

**APPENDIX 7**  
**CONSTITUTION**  
**ROSE STATE COLLEGE**  
**PROFESSIONAL/ADMINISTRATIVE STAFF ASSOCIATION**

**November 14, 1990;**  
**as amended, June 21, 1991; June 18, 1992;**  
**October 23, 2008 and April 1, 2009;**  
**June 1, 2011; April 2017; and May 18, 2018**

**PREAMBLE**

Recognizing its role in improving and promoting academic excellence and campus life, the Professional/Administrative Staff Association of Rose State College is hereby established. The professional and administrative staff believe that they, together with comparable campus organizations, and the President and his/her staff share a joint responsibility for the academic excellence and the campus environment.

**ARTICLE I - Name and Purpose of Organization.**

Section 1. The Professional/Administrative Staff Association of Rose State College (hereafter called PASA) shall be the name of the primary organization for professional and administrative employees of Rose State College.

Section 2. The purposes of PASA shall be:

- A. To sponsor and encourage opportunities for employees' professional growth.
- B. To foster communication among professional and administrative employees on campus.
- C. To increase representation of professional and administrative employees on College committees and in policy development.
- D. To provide a forum for the continuing review of College policies and to function as a consultative body to the College President.
- E. To act as a liaison between professional and administrative employees and the College community on issues of common concern.
- F. To encourage greater participation by professional and administrative employees in the College community.

## **ARTICLE II - Membership**

Section 1. All professional and administrative staff not eligible for membership in the Faculty Association, are eligible for membership in PASA.

## **ARTICLE III - Officers - Duties - Elections**

Section 1. The PASA officers shall be President, Vice President/President Elect, Immediate Past President, Secretary, Treasurer, and Parliamentarian.

Section 2. Elections shall be conducted as follows:

A. The Nominating Committee shall prepare a roster of candidates from the active membership for offices by the 1st of March.

B. Ballots will be distributed to all active members by March 15 with ballots due by April 1.

C. The President, Vice President/President-Elect and Parliamentarian shall be responsible for tabulating ballots and announcing results at the spring membership meeting.

Section 3. Duties of the Officers shall be:

A. The President shall:

1. Preside at all meetings of the Executive Committee and the association.
2. Be responsible for establishing the agenda and determining the order of business for each meeting.
3. Ensure that regular meetings are held; call additional meetings when s/he deems it proper or upon written petition of 10 percent of the membership; and ensure, along with the Secretary, that the membership is adequately informed of the time, place and agenda of each meeting.
4. Appoint standing and ad hoc committees of PASA as necessary and appropriate for the advancement of the association.
5. Serve as an ex officio member of all standing committees.
6. Serve as a liaison between PASA and the College President.

7. Pass all material accumulated during the term of office to the succeeding president as soon as reasonably possible.

B. The Vice President/President-Elect shall:

1. Serve as President the following year.
2. Act as President in the absence of the President.
3. Serve as President if the office of President becomes vacant.
4. Serve as an ex-officio member of all standing committees.
5. Serve as chairman of nominating committee.
6. Pass all materials accumulated during the term of office to the succeeding Vice President/President-Elect as soon as reasonably possible.

C. The Immediate Past President shall:

1. Serve in an advisory capacity to the current President.
2. Perform other duties as requested by the current President.

D. The Secretary shall:

1. Maintain a permanent record of all meetings.
2. Distribute electronic copies of the minutes of each meeting to all PASA Executive Officers within two weeks following meetings of the Executive Committee and the full membership, and also post to the PASA website.
3. Pass all materials accumulated during the term of office to the succeeding Secretary as soon as reasonably possible.

E. The Treasurer shall:

1. Disburse funds.
2. Distribute a written financial report to the membership at least once a year.
3. Pass all materials accumulated during the term of office to the succeeding Treasurer as soon as reasonably possible.

F. The Parliamentarian shall:

1. Assist the President in expediting the conduct of meetings.
2. Rule on whether or not correct procedures are being followed, based on Robert's Rules of Order, Revised.
3. Keep a historical record of PASA.
4. Pass all materials accumulated during the term of office to the succeeding Parliamentarian as soon as reasonably possible.

Section 4. The term of office for PASA officers shall be from July 1 to June 30.

#### **ARTICLE IV - Meetings**

Section 1. The PASA officers shall meet at least monthly, if necessary.

Section 2. The PASA president and his/her designates should meet with the College President on a quarterly basis to update him/her of PASA concerns.

Section 3. PASA shall hold at least one annual general membership meetings for the purpose of:

1. Discussing administrative decisions and policy change pertaining to PASA.
2. Discussing recommendations of PASA regarding College policies.
3. Nominating candidates to serve on standing College committees as requested by the College President.

Section 4. Additional meetings may be called by the President of PASA as needed. Upon written petition of at least 10 percent of the membership, the President shall call a meeting within two weeks.

Section 5. A quorum for general meetings shall consist of no less than twenty percent of the membership. A quorum for Executive meetings shall consist of no less than fifty percent plus one of the Executive committee membership.

Section 6. All general meeting agendas shall be issued by the President of PASA. S/he should solicit agenda items from the membership for consideration.

Section 7. Active members may vote by absentee ballot if unable to attend a meeting of PASA. The President shall be responsible for collecting absentee ballots.

Section 8. Except as otherwise provided, Robert's Rules of Order, Revised shall govern the conduct of all meetings.

Section 9. PASA Officers may be removed by the Executive Committee from office after a failure to attend three (3) consecutive meetings of the officers.

Section 10. Vacancies to the offices of Secretary, Treasurer, and Parliamentarian shall be appointed by the President based on nominees from the Executive Committee. A vacancy to the position of Vice President/President-Elect shall be filled by conducting a special election by ballot.

#### **ARTICLE V - Amendments**

Section 1. Proposed amendments to the constitution and by-laws shall be initiated by the PASA board, and shall be presented at the meetings described in Article IV, Section I. The amendment shall be proposed at the next general meeting.

Section 2. A complete text of the proposed amendment shall be distributed to the membership at least five (5) working days prior to the general meeting.

Section 3. The proposed amendment shall be an agenda item at a general meeting. Upon approval of the majority of those present, the amendment shall become part of the constitution.

**BYLAWS TO THE CONSTITUTION**  
**ROSE STATE COLLEGE**  
**PROFESSIONAL/ADMINISTRATIVE STAFF ASSOCIATION**

**November 14, 1990,**  
**as amended, July 5, 2007**

**ARTICLE I - Membership**

**Section 1.** Membership is open to all Professional and Administrative Staff.

**ARTICLE II - Committees**

**Section 1.** The following PASA Standing Committees shall be maintained:

- A. The Executive Committee shall consist of the President; Vice-President/President-Elect; Immediate Past President, Secretary; Treasurer; and Parliamentarian. The committee shall plan programs, develop policy proposals and interpret the constitution. The committee shall be responsible for appointments to special College committees, as requested by the College President
  
- B. The Research and Policy Advisory Committee shall be responsible for making recommendations to the College President (through the PASA President) regarding current or proposed College policies. Membership of the committee shall be appointed by the PASA President.