



Administrative Staff Organization

Established July 2008

Approved

May 20, 2010

Revised

May 05, 2009

December 07, 2009

Administrative Staff Organization

Officers for 2019-2020

LaClaire Williams, Chair
Education Outreach Coordinator, Ext. 4476

Kyra Jerry, Chair-Elect
Director of Rocket Success Center, Ext. 4725

Bailey Carl, Liaison
Recruiter, Ext. 4527

Connie Riley, Secretary
Director of Financial Aid, Ext. 4711

The purpose of the Administrative Staff Organization is to keep all administrative staff informed of changes in policies and procedures concerning personnel, to promote the exchanging of information, and to hear/voice concerns and suggestions which are presented to the Chancellor. One officer serves as the Administrative representative on the Chancellor's Executive Council to provide information to and from this group. Administrative Staff personnel include those administrative personnel not reporting directly to the Chancellor and some faculty who supervise other faculty.

SOUTHERN ARKANSAS UNIVERSITY TECH ADMINISTRATIVE STAFF ORGANIZATION CONSTITUTION

ARTICLE I. NAME

The name of the organization shall be the Southern Arkansas University Tech Administrative Staff Organization.

ARTICLE II. PHILOSOPHY AND OBJECTIVES

The Southern Arkansas University Tech Administrative Staff Organization (ASO) exists to provide administrative staff with a means of expressing their concerns, ideas, and interests. It serves as a vehicle for maintaining a complete working relationship between Administrative Staff, Classified Staff, Executive Officers, and Faculty. The Administrative Staff Organization shall provide for the orderly representation of those personnel as defined in the purpose. It will at all times direct its activities in a positive, constructive manner while committing itself to the improvement and betterment of the institution.

The objectives of this organization are as follows:

- a. To provide a means of unity and support among the Administrative Staff;
- b. To serve as a means of communications from the Administrative Staff to the SAU Tech Chancellor, Executive Council, SAU President, and SAU Board of Trustees;
- c. To express administrative staff concerns and interests;
- d. To consider and make recommendations in the creation and implementation of institutional policy;
- e. To elect administrative staff representatives to serve as members of institutional and standing committees; and
- f. To promote professional development by keeping administrative staff abreast of state legislation and changes in SAU Tech policies that pertain to administrative staff.

ARTICLE III. FUNCTIONS OF THE ADMINISTRATIVE STAFF ORGANIZATION

Section I. The Administrative Staff Organization shall have the authority to make recommendations to the administration of SAU Tech on institutional matters of direct concern to administrative staff, including, but not limited to policies affecting the general welfare, working conditions, and the services performed by and for the administrative staff.

Section II. The Administrative Staff Organization shall establish such committees as it deems necessary to carry out its functions.

Section III. The organization shall seek volunteers within its membership to be representatives on various committees as necessary.

- a. **COMMITTEES.** The following shall be standing committees of the Administrative Staff Organization:
 1. Faculty & Staff Development Grant Committee;
 2. By-Laws/Constitution Committee; and
 3. Committee on Committees (Nominating Committee).
- b. **Service Terms:** All standing committee members of the Administrative Staff Organization shall serve staggered terms. This means that members shall serve one-, two- or three-year terms in order to preclude replacing all members of the committee during the same service term. Service terms shall be determined at the time of appointment by the organization no later than the last quarterly meeting of the year.
- c. **Designation of Service Terms:** Service terms of committee members shall be designated no later than the last quarterly meeting of the year based on the ~~service~~ term of the committee member being replaced. Initially upon approval of this constitution/by-laws, the Chair of the Administrative Staff Organization shall immediately cause such elections/appointments as necessary to implement the standing committees. After the initial setup, then members will be selected as the member's service term expires.
 1. **Committee Structure:** Committees will have members serving a one-, two-, or three-year term. During the initial setup of this structure, the Committee on Committees will designate the service term of each committee member.
 2. **Replacement of Members:** The Committee on Committees shall replace committee members when their term expires; a committee member resigns, departs from the institution, or for unforeseen circumstances, is unable to serve.
- d. **Committee Duties and Descriptions:** The following descriptions are intended to portray various functions often conducted by standing committees, i.e., committees that exist year-round.

Faculty & Staff Development Grant Committee

The committee shall be comprised of members of the Administrative and non-Administrative staff of SAU Tech: two representatives from each area will be appointed—Two (2) from the administrative staff; four (4) from Classified Staff; and two (2) from the Faculty. The Treasurer of the SAU Tech Foundation will be a permanent committee member, only voting in tie situations. The committee will have nine members.

