



PROFESSIONAL ADMINISTRATIVE STAFF ORGANIZATION CONSTITUTION AND BYLAWS

PREAMBLE

Whereas it has become recognized by those individuals currently composing the Professional Administrative Staff at Southwest Tennessee Community College, located at Memphis, Tennessee, that true need exist to organize and be represented both individually and collectively, in accordance with institutional policies, and that these individuals are now desirous in establishing an organization to be known by all parties as the Professional Administrative Staff Organization (PASO), this instrument now sets forth a Constitution, including all Statements of Purpose and Articles and By-Laws that are necessary in establishing the purviews of its Governance.

CONSTITUTION

ARTICLE - I

NAME

The name of this organization shall be: Professional Administrative Staff Organization (PASO) of Southwest Tennessee Community College

ARTICLE-II

STATEMENT OF PURPOSE

The purpose of the Professional Administrative Staff Organization (PASO) of Southwest Tennessee Community College:

1. To provide opportunities for training in the areas of supervision, budget preparation, skill improvement and professional development to promote career opportunities.
2. To provide a process whereby professional staff has formal representation in the college planning, budgeting, and legislative processes, as well as in establishing the college policies and procedures.
3. To promote an active role for the professional staff in the college governance structure.
4. To represent the professional staff in policy matters pertaining to personal and professional welfare.
5. To promote the exchange of information for:
 - a. Collaboration of each division to fulfill the mission of the college.
 - b. Provide the opportunity for clear communication between departments to promote and ensure student success.

- c. Build a more efficient and effective institution through assessments of institutional effectiveness to ensure continuous improvement.
 - d. Promote a campus culture that promotes diversity, learning and student success
 - e. Establish healthy and productive working relationships among Professional Administrators across campus.
6. To provide a forum for professional/administrative staff concerns and input.

ARTICLE - III

FUNCTIONS

The functions of the Professional Administrative Staff Organization of Southwest Tennessee Community College are:

1. To be a standing organization of the institution.
2. To implements the purposes of PASO and manage the business, functions, programs, and activities of PASO.
3. To consider matters of common Professional Administrative Staff concern and make reports and recommendations to the President.
4. To initiate and promote projects suggested by its membership and to forward the results and recommendations to the President and other appropriate persons or officials.
5. To create standing and ad hoc subcommittees to assist in the conduct of its duties and purposes as needed. The PASO President or designee shall, in consultation with the PASO Executive Committee, appoint members of the PASO to these committees.
6. To consider PASO concerns for the purpose of promoting and improving the administrative welfare at the institution.
7. To develop and periodically review the PASO Employee Handbook policies and procedures and provide guidance and clarification as needed.
8. To serve as the forum for the determination and expression of the official opinion of the Professional Administrative Staff Organization.
9. To establish a continuing teamwork philosophy in support of Southwest Tennessee Community College.
10. To provide a means for assuring formal, systematic and continual channels of communication among the professional administrative staff in order to participate more fully in campus affairs and to realize common group goals.
11. To create new positions on the Executive Committee as needed. The position(s) may be filled by appointment of the Executive Committee on a trial basis for up to one year, after

which the position must either be eliminated or formalized by majority vote of the PASO membership to become permanent after the trial one-year period.

ARTICLE - IV

MEMBERSHIP

Members shall be, at a minimum, employees whose employment status, upon hire, comes under the provisions of Southwest Tennessee Community College professional staff program and who have not declined membership in Southwest Tennessee Community College Professional Staff Organization.

Membership in this organization shall be granted automatically to all permanent Professional Staff employees.

Membership for the Professional Administrative Staff Organization shall be available to all employees who are designated as professional /administration or as professional non-faculty. An individual will cease to be a member of the Organization upon termination of employment, termination of professional staff status, or upon a written and signed request for the immediate removal of his/her name from the roster of the Organization. As such, this resignation shall become effective from the date of receipt or at a predetermined future date as stipulated and listed in said resignation.

