The Professional Staff Association
of
Boise State University

Purpose Statement

To promote and develop activities, policies and procedures which enhance Boise State University in pursuit of its mission;

To promote an active role for the professional staff in University governance structures;

To achieve formal representation in the process of establishing University educational and operating procedures and policies; and

To represent the professional staff in policy matters pertaining to personal and professional welfare.

Constitution of the Professional Staff Association of Boise State University
As amended January 2004

ARTICLE I-NAME
The name of this organization shall be: PROFESSIONAL STAFF ASSOCIATION OF BOISE STATE UNIVERSITY

ARTICLE II-PURPOSE
The purpose of the Association shall be:
Section 1: To promote and develop activities, policies and procedures which enhance Boise State University in pursuit of its mission;
Section 2: To promote an active role for the professional staff in University governance structures;
Section 3: To achieve formal representation in the process of establishing University educational and operating procedures and policies;
Section 4: To represent the professional staff in policy matters pertaining to personal and professional welfare.

ARTICLES III-MEMBERSHIP
Section 1: Membership in the Association shall be open to all Professional Staff—those personnel who fill administrative staff positions, who are exempt from policies of the Idaho Personnel Commission and who are not governed by faculty policies and stipulations.
Section 2: Membership in this association shall be granted automatically to all permanent Professional Staff employees. A person ceases to be a member of the Association upon termination of employment, termination of professional staff status, or upon requesting in writing the removal of his/her name from the roster of the Association.

ARTICLE IV-PROFESSIONAL STAFF SENATE
Section 1: SENATE COMPOSITION
There shall be a senate which shall consist of the President, Vice President, Secretary, Immediate Past President and nine Senators-at-Large.

Section 2: ELECTIONS
Officers and Senators shall be elected from among the members of the Association during the first two weeks of April each year.

a. Officers shall assume their offices for one year beginning at the adjournment of the Association’s May meeting. Candidates for President & Vice President must previously have been a member of the Professional Staff Senate.

b. Senators shall assume their offices for two years at the adjournment of the association’s May meeting. To allow for continuity of membership, terms should be staggered so that, as nearly as may be, the terms of half of the Senators shall expire at the adjournment of the association’s May meeting.

Section 3: DUTIES

a. Subject to authority of the Senate, the officers shall perform duties as described:

1. The President shall preside at all meetings of the Senate as well as meetings of the whole association, and shall appoint members to standing committees and special committees.

2. The Vice President shall perform the duties of the President in the event of the President’s inability to serve, or by the delegation of the President, and shall have charge of the financial records of the Association. The Vice President shall have charge and custody of all funds of the organization and therefore, shall deposit all such funds in the name of the Association, disburse such funds, and maintain books of account and records of all money received and expended. A financial report noting receipts and disbursements shall be made at each meeting of the Senate and shall be included in the minutes.

3. The Secretary shall act as recorder of all Association and Senate meetings, and shall keep minutes thereof. The Secretary will distribute minutes of meetings of the Senate to all members of the Association within 14 calendar days before the next meeting. The Secretary shall have charge of records and papers of the Association relating to its organization and history. The Secretary will file Association records and papers with the Archives section of the Albertson’s Library on an annual basis.

4. The Immediate Past President shall administer and conduct the elections, inform the membership of election decisions, and make results available to any Association member upon request.

b. The Senate shall perform duties as described:

1. The Senate shall, between Association meetings, be charged with implementing the purposes of the Association and exercising general supervision over its affairs. It shall be charged with the duty of effecting policies and programs adopted at Association meetings and representing the best interests of the University and the Professional Staff.

2. The Senate shall meet monthly during the academic year, at times and places that shall be made known to the membership of the Association.

3. Special meetings may be called by the President, by motion of the Senate, or upon a request to the Secretary by four officers and/or senators.

4. All members of the Senate are at-large representatives. Having sought the counsel and advice of their colleagues, Senate members shall be free to exercise their own judgment on matters of decision and vote.

5. Meetings of the Senate are open to the membership of the Association and to the general public.

Section 4: IMPEACHMENT AND REMOVAL OF SENATE MEMBERS

Any Professional Staff Senate member not fulfilling his or her duties as outlined in this constitution to the satisfaction of the Senate or voting membership of the Professional Staff Association, or who has violated Federal or State statute or who has committed mis, mal or nonfeasance of office may be subject to impeachment and removal. Refer to Addendum 1 of the Constitution for details.
ARTICLE V-COMMITTEES
Section 1: APPOINTIVE COMMITTEES
Standing or ad hoc committees may be created by the Senate. The President shall, subject to Senate approval, appoint members of the Association to these committees.

Section 2: OTHER UNIVERSITY COMMITTEES
Upon request of the University President or other University officers or groups, the Professional Staff Association President may, with concurrence of the Senate, appoint or recommend members of the Association to serve on standing or ad hoc committees of the University.

ARTICLE VI-VACANCIES
Section 1: RESIGNATION OR TERMINATION OF MEMBERSHIP
A vacancy occurs in any office or position, elective or appointive, or on any committee, when the person holding the same submits a resignation to the Chairperson or ceases to be a member of the Association.

