every third year, allowing one third of the membership to be nominated and appointed each year when possible.
3. Terms will run from July 1 through June 30.

#### **Alternates**

1. Each Alternate will be appointed to serve a one (1) year term.
2. Terms will run from July 1 through June 30.

#### **Vacancies**

1. Vacancies are filled by a vote of the AP council.

#### **Nominations**

1. "Nomination timeline and procedures listed in the APAC Guiding Principles"

#### **Resignations**

1. At times members may need to resign from their membership on APAC. The APAC respects the decision of a member who must step down. Resignations shall be submitted to the APAC Chair in writing.

## **Voting**

1. Council members may vote in person, electronically, or by submitting an Absentee vote.

## **Removal from Appointment**

1. A member may be removed who fails to meet the identified “Member Responsibilities”, located in the APAC “Guiding Principles”.

## **ARTICLE IV. OFFICERS**

### **Executive Committee**

1. The Executive Committee will consist of:
  - Chair
  - Vice Chair
  - Secretary/Treasurer
  - Past Chair (if willing to serve)
  - Past Vice Chair (if willing to serve)
2. Will represent the APAC at meetings with University Administration or other entities for the purpose of discussing issues pertinent to AP employees.
3. Be vested with the authority and powers of the APAC when the APAC is not meeting; and will report any actions taken.

### **Officers**

#### **Terms**

1. Officer positions will be for a term of one (1) year and run from July 1 through June 30.
2. Officer positions will take effect the same year as the election.

## **Officer Requirements**

### Chair

- Be elected from within the membership of the APAC
- Have served on the APAC a minimum of one (1) year prior to election

### Vice Chair

- Be elected from within the membership of the APAC

### Secretary/Treasurer

- Be elected from within the membership of the APAC

## **Nominations**

1. Nominations and election of officers for open positions will be held each Spring. See Guiding Principles for specific procedures.

## **Removal from Officer Position**

1. An Officer may be removed who fails to meet the identified “Officer Responsibilities”, located in the APAC “Guiding Principles”.

## **ARTICLE V. MEETINGS**

### **Parliamentary Authority**

1. Robert's Rules of Order Revised shall be the parliamentary authority for the APAC except where the APAC By-Laws and Guiding Principles supersede them.

### **Quorum**

1. A quorum will consist of a simple majority of Council members present at a duly called meeting.
2. No official meeting may occur without a quorum of Council members.
3. If a quorum is not reached at any given meeting the meeting may still occur but will be considered informational.

### **APAC**

#### **Frequency**

1. The APAC meetings will occur monthly from September through June.
2. The annual retreat will be held prior to the September meeting.

### **Special Meetings**

1. The Chair, in consultation with the Executive Committee, may call for special meetings with adequate notice being given to all members.
2. Any APAC member and/or Administration may call for a special meeting for a specific purpose with adequate notice being given to all members.
3. Specific topics for discussion will be identified by the member(s) requesting the special meeting and discussions will be limited to those topics.

## **Executive Sessions**

1. Upon occasion, the APAC may decide that an Executive Session is necessary. This meeting will be for members only.
2. If included as part of a regularly scheduled meeting, all guests will be asked to leave prior to going to the Executive session.

## **APAC Executive Committee**

### **Frequency**

1. Meetings of the Executive Committee will be convened as necessary.
2. Any member of the Executive committee may call for a meeting with adequate notice being given to all Executive Committee members.

## **ARTICLE VI: AMENDING THE BY-LAWS**

These By-Laws may be altered, amended, or replaced, and new By-Laws adopted by a 2/3 vote of the currently appointed APAC Council members.

The foregoing By-Laws were revised by the Administrative Professional Advisory Council and adopted on October 9, 2008, amended on June 11, 2009, March 30, 2012, January 10, 2013, May 8, 2014, May 12, 2016.