

ARTICLE I

Definition of Constituency

The constituency of APAC will include all academic professionals at UIS. The University of Illinois Statutes define academic professionals as “those staff members on academic appointments whose positions have been designated by the President and the Chancellor as meeting specialized administrative, professional, or technical needs.”

ARTICLE II

Election of Representatives

Section I: Definition of Electorate/Election Procedures

The academic professional staff whose appointments require at least fifty percent (50%) part-time employment and members of the System Office academic professional staff whose principal offices are on the Springfield campus shall be members of the electorate.

Any member of the electorate who has been employed on the Springfield Campus as an academic professional for a minimum of 12 months prior to the election is eligible to be a candidate for the election to APAC.

Elections shall be held each year in June.

Members of APAC shall be elected for staggered three (3) year terms.

Provision shall be made for staggered terms with no less than three (3) and no more than five (5) representatives to be elected each year.

Outgoing Committee will seat newly elected Committee at the regular July APAC meeting.

Section II: Nominating Procedures

Candidates shall be sought out each year in May.

District candidates are required to obtain the signatures on a petition of two (2) other APs in their district endorsing their candidacy. At-large candidates are required to obtain the signatures on a petition of four (4) other APs supporting their candidacy.

Candidate(s) will submit a nominating petition to APAC@uis.edu fourteen (14) calendar days prior to the first day of voting. A list of candidates will be posted on the UIS APAC website prior the election.

Voting shall be conducted in an anonymous, electronic format. Each member of the electorate is eligible to vote once during the fourteen (14) calendar day election period.

Prior to the July meeting, members of the Executive Committee will ensure that newly elected members have received an orientation to topics currently being addressed by APAC.

For At-Large representatives, the appropriate number of candidates who receive the highest number of votes shall be declared the winners. In the event of a tie, the existing Academic Professional Advisory Committee will determine the winner at the time of the election.

Section III: Vacancy

In the event of a vacancy on the Academic Professional Advisory Committee, through resignation or other cause, the Executive Committee, with the consent of APAC, shall select an AP to fill the seat.

In the event that no candidate for a seat due for election presents a valid petition in accordance with Article II, Section II, the Executive Committee, with the consent of APAC shall select an AP to fill the seat.

All vacancies shall be filled for the remainder of the three (3) year term.

ARTICLE III

Structure of APAC

Section I: Composition of APAC

APAC shall consist of ten (10) members, five (5) representatives elected at-large and five (5) representatives elected from districts, which are described on the UIS APAC website. Districts shall be periodically reviewed by APAC for equitable representation. In addition to elected members, a representative appointed by the Chancellor, a representative appointed by the Provost and the Senior Director of Human Resources, shall serve as ex officio members, without voting privilege but with full floor privilege.

Section II: Role of Members

Members in good standing shall:

Attend regularly scheduled meetings and participate actively in the work of APAC.

Inform the chair if they are unable to attend the monthly meeting.

Attend APAC-sponsored events.

Provide leadership in the advocacy of AP concerns, such as chairing subcommittees and representing academic professionals on other university committees.

APAC members shall abstain from voting on any matter in which that member is personally involved.

District representatives shall communicate regularly with their constituency and advocate for issues concerning their district. At-Large committee members shall represent Academic Professionals across the entire electorate.

Section III: Resignation or Removal from the Committee

Committee members and officers may be removed from their position by a two-thirds vote of the members present. Any proposed removal shall be presented to the Executive Committee no less than two weeks prior to discussion and action by the full membership. In addition to failure to meet all of the responsibilities of membership (as defined in the Bylaws), members may be removed for inappropriate conduct unbecoming of a member.

In the event of three (3) consecutive absences within one (1) fiscal year, the Chair may bring the member's absences to the attention of the Executive Committee for review and possible action of removal of all APAC responsibilities.

In the event of six (6) absences within the fiscal year, the member will be automatically removed from APAC.

Members may resign from their position by submitting a letter of resignation to the Chair.

In the event of a vacancy for any of the above reasons, selection of a replacement from the appropriate district or at-large constituency shall be in accordance with Article II, Section III.

Section IV: Officers

APAC shall elect a Chairperson, Vice Chairperson, Secretary, and Treasurer by majority vote from among the representatives at the regular July meeting. The terms of office shall be for one year beginning at the July meeting. Prior to the August meeting, members of the Executive Committee will ensure that their newly elected successor will have received an orientation to the duties of their office. No person shall serve more than three consecutive one-year terms in any one office. Officers shall adhere to the roles and responsibilities as APAC members as noted in the Bylaws. Additional obligations of the officers shall include but not be limited to:

The Chair:

Shall be responsible for the overall organization, operation, and communications of APAC and shall serve as its chief spokesperson.

