PASA By-laws

Article I – Membership

Membership in PASA shall consist of professional and administrative staff at UHCL who hold exempt status position, who are not on tenure-track and whose primary responsibility is not classroom instruction.

Article II – Executive Board

1. The Executive Board shall consist of the elected President, Vice President/President-Elect, Secretary, Treasurer, Archivist, Alternate Archivist, shared governance committee representatives and shared governance committee alternates.

[NOTE: Changes to this section may also require a constitutional amendment]

2. Non-Voting members of the Executive Board shall consist of the Immediate Past President and the Webmaster.

3. The Executive Board will meet to plan the agenda for PASA for the year, and to present issues to the membership for consideration or vote, as appropriate.

4. Some Executive Board positions may require a background in PASA history and UHCL's shared governance system, particular skills such as Web page maintenance or knowledge of UHCL's financial system (i.e., PeopleSoft), or other appropriate experience. In order to serve PASA effectively, members are encouraged to apply for leadership positions in which they possess the necessary skills and experience.

The officers of the Executive Board shall be: President, Vice President/President-Elect, Secretary, Treasurer, Archivist, Archivist Alternate.

Article III – Responsibilities of Officers

1. The President shall:
   a. conduct monthly Executive Board and general membership meetings;
   b. call special meetings as necessary;
   c. represent PASA on the University Council;
   d. function as liaison to other organizations and entities within the University and the UH System;
   e. appoint committee chairs, shared governance sub-committee representatives, PASA committees and task force members as needed;
   f. represent PASA on the UH System Staff Executive Council (USSEC)
      1. share information about UHCL staff policies, as appropriate, in USSEC discussions;
      2. report relevant information to the PASA Board and provide appropriate reports at membership meetings;
      3. vote the voice of the PASA members on issues that are raised by USSEC.
   g. coordinate the annual planning session for the Executive Board;
   h. develop and complete the University assessment and planning documents.

2. The Vice President/President-Elect shall:
   a. replace the President when the President is unable to perform his or her duties;
   b. be responsible for organizing the programming at meetings, according to the President's direction;
   c. assist the President in the performance of his or her duties, as needed and requested by the President;
   d. keep abreast of PASA issues and goals in preparation for the assumption of the Presidency in the following year;
e. represent PASA on the UH System Staff Executive Council (USSEC).

3. The Secretary shall:
   a. record, post to PASA server, and distribute minutes of the general membership meetings;
   b. record minutes of PASA board meetings and distribute to board members;
   c. maintain and update the roster of members;
   d. be responsible for all mailings of the organization;
   e. handle nominations and election duties as described in Article VI in this document
   f. help organize the annual PASA planning session;
   g. handle physical inventory of PASA university property;

4. The Treasurer shall:
   a. maintain the financial records and be responsible for any budget or monies allotted to PASA;
   b. keep an accurate record of all income and expenditures for the organization;
   c. pay all bills as directed by the President;
   d. report on the state of the treasury at all general membership meetings;
   e. have experience with the UHCL financial system.

5. The Archivist shall:
   a. be responsible for collection and categorization of all PASA related materials in an organized, well-defined manner;
   b. be the official PASA photographer;
   c. provide documentation of all PASA events in a media suitable for reference and viewing (i.e., photography, scrapbook, memorabilia);
   d. provide a central, accessible location for archived files to the PASA board members;
   e. provide necessary data/history for news articles and publicity for PASA;
   f. attend UHCL Web training.

6. The Archivist Alternate shall:
   a. assist the Archivist in their duties;
   b. assume the duties of the Archivist when the Archivist is not available.
   c. shall become the Archivist at the end of the current Archivist’s term.

Article IV – Committees

Section A: Committee and Appointed Task Force Representatives

Representatives of PASA shall serve on those Shared Governance committees, Shared Governance Sub-committees that are recognized by UHCL and standing PASA committees or PASA task forces.

Section B: Shared Governance Committees

1. The elected committee representative and the alternate are responsible for attending all committee meetings for which they have been elected. If neither can be present, the President shall appoint an Executive Board member to attend in their absence.

2. Each alternate is expected to attend the appropriate committee meetings from the beginning of the two year term of office to ensure familiarity with committee issues should he/she be required to assume the duties in the absence of the representative.

3. Either the committee representative or the alternate must be present at PASA general membership meetings to report on committee activities. If neither can be present, a written report is to be submitted to the President or Secretary in advance of the meeting.

4. Elected committee representatives are to inform the membership of the nature of impending votes in committees and shall cast a vote as directed by the membership at large and PASA board.
5. Representatives will provide a written annual report at the end of the year to the PASA board. This report will include a brief summary of the pertinent events or changes within that particular shared governance entity for that fiscal year. Reports should be no more than two pages in length and of a consistent, PASA designated template.