The employees of SAU Tech will appoint the committee members annually through the Faculty Senate, the Classified Staff Organization, and the Administrative Staff Organization. Members shall serve one term (July – June) and the Chair of the committee will be determined by majority vote—~~each July~~. It is the responsibility of the members to notify the Director of Communications, Public Relations & Grants of members choosing not to participate.

The procedures for the committee have been established by the Foundation Executive.

Special Event Committee

~~The special event committee will consist of a minimum of 5 Classified personnel, two (2) faculty members and two (2) administrators. There will be one (1) Ad Hoc committee formed for the one (1) event that Classified Staff is responsible to coordinate. This Ad Hoc committee is formed for the Christmas luncheon in the September meeting and then disbanded after the Christmas Luncheon held in December.~~

By-Laws/Constitution Committee

The by-laws/constitution committee will consist of no less than four (4) members. This committee shall be responsible for reviewing the organization's By-Laws on an annual basis, to rewrite these by-laws as needed to meet the current direction and needs of the organization, and to submit these revisions to the membership and the Chancellor for approval. This committee shall meet annually in December for the purpose of reviewing the constitution and by-laws at normal meeting time for the Administrative Staff Organization or as determined by the committee Chairperson.

Committee on Committees (Nominating Committee)

The purpose of the committee on committees is to identify members to become officers of the Administrative staff organization and standing committee members to be presented for election at the meeting in April and at any time that a vacancy occurs. The committee shall be composed of at least four members and no more than seven members.

The Committee on Committee members shall be appointed and may be removed by the ASO Chair at its discretion. The committee members shall select and/or designate a Chair after appointment by the ASO Chair.

Before selecting any nominee, the committee shall review the availability and willingness of that nominee to serve.

ARTICLE IV. MEMBERSHIP

Section I. The membership of the SAU Tech Administrative Staff Organization will be open to all Administrative staff who do not report directly to the Chancellor and faculty supervising other faculty, who are employees of SAU Tech. Membership and participation are voluntary.

ARTICLE V. OFFICES

Section I. The Administrative Staff officers shall consist of four positions:

- a. Chair;
- b. Chair-Elect;
- c. Liaison; and
- d. Secretary.

Section II. Qualifications for a position as an Administrative Staff officer shall be limited to members of the Administrative Staff Organization who are employed as full-time Administrative staff by Southern Arkansas University Tech.

ARTICLE VI. ELECTION OF OFFICERS

Section I. Administrative Staff officers will be elected no later than the last quarterly meeting of the year. Nominations will be accepted from the floor and votes will be by a show of hands signifying a vote cast in the affirmative.

Section II. Elected officers will take office July 1st of each year.

Section III. Elected officers will hold office during one academic year, serving their term from July 1st through June 30th. Officers may not serve more than two [2] consecutive terms in the same ASO office.

ARTICLE VII. DUTIES OF OFFICERS

The duties of the Chair shall be:

- Provide leadership to the Administrative organization.
- Ensure the organization adheres to its by-laws.
- Prepare the organization's agenda with input from the officers.
- Chair organization's meetings.
- Encourages organization members to participate in meetings and activities.
- Keeps the organization's discussions on topic by summarizing issues.
- Serve as ex officio member of committees and attends their meetings as required.
- Recognize organizations member's contributions to the organization's work.
- ~~Play a leading role in supporting special events.~~
- Acts as one of the signing officers for official documents.
- Promote the organization's purpose.
- To attend meetings specified by the Chancellor's office.

The duties of the Chair-Elect shall be:

- Act as Chair in the absence of the Chair.
- Principal assistant to the Chair.
- Learn the duties of the Chair and keep abreast of key issues.
- Perform other duties as designated by the Chair
- Act as a signing officer for official documents

The duties of the Liaison shall be:

- Act as Chair in the absence of the Chair and Chair-Elect.
- Keep abreast of key issues.
- Learn the duties of the Chair and Chair-Elect.
- To keep abreast of changes in state legislation regarding Administrative staff through contact with Arkansas State Employee Association (ASEA) and the Arkansas Department of Higher Education (ADHE)
- Ensure chair of committees conduct meetings and report the progress to the Chair and Chair-Elect.
- Encourage staff to participate.
- Meet with Human Resources no later than July 1st of each year for the express purpose of determining the number of administrative positions not reporting directly to the Chancellor and faculty supervising other faculty to establish a quorum for ASO meetings for that Academic Year.