Section 2: UNEXCUSED ABSENCES
A vacancy occurs when a member of the Senate or of any committee, unless excused of record by the Senate, is absent from three consecutive regularly scheduled meetings.

Section 3: REPLACEMENT
a. In the event of a vacancy in the office of President, the Vice President shall assume that office.
b. In the event of a vacancy in any other Senate position, the President shall nominate a member of the Association to serve out the balance of the unexpired term. The nomination must be ratified by a majority vote of the Senate. Such selection shall not prejudice election of the incumbent to subsequent regular terms of office.
c. In the event of a vacancy on a committee, the President shall, with concurrence of the Senate, appoint a successor.

ARTICLE VII-ASSOCIATION MEETINGS
Section 1: REGULAR MEETINGS
There shall be an Association meeting held twice each academic year at a time and place designated by the Senate. Such meetings shall be held for the purpose of conveying information, determining Association positions or policies relative to any issue, and conducting Association election nominations and other business.

Section 2: SPECIAL MEETINGS
Special meetings of the Association may be called by the Senate, or may be authorized by the Association membership at any regular meeting, or will be called by the President following a request by at least ten percent of the members of the Association.

Section 3: PROCEDURES
At all meetings of the Association, questions of parliamentary procedure shall be decided in accordance with Robert’s Rule of Order.

Section 4: VOTING
At each regular or special meeting of the Association, each member shall have one vote and may vote by proxy.

Section 5: RECORD OF PROCEEDINGS
A copy of the proceedings or a summary of meetings of the Association shall be published and distributed to the members by the Secretary.

ARTICLE VIII–QUORUMS
Section 1: ASSOCIATION MEETINGS
At all regular and special meetings, 25 percent of the regular membership, as shown by the roster of the Association, shall constitute a quorum.
Section 2: SENATE MEETINGS
At all regular and special meetings, a majority of the Senate membership shall constitute a quorum.

Section 3: PROFESSIONAL STAFF COMMITTEE MEETINGS
At meetings of any committee of the Professional Staff Association, a majority of its members shall constitute a quorum.

ARTICLE IX–AMENDMENTS
The Constitution may be amended by two-thirds majority vote of the Association members voting, provided due notice in writing of the proposed amendment is submitted to the Senate at least 30 calendar days prior to voting on the proposed amendment and the Secretary distributes copies of the proposed amendment to the Association membership at least 14 calendar days prior to voting.

Addendum 1
IMPEACHMENT AND REMOVAL OF A SENATOR MEMBER

Grounds for Removal: Any Professional Staff Senate member not fulfilling his or her duties as outlined in this constitution to the satisfaction of the Senate or voting membership of the Professional Staff Association, or who has violated Federal or State statute or who has committed mis, mal or nonfeasance of office may be subject to impeachment and removal.

Notice of Charges: Charges of impeachment against a member of the Senate must be presented in writing at a regularly scheduled or special meeting of the Senate where quorum is achieved. Two Board members or ten percent of the Professional Staff Association may bring charges of impeachment. A majority vote of the entire membership of the Senate is required to issue an impeachment. The Senate member under impeachment will remain on the Senate, with all the rights, privileges and responsibilities thereof until removed.

Hearing: The sole power of removal from office is vested in the membership of Professional Staff Association. Upon impeachment, the Senate will hold a special meeting of the Professional Staff Association not less than one month, but not more than three months from the date the impeachment was adopted. Notification shall be sent to each member of this impeachment and will include a copy of the charges, rebuttal if available, and special meeting time, date and location. This notice will be sent via Campus Mail, or e-mail not less than three weeks prior to the meeting.

At the Professional Staff Association meeting, a hearing will commence. The highest-ranking Senate officer present not under impeachment shall preside. The individuals bringing charges shall present their case to the Professional Staff Association. Then the accused will present his/her case. The Professional Staff Association may ask questions during each side’s presentation, at the direction of the presiding officer. Voting under this section will be by secret ballot, and must be submitted by Professional Staff members within seven calendar days after the hearing. The votes shall be counted by the officers of the Senate not under impeachment and two general members not involved in the impeachment on the eighth calendar day. A two-thirds majority of a membership quorum is necessary to remove from office a member of the Senate. If found responsible, the Senate member is immediately removed from the Senate. Vacancies will be filled in the manner described in Article VI, Section 3.
By Laws

As Amended December 18, 1991; April 20, 1992; May 4, 2000

1. Official positions or views of the Association shall be determined by the members at an Association meeting, or between such meetings, by the Senate.

2. The Association shall neither endorse nor oppose candidates for political office, either partisan or nonpartisan; nor shall it take a position on political issues unless they affect the operation or support of public higher education institutions or their staffs, facilities, or students.

3. No organization or individual may use the Association's mailing list for any political or commercial purpose.

4. These By-Laws may be amended by a two-thirds majority vote of the members voting, provided due notice, in writing, of the proposed amendment is submitted to the Senate at least thirty days prior to voting on the proposed amendment and the Secretary has distributed copies of the proposed amendment to the members of the Associations at least 14 days prior to the voting.