1. The President of Southwest Tennessee Community College and staff who report directly to the President shall be designated ex officio members of the Professional Administrative Staff Organization.
2. All other members shall be designated general members. Only general members shall be allowed to:
 - a. Vote on official matters or in duly-called elections.
 - b. Hold office in the Organization.
3. Every division of the college is entitled to at least one elected representative.

STAGGERED MEMBERSHIP ON BOARD

PASO is responsible for assuring that the Executive Committee membership is staggered so that a portion of the members are representative of new and older members. Terms of the members shall be staggered so that approximately one-half of the members of the Senate shall be elected each year. This provides successful continuity, as well as, consistency among the PASO Executive Committee. This further insures that there are always people who can assist the incoming members with what the previous committee attempted, completed, in addition to, what was and wasn't achieved by the previous board. Furthermore,

this allows continuity of any future plans to perform tasks and duties that were made, have been accepted and approved by the board that could impact and be beneficial to the incoming Executive Committee.

The members of the PASO committee must represent the interests of the Professional employees at all times and shall not undertake any activity, position, or office which might create a conflict with that interest, i.e., a senator who may accept an appointment of a full-time faculty position at the College must resign his/her Senate seat.

MEMBERSHIP MEETINGS

The Professional Administrative Staff Organization shall convene a general meeting at least once per term. The PASO Executive Committee shall meet at least once per month, or as needed to address mandatory and emergency business of the college.

ARTICLE – V

VOTING

At any meeting of the membership, the presence of a majority of all the members in good standing shall constitute a quorum for the transaction of business, and the vote of a majority of the members present shall be the act of the Organization.

ARTICLE - VI

EXECUTIVE COMMITTEE OFFICERS

The officers of the Professional Administrative Staff Organization shall consist of the President, Vice President, Immediate Past President, and Secretary. The duties of the officers shall be as follows:

1. **President:** The President shall be the presiding officer of the Organization at all general meetings and at all advisory board meetings, informing the membership concerning points of order, rules, and regulations set forth and as adopted by the membership. He or She shall be responsible for establishing ad-hoc committees, focus groups and addressing other issues of the college. The President shall serve as the liaison to the College administration, attending all appropriate meetings, such as the President's College Governance Committee. The President shall also attempt to provide support to the Support Staff Organization (SSO) in the efforts to keep a viable collaboration and mentorship amongst the various organizational groups.
2. **Vice President:** The Vice President shall be responsible for planning and organizing staff development programs, annual awards, and special elections. In the absence of the President, the Vice President shall assume all the duties of that office. Attends regular meetings with the

College's administration. The Vice President shall also attempt to provide support to the Support Staff Organization (SSO) in the efforts to keep a viable collaboration and mentorship amongst the various organizational groups.

3. **Immediate Past President:** The Immediate Past President provides continuity of PASO administrative operations. Serves as the chair of the Nominations and Elections Committee performs such duties as the PASO Executive Committee may require. He or She may attend meetings with the College's administration.
4. **Secretary:** The Secretary shall record, prepare and distribute the minutes after their approval, keep a record of attendance for each meeting of the Organization and prepare and maintain an official membership list. Coordinate with the Webmaster to get announcements and proceedings of all meetings posted on the PASO website. The secretary is appointed by the President.

ARTICLE - VII

PASO EXECUTIVE COMMITTEE

The Professional and Administrative Staff Organization is a unique and diverse body of employees. In an effort to maintain the democratic process, each division of the college will select a representative to serve on the PASO Executive Committee.

The PASO Executive Committee is composed of: President, Vice President, Immediate Past President, Secretary, Division Senators, and Senators-at-Large (These positions can come from any area and will represent all divisions).