The duties of the Secretary shall be:

- Maintains copies of the organization's constitution and by-laws.
- Maintains list of the organization's members and committees.
- Notifies members of meetings.
- Takes official meeting minutes.
- Ensure meeting minutes and other relevant information are recorded
- Maintains member attendance rosters.
- Ensures there is a quorum at meetings when necessary.
- Records all corrections to minutes.
- Maintains copies of minutes of the organization and committee meetings.
- Distributes copies of minutes promptly.
- Chairs meetings in the absence of the Chair, Chair-Elect, and when the Liaison is not available.
- Prepares a copy of minutes and membership attendance rosters for the Chancellor's Office.

ARTICLE VIII. MEETINGS AND CONDUCT OF MEETINGS

Section I. There shall be one meeting per quarter of the Administrative Staff Organization throughout the academic year, ~~with the exception of December (Christmas Luncheon) and May (Employee Appreciation Day)~~ or when a special meeting is needed as delineated in Section II below. These meetings shall be open to ASO members, except for special sessions that are called for specific members only. Officers should work with the Classified Staff Organization and Faculty Senate to ensure meetings to not overlap.

Section II. Special meetings of the Administrative Staff Organization shall be called by the Chair of the Administrative Staff Organization or at the request of the SAU Tech Chancellor.

Section III.

- a. Parliamentary Authority: The Administrative Staff Organization shall be guided by the current edition of *Roberts Rules of Order* as needed for guidance in conducting meetings.
- b. Quorum: Fifty percent (50%) of members of the Administrative Staff Organization constitute a quorum. The Liaison, ASO shall meet with the Human Resources Office, SAU Tech no later than July 1st of each year to determine the number of administrators not reporting directly to the Chancellor and faculty supervising other faculty for the express purpose of establishing membership eligibility and a quorum for that Academic Year.
- c. Voting Procedures: Only members may vote. A majority vote of the members is binding unless otherwise stipulated in this constitution.

Voting will be by a show of hands, except when any member requests that the voting be done by secret ballot. Votes by email will be allowed if a quorum is not present at an actual

meeting or for other purposes deemed necessary with the exception of changes or amendments to the constitution as stated in Article IX which must be voted upon in a regular or called meeting.

Section IV. The ASO Officers shall meet with the SAU Tech Chancellor at his/her discretion. The officers shall meet prior to the scheduled Administrative Staff Organization meeting, if such a meeting is necessary.

ARTICLE IX. AMENDMENTS

Section I. This constitution may be amended by two-thirds of the members voting at any regular or called meeting of the Administrative Staff Organization held during the regular academic year, provided that:

(1) The text of the proposed amendment has been submitted in writing to the officers at least ten working days prior to the Administrative Staff Organization meeting; and

(2) At least five working days' notice has been given to the Administrative Staff Organization membership that the proposal will appear on the agenda of the meeting, and a copy of the amendment under consideration will be included for the members to review.

Final approval must be made by two-thirds vote of the Administrative Staff Organization voting at a regular or called meeting and approval of the Chancellor, SAU Tech.

ARTICLE X. RATIFICATION

Section I. This constitution shall become effective immediately following the approval by two-thirds of the prospective members present and voting in a meeting called for that purpose and approval by the Chancellor. Following approval of the constitution, the Chair of the Administrative Staff Organization shall immediately take steps to call such elections as will be necessary to put this constitution into operation.

The above Administrative Staff Organization Constitution/By-Laws were received, reviewed, adopted, and approved by the Administrative Staff Organization of Southern Arkansas University Tech in a regularly scheduled meeting that convened at 3 PM on September 26, 2019 in the Roy E. Ledbetter Technology Building, Room TE117. The finalized document was distributed to all eligible members on _____, 2019 in a regular meeting in hardcopy as well as providing an electronic copy via e-mail. Members were informed that this would be an agenda item for the _____ 2019 meeting for the purpose of voting for adoption or rejection of the stated document. The agenda item number is Item # _____ of the _____, 2019 agenda. A copy of this signature page shall be kept on file by the Administrative Staff Organization, Chancellor's Office, and Academics and Planning Office, as well as being attached to all future copies of said document unless amended or superseded, which would require subsequent approval.

HEREUNTO WITNESS OUR HAND:

LaClaire Williams, CHAIR, Administrative Staff Organization

DATE

Connie Riley, SECRETARY, Administrative Staff Organization

DATE

Kyra Jerry, CHAIR-ELECT, Administrative Staff Organization

DATE

CHANCELLOR'S REVIEW:

APPROVED

DISAPPROVED

RETURNED FOR FURTHER ACTION

SIGNED:

Dr. Jason Morrison, Chancellor
Southern Arkansas University Tech

DATE