

# **BYLAWS OF THE ADMINISTRATORS COUNCIL**

**Adopted: December 17, 2015**

## **ARTICLE 1: NAME AND PURPOSE**

The Administrators Council is established as a collaborative and representative body reporting to the Provost that advises and shares information with University Council and other administrative councils (i.e. the Deans Council and Chairs and Directors Assembly) and shared governance bodies (i.e. Faculty Senate, Staff Senate, Student Council), and is responsible for the implementation of shared governance decisions and policies among its constituents. In addition, the Administrators Council is also responsible for providing feedback on issues affecting administrators and their reports.

## **ARTICLE 2: MISSION AND GOALS**

The mission of the Administrator's Council is to act as a forum and advocate for administrators by providing leadership and guidance on issues which affect the interest of administrators, representing them to the University administration and keeping them informed on University initiatives and policies. The Council works to create a culture that promotes the fulfillment of overall university goals and objectives and provide an educational environment that promotes the growth and improvement of higher education and KSU. Each Fall the Council shall set forth its goals for the academic year in fulfilling the mission.

## **ARTICLE 3: MEMBERSHIP AND PARTICIPATION**

**Section 1.** The membership of the Administrative Council shall be appointed from the body of Administrative Officers of KSU by their VP, exclusive of the President, the President's Cabinet, and members of the Deans Council and Chairs and Directors Assembly. Assistant Vice Presidents may serve on the Administrators Council or may delegate the responsibility to one or more individuals in order to represent major departments within his/her division.

**Section 2.** Members are responsible for disseminating information and soliciting feedback about new University policies, programs and initiatives. Members have voting privileges and may participate in the Council as elected officers. Participating Members may send a substitute if they are prevented from attending a meeting. If a member cannot commit to the meeting schedule and therefore cannot carry out Administrative Council duties, he/she should inform his/her supervisor who will designate an alternate.

**Section 3. Other Participants** Individuals asked to attend any meeting of the Council by the Chair, another Council member, or by an invited guest are to notify the Chair of the intent to attend prior to the scheduled meeting.

## **ARTICLE 4: OFFICERS**

**Section 1. Chair**The Chair is responsible for scheduling meetings of the Council and establishing an agenda for each meeting. The Chair represents the Administrators Council on the University Council and in discussions with other shared governance groups and committees. The Chair shall charge ad hoc committees as necessary.

**Section 2. Chair Elect**The Chair Elect becomes the Chair after the incumbent Chair has completed his/her term. The Chair Elect shall serve instead of the Chair in the event the Chair is unable to perform his/her duties.

**Section 3. Past Chair**Upon completion of his/her term, the Chair shall serve one year in the capacity of Past Chair. The Past Chair shall serve in an advisory capacity to the current Chair and Chair-Elect and assist in the transition of the Chair Elect to Chair.

**Section 4. Recording Secretary**The Secretary shall see that the minutes of each meeting are recorded and distributed to the Participating Members within 15 calendar days of the meeting.

**Section 5. Removal of Officers.** Officers are required to attend all scheduled meetings of the Council; if circumstances prevent an Officer from attending, he/she must communicate the absence to the Chair. If an Officer fails to notify the Chair about an absence, it will be considered an unexcused absence. Officers with three (3) absences in one (1) year will be removed from the Executive Committee. The Chair or Chair Elect may call an election process at any time to elect an Officer to fill the remainder of the term.

## **ARTICLE 5: ELECTIONS**

**Section 1. Election Procedures**The election of the Chair Elect shall occur at the last Council meeting of the academic year. A simple majority of those voting is sufficient to elect the Chair. All members of the Council are eligible to serve as Chair or Chair Elect. The Chair Elect will assume his/her responsibilities as Chair at the first Council meeting of the academic year.

**Section 2. Terms of Office**Each officer shall serve a term of one year. Officers are eligible to serve second terms if so elected.

## **ARTICLE 6: COMMITTEES**

**Section 1.**The committees of the Administrators Council shall include an Executive Committee. Other committees may be established on an ad hoc basis.

**Section 2. The Executive Committee**The Chair, Past Chair, Chair Elect and Recording Secretary will constitute the Executive Committee of the Administrators Council. The Executive Committee will serve as an advisory committee to the Chair. The Executive Committee shall advise the Chair about the agenda for the meetings of the Council and work together to facilitate initiatives and/or projects.

**Section 3. Standing and Ad Hoc Committees**Standing and Ad Hoc committees of the Council shall consist of Council members who volunteer their services for one term.

## **ARTICLE 7: MEETINGS**

**Section 1. Quorum Requirement**A simple majority of members shall constitute a quorum. A quorum is required for any vote taken by the Council, but is not required for a meeting.

**Section 2. Regular Meetings Schedule**The Administrative Council shall meet no fewer than six (6) times per academic year during the fall and spring semesters. The Chair may call for meetings during the summer if necessary.

**Section 3.**The Chair shall set the time and place of meetings and establish the agenda.

## **ARTICLE 8: Council Operating Procedures**

**Section 1.**Motions acted on by the Administrators Council shall be approved by a minimum of two-thirds of members.

**Section 2.**In all parliamentary matters not specifically covered in this operating document the latest edition of Robert's Rules of Order shall govern meetings of the Council. The rulings of the Chair shall be final in determining parliamentary issues.

**Section 3.**Voting may be carried out either in person at meetings or electronically.

## **ARTICLE 9: Operating Document Revisions**

**Section 1.**Proposed revisions to this operating document must be approved by two-thirds of members of the Administrator's Council.