

Administrative Council- Approved 4-1-2015

Constitution and Bylaws

OUR GOAL:

1. Draft our constitution and bylaws based on the adopted constitution of the campus Exempt group.
2. Use Montgomery College's examples to add to any areas not covered or where the committee feels the Montgomery model fits better suits the needs of the Administrator Council

Things to be aware of:

- Each section has been color-coded in both columns, for ease of location within the document, and to see how much of the constitution relates to the bylaws. Those topics are as follows:
 - Name and Purpose
 - Composition/Representation (yellow)
 - Elections (green)
 - Executive Officers
 - Meetings (blue)
 - Finance, Bylaws, Amendments, Parliamentary Authority (pink)

THE CONSTITUTION AND BYLAWS...	
CONSTITUTION	
WHEREAS, the Administrative staff of Green River College recognize the importance of administrative staff involvement in participatory governance at the College, to include policy development and other decisions related to the stated mission of the College; and,	
WHEREAS, efficient communications mechanisms are vital to the fulfillment, by the administrative staff, of the aforementioned responsibilities, now,	
THEREFORE, the Green River College Administrative staff agree to establish the Administrator Council, pursuant to this constitution:	
ARTICLE I– NAME, DESCRIPTION, and PURPOSE	
Section I – Name	
The name of the organization hereby constituted shall be the Green River College Administrator Council, hereafter referred to as the Administrator Council or AC.	
Section II - Description	
The AC is comprised of all staff who are under an “Administrative Contract” excluding the Executive Team, which is comprised of the direct reports to the President.	
Section III – Purpose	

1. The Administrator Council shall:
<i>Communication</i>
<ul style="list-style-type: none"> a. Serve as a voice and channel of communications between administrative staff and the College Council, and; b. Provide a forum through which common concerns and opinions regarding the College matters may be voiced, and; c. Disseminate information to the Membership that may be of interest to them and, at all times, be open to opinions from the Membership, and; d. Work collaboratively and in good faith with other College constituency and governance organizations
<i>Participation</i>
<ul style="list-style-type: none"> e. Provide an orderly and efficient process for administrative staff participation in the collective and participatory governance of the College
<i>Policy Recommendations</i>
<ul style="list-style-type: none"> f. Serve as a channel or vehicle through which the Membership will make policy recommendations to the College Council
ARTICLE II– MEMBERSHIP
Section I – Composition and Representation
<ul style="list-style-type: none"> 1. The membership of the AC shall consist of all administrative staff employed by Green River College who are not members of the Executive Team. 2. Nominated/elected officers (hereafter referred to as AC Officers) consisting of Administrative Staff from any campus and functional area. <ul style="list-style-type: none"> a. AC Officers positions consist of the following, Chair, Vice Chair, and Secretary. b. AC subcommittees assigned as needed
Section 2 – Duties and Responsibilities of all AC members
<ul style="list-style-type: none"> 1. Attend the meetings and support the actions agreed upon by the AC. 2. AC Officers: <ul style="list-style-type: none"> a. Facilitate the appropriate representation of group interests in the decision-making process of the College through coordination of the council’s participation in in the provision of input and analysis of governance issues. b. Organize and facilitate the requisite level of communication among all members of the group. This will include serving as a liaison and representative of the council relative to interactions with the College Council and other governance groups of the College to ensure an effective bi-directional flow of information. c. Coordinate and communicate the operational requirements, policy perspectives and professional development needs of the group as a participant in the College’s planning and institutional effectiveness processes. 3. Council Representatives: <ul style="list-style-type: none"> a. The Chair and Vice Chair will be the representatives to the college council. The secretary will be an alternate representative. b. Represent respective Membership area’s interests during College Council meetings. 4. Recommend appointments to committees, task forces and design teams upon the request of the senior administration. 5. Keep issues and concerns brought to members of the AC confidential when requested.
Section 3 – Officers, Election, Terms, Vacancies, and Special Elections

1. The AC Officers are the Chair, Vice Chair, and Secretary.

2. Election and Terms

a. Elections Eligibility and Process:

- i. Terms of office are for 2 years, and will be in synch with time commitment for College Council representation; with an annual re-confirmation the officers for the remaining year of term at the final regular council meeting of the academic year.
- ii. Elections are conducted by the immediate past chair or designee.
- iii. All members of the current AC can participate in the election of the AC Chair, Vice Chair, and Secretary.
- iv. Nominees for an Officer for the next academic year must be in good standing as a current general member who has been employed at Green River in an administrative capacity for the past full calendar year prior to the election.
- v. Any members of the AC Membership can put forth nominations for an Officer position for the next academic year from eligible candidates as defined above. If eligible, Membership members may nominate themselves for any position excluding the AC Chair.

b. General election procedures:

- i. Nominations for all officers will come from the floor and voting will take place by ballot. The nominee to receive the greatest number of votes will be elected.
- ii. In the case where there is a tie of two or more nominees, the nominees with the least number of votes would be removed from the ballot and another vote would be taken. In cases where there is a tie among all nominees on the second ballot, a name will be randomly drawn by the meeting chair.

3. Vacancies and Special Elections

- a. If the chair position is vacated, the Vice Chair assumes the duties of the Chair
- b. If another Officer Position vacancy occurs within a term, the position will be filled by a special election.
 - i. All other General Election procedures apply.