Section C: Shared Governance Sub-Committees

1. The President shall appoint Shared Governance Sub-committee representatives to a one year term. Representatives are responsible for attending all sub-committee meetings for which they have been appointed. If a representative cannot be present, the President shall appoint an Executive Board member to attend in their absence.

2. The representative must be present at PASA Executive Board meetings and general membership meetings to report on Sub-committee activities. If they cannot be present, a written report is to be submitted to the President or Secretary in advance of the meeting.

3. Appointed Sub-committee representatives are to inform the Executive Board and general membership of the nature of impending votes in sub-committees and shall cast a vote as directed by the membership at large and PASA board.

4. Representatives will provide a written annual report at the end of the year to the PASA Board. This report will include a brief summary of the pertinent events or changes within that particular shared governance entity for that fiscal year. Reports should be no more than two pages in length and of a consistent, PASA designated template.

Section D: PASA Standing Committees

1. PASA shall have the following standing committees: Scholarship; Fundraising; Welcome and Outreach Committee; Spring Break Break; and Walk of Success.

2. The President shall appoint the chair and the members of each standing committee from among PASA members.

3. Each standing committee shall conduct its business in accordance with standard guidelines and timelines.

4. Each member of the standing committee shall serve until the completion of the task or until the standing committee is dissolved.

Section E: PASA Task Force

1. The President shall appoint the chair and the members of each Task Force from interested PASA members.

2. Each Task Force shall conduct its business in accordance with standard guidelines and timelines.

3. Each member of the Task Force shall serve until the completion of the task or until the Task Force is dissolved.

Section F: Non-Voting Executive Board Members

1. Immediate Past President:
   a. Shall assist the President and the Executive Board in providing continuity to the leadership of the Board;
   b. Shall represent PASA at USSEC functions when necessary;
   c. If there is a vacancy in the position of immediate-past president, the position shall not be filled.

2. Webmaster:
   a. Shall create, organize and make visual and content changes to the PASA website;
   b. Shall request the permission necessary for the Archivist and Archivist Alternate to assist in the maintenance of the website;
   c. Shall serve until replaced;
   d. Shall be appointed annually by the current President, after he or she has consulted with the Executive Board.
e. Shall attend UHCL Web training.

**Article V – Advisors**

The PASA Board shall consult with the Advisors (see PASA Constitution – Article V) as needed. The responsibilities of the Advisors are to provide guidance on topics that the PASA President or Executive Board feels they do not have the expertise, or is a topic that may have consequences campus wide or may be deemed inappropriate. The President or Executive Board should not be limited to the three positions listed in the constitution, but should be able to utilize the limitless resources at the University.

**Article VI – Nominations and Elections**

**Section A: Positions a Person May Hold**

A person may hold only one officer or governance committee representative or alternate position at any time. Any other combination of other committees, standing committees, and/or Task Forces is acceptable.

**Section B: Procedures for Conducting the Call for Nominations**

1. The entire membership shall be solicited for nominations on the first business day in June of each year.
2. The Secretary shall prepare and distribute an email calling for nominations. Nominations shall only be accepted on the form provided.
3. A person may be placed on the ballot for a position only with his or her permission.
4. In the event a person is nominated for more than one position, the Secretary shall notify that person immediately upon receipt of the nomination. When a person is nominated for more than one position, that person must notify the Secretary in writing of his or her preference.
5. The Secretary shall verify with each nominee via e-mail that he or she is willing to run for the position for which he or she has been nominated.
6. A combination of other committees, standing committees, and/or Task Forces is acceptable.
7. The deadline to submit nominations shall be clearly stated on the call for nominations and shall be announced at the June general meeting.

**Section C: Election of Officers**

Election of officers shall be held in July. From the nominations submitted, ballots shall be prepared and sent to the entire PASA membership, to be returned by an established deadline. The ballots shall be counted by a Committee appointed by the President, and the results announced by e-mail on a specified date. The nominee with the largest number of votes for each office shall be chosen. In case of a tie, the election for that position shall be conducted again. All elections shall be conducted in accordance with the prescribed election guidelines, presented in Section E.

**Section D: Election of Committee Alternates**

Election of committee alternates shall also be held in July. From the nominations submitted, ballots shall be prepared and sent to the entire PASA membership, to be returned by an established deadline. The ballots shall be counted by a committee appointed by the President, and the results announced by e-mail on a specified date. The nominee with the largest number of votes for each committee shall be chosen. In case of a tie, the election for that position shall be conducted again. All elections shall be conducted in accordance with the prescribed election guidelines, presented in Section E.

**Section E: Procedures for Conducting Elections**

1. Quorum for Elections - for purposes of an election, a quorum is defined as twenty-five percent (25%) of the PASA membership. No election is valid without a quorum. A simple majority of those members voting shall carry an election. In the event of a tie for any position, a second balloting for that position shall be held.
2. Ballots:
   a. The Secretary shall prepare a ballot from the nominations submitted and verified.
   b. Ballots shall be distributed electronically to the entire membership on or before the first
      working day of July.
   c. The deadline to return a completed ballot shall be clearly stated on the ballot.
   d. Each PASA member shall be allowed to vote only once, and this stipulation shall be clearly
      stated on the ballot.
   e. The Secretary shall collect all returned ballots and deliver them to the Election Committee
      that is appointed by the President to count ballots.

