

## *By-Laws Of Oakland University Administrative Professional Association*

### Article I – Name

The name of the Organization shall be The Oakland University Administrative Professional Association.

### Article II – Purpose

The purpose of the Oakland University Administrative Professional Association, hereafter referred to as the AP Association or Association, shall be to serve as a voluntary organization dedicated to the professional and financial interest of Administrative Professional (AP) employees at Oakland University. The Association provides a means of communication between all AP employees and the university as employer in matters concerning wages, hours, and working conditions. The Association strives to promote a climate wherein the university can best fulfill its role and mission and offer opportunities for professional contribution, professional development, and job security for its AP employees.

### Article III – Membership and Dues

- Section 1.       a.       It is the Association’s purpose to serve all AP employees; rights of membership shall be available to all AP employees.
- b.       If dues are assessed, only those members who have currently paid dues shall have voting rights or may be considered candidates for office or Executive Committee membership.
- Section 2.       The amount of dues if any and the method of payment thereof shall be recommended by the Executive Committee. A two-thirds vote of those present at an Association meeting may override the recommendation of the Executive Committee.

### Article IV – Officers

- Section 1.       The officers of the Association shall be:
- a.       President
- b.       President-Elect
- c.       Secretary
- d.       Treasurer
- Section 2.       Duties of the officers:
- a.       The President shall preside at all meetings of the Association and of the Executive Committee. The President shall appoint all committee chairs, and members of appointed committees except the Nominating Committee. The President shall be an ex-officio member of all appointed committees except the Nominating Committee. All committee appointments are subject to ratification by the Executive Committee.
- b.       The President-Elect shall have all the powers and prerogatives of the President in the absence of the President.
- c.       The Secretary may assist in the preparation of written or electronic communications upon the direction of the President. The Secretary shall be responsible for preparing the agenda in conjunction with the President and for its distribution, ensuring that it is sent to each Executive Committee member at least one day prior to the meeting. The Secretary shall keep an accurate record of the proceedings of the Association, Executive Committee and other meetings designated by the President. The Secretary shall also issue all notices of meetings.

It is the Secretary's responsibility to keep all past minutes, correspondence and proceedings of the Association and all Association files and to pass these on, to succeeding Secretaries.

In the absence of the Secretary, the President shall assign the Secretary's duties to a member of the President's choice.

- d. The Treasurer shall receive and record all monies received by the Association. The Treasurer upon approval by the Executive Committee shall pay all monies owed by the Association. All requests for payment shall be signed by the Treasurer and countersigned by the President.

The Treasurer shall prepare and submit to the Executive Committee an annual budget and an annual financial report. In addition, quarterly financial reports shall be prepared and submitted to the Executive Committee.

The Treasurer or a person designated by the President shall maintain an active membership list of the Association.

### Section 3.

- a. The term of office for the President-Elect shall be two years, with the first year served as President-Elect, the second year served as President.
- b. The terms of office for the Secretary and Treasurer shall be two years. Elections for these two offices will be held in alternating years.
- c. Should officers be unable to complete their terms of office, the Executive Committee shall fill vacancies. A simple majority vote of all the Executive Committee members is required.
- d. Any Executive Committee member may be removed from office, with or without cause, upon an affirmative vote of two-thirds of the entire Executive Committee. A vote must be cast by every Executive Committee member.

## Article V – Executive Committee

Section 1. The Executive Committee shall transact the business of the Association.

Section 2. The Executive Committee shall ensure that the entire AP Association membership is duly informed of all Association activities.

Section 3. The Executive Committee shall consist of the four officers and six committee members who are representative of the entire AP Association. Also, the immediate past-President, ex-officio and non-voting. The six representative members must be:

- a. Two members of the AP Bands J - R
- b. Two members of the AP Bands S - X
- c. Two members of the AP membership at large

Section 4. Terms of Committee Members and Filling Vacancies:

- a. The terms of committee members shall be for two years with each position alternating years with its counterpart.
- b. Should committee members be unable to complete their terms of office, the Executive Committee shall fill vacancies. A simple majority vote of all the Executive Committee members is required.