Shall prepare agendas for monthly meetings in consultation with the executive committee, chair meetings, call special meetings, and convene executive committee meetings.

Shall be responsible for communication on behalf of APAC with the Chancellor, the Provost, and the Chancellor's representative on APAC.

Shall be the central point of contact for communication between the Committee and the Campus Senate Chair and Civil Service Advisory Council president.

Shall be responsible for facilitating the process of making appointments of AP representatives to various committees on campus.

Serves as one of the voting representatives to the University Professional Personnel Advisory Committee (UPPAC), upon appointment by the President, and shall serve as chair.

Shall be responsible for maintaining communication with the Academic Professional organization at the other two campuses.

Coordinates the work of APAC subcommittees and maintains communication with subcommittee chairs.

Represents APAC at campus and university meetings.

Reviews the draft of the minutes for accuracy and completeness before the minutes are submitted to the full committee for approval.

The Vice Chair

Assist the chair in coordinating the operations of APAC. This includes, but not limited to, preparing the agenda for meetings, coordinating the activities of the subcommittees, and representing APAC both internally and externally.

Chairs meetings in the absence of the chair.

Takes minutes in the absence of the secretary.

Responsible for maintaining the roster of Academic Professionals representing APAC on committees.

Responsible for communicating to APAC when committee vacancies arise.

Shall be responsible for communication of committee appointments on behalf of APAC.

Shall be the designated alternate to Campus Senate in the event the APAC Representative cannot attend.

The Secretary

Shall be responsible for taking, preparing, and distributing the minutes of APAC meetings.

Works closely with the Campus Senate Office to maintain an archive of all files and records pertaining to APAC business.

Works with the Chair to help prepare and distribute the agenda in advance of meetings.

With the assistance of the Campus Senate Office Secretary, assists in notifications to the constituency regarding APAC activities

Handles invitations and registration for APAC-sponsored events, if required.

Maintains accurate attendance records of meeting participation by the membership.

Maintains Academic Professional Advisory Committee website.

Shall verify accuracy of the campus AP e-mail distribution list by comparing it with the current Human Resources AP list on a quarterly basis.

The Treasurer:

The candidate for Treasurer should possess or be willing to obtain the knowledge necessary to perform the duties as assigned to the role of Treasurer.

Shall be responsible for APAC's financial management, keeping an accurate timely account of the Committee's revenues and expenditure, including collecting fees/donations at APAC events and processing payments to vendors.

Shall be responsible for submitting requests for funding by working with the staff in the Chancellor's Office and the Provost's Office to obtain necessary budgetary support and approval of expenditures for duplicating, supplies, awards, refreshments, etc.

Works with the Secretary in collecting and recording registration receipts for APAC-sponsored workshops and donations at fundraising events.

In consultation with the Chair, prepares an annual budget at the beginning of the fiscal year and prepares an end-of-year report of total receipts and expenditures.

Section V: Executive Committee

The Executive Committee shall consist of the officers of APAC.

The Chairperson and Secretary shall also serve, respectively, as the Chairperson and Secretary of the Executive Committee. The delegate to the Campus Senate shall be seated as an ex-officio member of the executive committee.

The Executive Committee shall meet as required for the orderly conduct of business but not less than quarterly. Additionally, the Chair shall consult with members of the executive committee at least once a month either by phone, electronically, or in a meeting.

The Executive Committee shall possess all the powers of the parent body when in session, except that it shall not overrule, revise, or change previous acts of APAC, nor take from subcommittees any business referred to them by APAC.

The Executive Committee shall make a record in writing of all its actions and submit it to APAC at its next regular meeting for incorporation into the minutes thereof.

The Executive Committee shall not act on items that can be deferred to the parent body.

Prepares and submits an annual report of APAC activities to the Chancellor and constituency.

Section VI: Representative to the Campus Senate

APAC shall elect a voting delegate to the Campus Senate by majority vote from among the elected representatives at the regular July meeting. The term shall be for the academic year beginning immediately upon election.

The delegate is responsible for attendance at all Campus Senate meetings and maintain active communication with the Chair and APAC Executive Committee.

The delegate is required to inform the APAC Chair (in advance) of their inability to attend any Campus Senate meeting. Failure to notify the Chair may result in removal from position.

Failure to attend three (3) or more Campus Senate meetings within the academic year (with or without advance notice), or failure to adequately represent APAC interests may be deemed sufficient grounds for removal.

The delegate may be removed from their position by a two-third majority of the members present and voting at a regular or special APAC meeting.