3. Counting the Ballots and Announcing Winners:
   a. The President shall appoint an Election Committee to count the ballots.
   b. Members running for office may not be on the ballot counting committee.
   c. The ballot counting committee shall record all votes on a tally sheet provided by the
      Secretary.
   d. The Secretary shall retain all counted ballots and the tally sheet in a sealed envelope for a
      period of sixty (60) days following the announcement of election winners.
   e. The candidate with the most votes for a position shall be declared the winner of that
      position.
   f. In case of a tie, the election for that position shall be conducted again.
   g. The Secretary shall announce the results of the election to the entire membership via e-mail
      on or before a specified date.
   h. In the event the election results are contested, the President shall call an emergency
      Executive Board meeting to discuss and settle the disputed election as deemed appropriate.
      The person(s) disputing the election shall be notified in writing of the Board's decision.
   i. The President shall notify the Chairs of each committee who the PASA Representatives and
      elected Alternates will be for each committee.

Section F: Alternative to Written Ballots:

The Executive Board, at its discretion, may conduct elections in an electronic format, providing that
measures to ensure anonymity and security are developed and duly communicated to the PASA
membership.

Article VII – Amendments

The By-laws may be amended by a majority vote of the returned ballots of the PASA membership,
provided the proposed amendments have been submitted to the Executive Board and distributed to
the general membership at least 30 days prior to the vote deadline.

Article VIII – Policies/Procedures

Section A: Terms of Office

1. Each officer position is a one-year term, beginning on the first class day of the Fall semester. If
   any office or position is vacated before that term expires, the President shall appoint a member to
   serve on an interim basis for a specified period of time, except in the case of the Vice
   President/President-Elect.
2. If the Vice President/President-Elect accedes to the office of President before the President’s term
   of office expires, he or she will serve until the end of the term of office for that year. A special
   election may be called to fill the vacant term of Vice President/President-Elect should he or she take
   over the office of President.
3. Shared Governance committee representatives serve a two year term of office, as the Alternate in
   the first year of the term and as the Representative in the second year of the term. All other
   committee representatives serve a one-year term of office. Sub-committee representatives remain in
   office through the end of the academic year, ending their term of office with a change in officers and
   committee representatives. Task Force representatives remain on the Executive Board until the
   assigned task is completed.
4. An interim officer, interim committee representative, or interim committee alternate will serve until the end of that academic year or until the next scheduled or called election.  

[NOTE: Changes to items under this section may also require a constitutional amendment]  

Section B: Meetings  
1. The President shall hold an Executive Board meeting monthly.  
2. General membership meetings shall be held at least once each month. A PASA sponsored event can be classified as a general membership meeting. The President shall preside over all meetings and provide an agenda to all members at least three working days prior to a General membership meeting.  
3. The President may call special meetings at any time.  

[NOTE: Changes to items under this section may also require a constitutional amendment]  

Section C: Quorum and Voting  
1. For purposes of this document, a quorum is defined as fifty percent (50%) of the Executive Board. No vote may be held without a quorum of fifty percent (50%) of the Executive Board members present. A majority of those members present shall cause a proposal to pass.  
2. For purposes of this document, a quorum is defined as ten percent (10%) of eligible voting members. No vote may be held without a quorum. A majority of those members voting shall cause a proposal to pass. Prior to a vote being held at an organizational meeting, the President must send all eligible members a notice, with the agenda, that a vote is going to be held and provide all supporting documents to the members to enable them to make an educated decision. The President must allow ample time for discussion before a vote is called.  

[NOTE: Changes to items under this section may also require a constitutional amendment]  

Section D: Removal from Office  
Any elected officer to the PASA Executive Board or a University Shared Governance Committee can be removed from office if the following two processes are followed:  

Executive Board and Shared Governance Committees:  
1. A two thirds vote of approval is received from the Executive Board.  
2. Once approved by the Executive Board the removal must be taken to the entire PASA membership in a written and secret ballot where a two-thirds vote of approval must be received. Ballots will be mailed to the entire membership, and returned by a specified date. A special election must be held to replace the removed officer or committee member.  

Shared Governance Sub-Committees:  
1. A two-thirds vote of approval is received from the Executive Board.  
2. Once approved by the Executive Board the President must bring forth a recommendation of a replacement candidate. The Executive Board must approve the recommendation with a two-thirds vote.  

PASA Standing Committees:  
The committee chairperson may remove a committee member upon the approval of the President.  

PASA Task Forces:  
A task force member may be removed by the Task Force Chairperson upon approval by the President.  

Ratified date: 2/22/2011  