## Article VI – Elections

- Section 1. The yearly election of officers and Executive Committee members shall occur during the month of April by sending to the membership a slate of candidates proposed by a Nominating Committee for those offices and Executive Committee memberships that become vacant that year.
- Section 2. All members, as defined in Article III, Section 1 are eligible to cast votes for one candidate for each open Executive Committee position or for one write-in candidate for each vacant position.
- Section 3. Terms of office for the President shall be two years, the first year served as President-Elect, the second year as President. Terms of office for the Secretary and Treasurer shall be two years, and shall be staggered so that the Secretary is elected in alternate years to the Treasurer. Terms of the remaining Executive Committee members shall be two years, and shall be staggered so that one of the two members of each representative position (bands J – R, bands S – X, and at large) is elected in each election cycle.
- Section 4. The candidate for an Association Officer or Executive Committee position who receives the largest number of votes for that office, shall be declared elected to that office for its term.
- Section 5. In the event the balloting for an Association Officer or Executive Committee position results in a tie between two or more candidates receiving the highest number of votes, a run-off election will be held. Only the names of those candidates tied with the highest number of votes will appear on the next or subsequent ballot(s). Balloting will be conducted in the same manner as the initial election that produced the tie and as often as necessary to break the original or subsequent tie(s).
- Section 6. Responsibility for conducting elections and announcing successful candidates rests with the Nominating Committee, which is chaired by the Past President. The Past President will constitute a committee of no fewer than two current Association members to conduct the nominating and ballot counting functions of the committee.

No voting officers or members of the Executive Committee may be appointed to the Nominating Committee.

## Article VII – Meetings

- Section 1. Association Meetings
- a. The Association shall meet at least once in each calendar year. Notice of these meetings shall be sent to members at least one week prior to the meeting(s) and shall announce the order of business.
  - b. Special meetings of the Association may be called by the Executive Committee and must be called upon the written request of 20 percent of the membership. Notice of these special meetings shall be sent to members at least one week prior to the meeting and shall specifically announce the purpose, the place, the date, and the hour.

Section 2. Executive Committee meetings:

- a. The Executive Committee shall meet at regularly scheduled monthly meetings. Notice of all the dates and times of all regularly scheduled Executive Committee meetings shall be sent to Executive Committee members once each semester prior to the first meeting.
- b. Special meetings of the Executive Committee shall be held at the request of the President or a majority of the Executive Committee. Notice of these special meetings shall be sent to Executive Committee members one day prior to the meeting and shall specifically announce the purpose, the place, the date, and the hour.
- c. All Executive Committee meetings are open to the general membership and the membership is to be so informed on a regular basis.

Article VIII – Parliamentary Authority

Robert’s Rules of Order, latest edition, may be the authority governing proceedings in meetings of the Association, provided such rules are not in conflict with the provisions hereof and special rules of order of the Association hereafter adopted. The President of the Association may appoint a Parliamentarian.

Article IX – Quorum

Section 1. At meetings of the Executive Committee, a quorum shall consist of a majority of the total membership of the Executive Committee.

Section 2. At meetings of the Association, a quorum shall consist of one-fourth (1/4) of the membership.

Article X – Amendments

Section 1. Amendments of these By-Laws may be presented for consideration to the membership at any regular or special meeting, provided the proposed amendment shall have been included in the written notice of the meeting.

Section 2. Amendment may be introduced by petition signed by 20 percent of the general membership, or by resolution of the Executive Committee.

Section 3. Passage of any amendment shall be by a 2/3 vote of the members present at an Association meeting or by 2/3 of the valid ballots received in a direct mailing to members.

Article XI – Ratification

Ratification of these By-Laws shall take place at a meeting of this Association called for that purpose by the Executive Committee, and approved by a simple majority of those members present.

Article XII – Dissolution

The AP Association may dissolve by a 2/3 affirmative vote. Notice of the proposed dissolution of the Association must be given at the previous regular meeting of the Association. Upon dissolution of the Association, any assets should be distributed to Oakland University’s AP Assembly Bonus Award Fund.