ARTICLE III – OFFICERS AND REPRESENTATIVE RESPONSIBILITIES

1. All AC members

- a. Adhere to the rules and policies of the Green River College Council (Constitution) and Bylaws of the Administrator Council;

2. The Past Chair shall:

- a. Mentor the AC Chair
- b. Act as the Elections Coordinator and maintain all documentation as related to the elections process;
- c. Assume the duties of the Vice Chair in his/her absence;

3. The Chair shall:

- a. Be one of two representatives of the Administrator Council on the College Council, and can call for volunteers or designate other AC members to serve on committees of the College Council;
- b. Provide the Administrator Council a report of College Council meetings attended as one of two representatives of the Administrator Council;
- c. Call all meetings, both scheduled and special, to determine the agenda and preside at all meetings of the Council;
- d. Enforce the rules and policies of the Green River College (Constitution) and Bylaws of the AC.

4. The Vice Chair shall:

- a. Be one of two representatives of the AC on the College Council and act as the AC Council representative to other councils when needed;
- b. Assume the duties of the AC Chair in his/her absence;
- c. Work closely with the AC Chair in general representation duties as assigned and as stated in the Constitution;
- d. Discharge other duties as instructed by the College Council or the AC Chair.

5. The Secretary shall:

- a. Oversee the recording of meeting minutes and notes, assures an accurate record of all council meetings, assures that minutes and communications are posted.
 - i. The actual duty of recording meeting minutes can be designated to a member present at the meeting, with the secretary assuring the minutes get reviewed and posted.
- b. Work with Participatory Governance Assistant and/or proper college departments such IT or HR to:
 - i. Maintain list of members
 1. Updated email distribution list when there are changes to the AC Council.
 - ii. Maintain an accessible folder on the *N drive* that contains:
 1. Meeting minutes
 2. Lists of members
 3. Notice of all meetings and any other information considered appropriate by the AC

Section I – General Meetings

1. The AC shall schedule at least one time a month during the academic year.
2. A quorum is required to pass any motions made at a meeting and to conduct any official vote of the council.
3. The suggested meeting dates for the AC will be the **first Wednesday of the month in the AD Board Room following the monthly deans + meeting during the academic year.**
4. Agendas for each meeting will be posted on the AC's webpage and sent out to the Membership at least two business days in advance of the meeting.
5. Notice of regularly scheduled meetings shall be given to the Membership via the AC's distribution list and posted on the AC's webpage (requested).
6. Minutes shall be posted for review within 10 business days of any meeting. Approved minutes shall be published no later than 15 business days after the following AC meeting. The minutes will be posted on the AC's webpage (requested), maintained for at least three years, and archived. The Membership will be notified via email that the minutes have been published.
7. The minutes shall be comprised of a summary of discussions, and a listing of all motions with presenter and second, and outcome of the vote.
8. At the beginning of each AC meeting, time will be allotted for introductions, approval of minutes, and additions to the agenda. Additions to the agenda will be added to new business and discussed in a timely manner during the meeting or the following meeting.
9. AC members will strive for 70% attendance at regular council meetings.
10. Every effort will be made to schedule meetings at a time of maximum availability of the members. If a member cannot attend, s/he should send input on agenda issues to chair prior to meeting.
11. Non-member participation
 - a. Individuals who are not members of the Membership may request to be put on the AC meeting agenda,
 - b. Individuals that are not members of the Membership may address the AC if so permitted by the AC Chair or Vice-Chair.
12. Voting procedures
Voting will be conducted at meetings or by email
 - a. Once an issue has been brought to the membership at a scheduled meeting, and there is a motion, a second and the vote of members present is in the majority
 - b. When voting by email, the preferred method is to use the voting buttons
 - c. The motion and resulting vote will be recorded in meeting notes
 - d. If the issue is time sensitive, it is the officers or their designee responsibility to adjust the voting procedures such that the entire membership is informed.

Section II – Special Meetings
Article V – COMMITTEES
<ol style="list-style-type: none"> 1. The AC may create committees as needed. The types of committees created by the AC shall be designated as standing or ad hoc. 2. The AC may create task forces to address specific Green River College issues. 3. The standing committees are permanent committees of the AC and are empowered to review and act on issues related to their charge and make recommendations to AC, and thus, to the College Council. 4. An ad hoc committee is established to deal with a specific task or group of closely related tasks for a specific time; it is dissolved once the task has been completed.
ARTICLE VI - FINANCE, BYLAWS , AMENDMENTS, PARLIAMENTARY AUTHORITY
SECTION I – Finance
<ol style="list-style-type: none"> 1. Finance issues to be discussed as needed.
SECTION II – BYLAWS
<ol style="list-style-type: none"> 1. Adoption of the Bylaws: <ol style="list-style-type: none"> a. The AC shall adopt the Bylaws that it deems appropriate for conducting its business as long as the Bylaws do not conflict with the provisions of the Green River College Constitution, State law, Washington State Board for Community and Technical Colleges (SBCTC) policy, ethical standards, or College policy. b. The Bylaws shall be considered a sister document of the Green River College Council Constitution and both shall be made available to every administrative employee.
SECTION III - Amendments
<ol style="list-style-type: none"> 1. Amendments proposed to the AC Bylaws should: <ol style="list-style-type: none"> a. Require written notification to each AC member a minimum of one month before the next meeting. b.
SECTION IV – Parliamentary Authority
<ol style="list-style-type: none"> 1. Robert’s Rules of Order, Newly Revised, shall be used as a reference in all questions of parliamentary procedures not covered by the Constitution or Bylaws.