In the event of such removal, or resignation of the delegate, a new delegate shall be elected (as described above) from among the members at the next regular APAC meeting to fulfill the unexpired portion of the term.

In the event that the delegate is unable to attend all or part of any Campus Senate meeting, all floor privileges and voting authority of the delegate will automatically be assumed by (in order of succession) the APAC Chair, Vice Chair, Secretary or Treasurer.

The member assuming voting responsibilities and privileges shall be responsible for clearly identifying himself or herself as such to the Secretary of the Campus Senate.

The delegate will distribute a written summary of each Campus Senate meeting to APAC prior to the monthly APAC meeting.

The Campus Senate summary shall be a standing item on the monthly APAC Agenda.

Section VII. Subcommittees

Standing Subcommittees

APAC may appoint such standing subcommittee as it deems appropriate. These subcommittees may include members of the University community who are not members of APAC. The standing committees shall address issues such as professional development, education and communication, employment issues and grievances, nomination and election procedures.

Chairpersons of the standing subcommittees shall be selected by a majority vote of members from among its representatives and shall serve for a one-year term.

A description of standing committees, including their charge and responsibilities shall be appended to and made a part of these Bylaws.

Ad Hoc Subcommittees

Ad hoc subcommittees shall be formed for a specific task or objective and shall be dissolved after the completion of the task or achievement of the objective.

The Chairperson of APAC shall appoint ad hoc subcommittees as required, provided their purpose is not in conflict with the charge of any standing subcommittee.

Section VIII: Procedures

Six members, one of whom must be the Chairperson or the Chairperson's designee, shall constitute a quorum. Approval by a majority of those present and voting shall be required for adoption of any authorized action.

Roberts Rules of Order shall govern procedures except as modified by these bylaws.

All representatives of APAC shall have equal standing and voting privileges.

Only representatives present at a meeting may vote on matters before APAC. Voting by proxy, absentee, or mail ballot shall not be permitted.

Section IX: Records and Files

The Secretary of APAC shall be responsible for maintenance of the official minutes, records, and files of APAC for the current year. The official records and files of APAC shall be permanently maintained in the Campus Senate Office. The Chairperson shall have the authority to review all APAC records and files as required.

Official minutes, records, and files kept by APAC shall normally be open to inspection only for reasons satisfactory to APAC and authorized by it in writing. Items not exempted by the Freedom of Information Act will be made available upon demand, following the advice of Campus Legal Counsel

Effective with the 2017 Bylaw revision, all new records and files will be kept electronically in the properly designated location.

ARTICLE IV

Meetings

Section I. Schedule

The Chairperson shall convene the initial meeting of APAC in July. At this meeting, APAC shall propose a meeting schedule for approval.

Section II. Special Meetings

Special meetings of APAC shall be called by the Chairperson or on petition of three (3) or more members of APAC or on petition of ten (10) or more members of the APAC constituency. Reasonable prior notice of meeting shall be given.

Section III. Floor Privileges

All representatives, ex officio members, and subcommittee appointees shall be entitled to the privileges of the floor including the right to speak on matters before APAC.

Appointed subcommittee members who are not elected representatives, shall also have the right to propose motions on matters within the purview of their subcommittee.

The Chairperson may extend floor privileges, not voting privileges, for a given topic to any member of the University community or guests whose contributions to the discussion of the topic may be presumed valuable.

ARTICLE V

Amendments

Amendments to these Bylaws shall become effective when approved by a two-thirds vote of APAC. Proposed amendments shall be given a first reading at a regular meeting of APAC, and shall be voted on no earlier than the next regular meeting of APAC. A copy of the proposed amendment shall accompany the notification of the meeting at which the first reading shall take place.

Appendix

APAC Standing Committees

CAPE Award Committee

Purpose: Committee is responsible for facilitating the annual CAPE Award nomination process, screen nominations for completeness and eligibility of nominee, then select and forward, three finalists to the Chancellor to determine the recipient for the annual CAPE Award. The committee shall be composed of five APs representing each of the five APAC districts. Academic Professionals who serve on the Awards Committee are not eligible to receive the CAPE Award in the year they are making the selection. Members are selected by the current CAPE Award Committee. The committee composed of one AP from each of the five (5) AP districts.

Number of Representatives: 5

Professional Development Committee

Purpose: Works with the Provost to obtain professional development funds to be used by UIS Academic Professionals to engage in professional development activities that are beneficial to them in their position, their unit, and the campus as a whole. The Committee is responsible for promoting the program, accepting and awarding applications for funds, track usage of funds and compiles a report after end of each fiscal year for the Provost.

Number of Representatives: 6

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