1. The PASO Executive Committee shall be elected via a nominating process then a majority vote to be held every two (2) years. All elections shall be by secret ballot. The term of office for the President and Vice President shall be 2 years. The term of office for the members and at-large members shall be 2 years.
2. Membership Divisional Representation

1-30	Professionals	(1 representative)
31-50	Professionals	(2 representatives)
51-70	Professionals	(3 representatives)
71-90	Professionals	(4 representatives)
91-110	Professionals	(5 representatives)
111-130	Professionals	(6 representatives)
131-150	Professionals	(7 representatives)
151-170	Professionals	(8 representatives)

171-190 Professionals (9 representatives)

3. No person shall hold more than one office per term.
4. Officers of the Organization may serve no more than two (2) consecutive terms.
5. Qualifications for Office:
 - For President or Vice President: must have served on the Executive Committee at some point
 - For Senator: must be an active member of PASO, which is determined by service on one of the PASO committees or as a part of PASO projects/initiatives.

ARTICLE - VIII

VACANCIES

1. A vacancy occurs in any office or position, elective or appointive, or in any committee, when the position remains unfilled or the person holding the same submits a resignation to the PASO Executive Committee or ceases to be a member of the PASO.
2. In the event of a vacancy on any PASO standing committee or sub-committee, or vacancy of a PASO representative position on a college committee, the PASO President, in consultation with the Executive Committee, shall, with convenient speed, solicit nominees from the PASO membership and appoint a successor to serve out the unexpired term.
3. Officer and Executive Committee Vacancies
 - a. In the event of a vacancy in the office of PASO President, the PASO Vice President shall assume that office and serve the remainder of the term as President.
 - b. In the event of a vacancy in the office of PASO Vice President, the members of the Executive Committee shall, with convenient speed, solicit nominees from the PASO Executive Committee membership and appoint a successor to serve out the unexpired term.
 - c. In the event of a vacancy in any other Executive Committee position, excluding the Past President position, the members of the Executive Committee shall, with convenient speed, solicit nominees from the PASO membership and appoint a successor to serve out the unexpired term. The successor will be from the same division as the exiting Executive Committee division member.

ARTICLE - IX

AMENDMENTS TO THIS CONSTITUTION

In order for the Constitution to be amended, a proposal must be made and signed by at least two-thirds of the Executive Committee. If the above criterion is met, the proposal will be circulated to the membership of the Professional Administrative Staff Organization for a vote. The PASO membership will be notified of the proposed amendment(s) at least thirty (30) days prior to voting on the proposed amendment. The proposal must then be approved by two thirds (2/3) of the general members voting by secret ballot. In the event that the quorum is not met, the Executive Committee will vote on the approval of the proposed amendments.

ARTICLE - X

RATIFICATION OF THIS CONSTITUTION

Upon approval of a simple majority of the votes received from those individuals herein described and defined as regular members of the Professional Administrative Staff Organization, this Constitution will be ratified and the Organization will be respectively, formed.

BYLAWS

1. Elections shall occur during the month of April and those elected should take office no later than July 1st.
2. Terms of office are two years, starting July 1st and ending no later than June 30th of the second year.
3. Positions open for election or re-election in even-numbered years are:
 - a. President
 - b. Academic Affairs (position 1)
 - c. Student Affairs (position 1)
 - d. Finance
 - e. Human Resources
 - f. Student Affairs (position 3)

Positions open for election or re-election in odd-numbered years are:

- a. Vice President
 - b. Academic Affairs (position 2)
 - c. Student Affairs (position 2)
 - d. Administrative Services
 - e. Academic Affairs (position 3)
 - f. Marketing & Communications, Institutional Research, and Institutional Advancement
4. The PASO Executive Committee may create, modify, or disband PASO committees. PASO Standing Committees are:
 - a. Nominations and Elections
 - b. Communications
 - c. Awards
 - d. Special Events/Projects
 - e. Constitution and By-Laws
 5. Rules of Order: The rules contained in the most recent edition of *Robert's Rules of Order, Revised* shall govern all meeting of PASO when those rules are not inconsistent with the PASO Constitution and By-Laws or other special rules of order by the Organization.