PASA Constitution

Article I - Name

The name of this organization shall be the Professional and Administrative Staff Association (PASA).

Article II - Purpose

The purposes of this Association are:

- to provide representation in the shared governance structure for Professional and Administrative Staff of University of Houston-Clear Lake in all matters relating to the welfare, opportunities, and responsibilities of the Professional and Administrative Staff Members;
- to promote communication between the Professional and Administrative Staff members as well as others within the University;
- to promote cooperation, volunteerism, and unity among Professional and Administrative Staff members, and
- to provide opportunities for professional development for the Professional and Administrative Staff members.

The Mission of the Association is:

The Professional and Administrative Staff Association (PASA) at the University of Houston–Clear Lake is an organization of UHCL professional and administrative individuals engaged in interaction and dialogue with faculty, staff and students in all matters relating to the common welfare, opportunities and responsibilities. The association provides increased opportunities for its members through collective input, networking, scholarship and professional development, inspired by the experience and participation of its elected officials and committee representatives and cooperation with its general membership.

The Vision of the Association is:

Our vision is committed to expand member choices and meet their needs for the future. PASA members believe that expertise, participation and experience encourage constructive leadership within the university community.

Article III - 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 IV - Officers and Duties

Officers

The Executive Board shall be made up of the following elected officers:

<table>
<thead>
<tr>
<th>Officer</th>
<th>Term</th>
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<tbody>
<tr>
<td>President</td>
<td>one year</td>
</tr>
<tr>
<td>Vice President/President-Elect</td>
<td>one year Vice President/one year President</td>
</tr>
<tr>
<td>Secretary</td>
<td>one year</td>
</tr>
<tr>
<td>Treasurer</td>
<td>one year</td>
</tr>
<tr>
<td>Archivist</td>
<td>one year</td>
</tr>
<tr>
<td>Alternate Archivist</td>
<td>one year Alternate/one year primary member</td>
</tr>
<tr>
<td>Shared Governance Committees</td>
<td>one year Alternate/one year primary member</td>
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</tbody>
</table>
The following Executive Board appointed representatives attend Executive Board meetings once a month, or more frequently, when issues arise in which the board needs to take action. The representative will notify the PASA President of matters that need to be addressed. Immediate Past President, Webmaster, non-elected Committee members and Task Force Representatives are not voting members of the Executive Board:

- Immediate Past President: one year
- University Committees: one year or length of committee
- Task Force Representatives: one year or length of task force
- Webmaster: appointed annually

Elected members of the PASA Executive Board are the voting members of the board.

Each office is a one year term of office, beginning on the first class day of the fall semester. If any office 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.

If the Vice President/President-Elect assumes the office of President before the President’s term of office expires, he or she will fill the remainder of the President’s term prior to beginning his/her own term. 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.

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.

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.

Election rules for members are described in the PASA by-laws

**Article V – Advisors**

PASA is advised by the following:

- President, University of Houston–Clear Lake
- Provost and Senior Vice President for Academic Affairs, University of Houston–Clear Lake
- Vice President of Administration and Finance, University of Houston-Clear Lake

**Article VI - Meetings**

**Executive Board Meetings:**

The President shall hold an Executive Board meeting monthly.

**General Membership Meetings:**

The President shall preside over all general membership meetings and provide an agenda to all members at least three working days prior to the meeting. General membership meetings shall be held at least once each month. A PASA sponsored event may be classified as a general membership meeting.

**Special Meetings:**

The President may call special meetings at any time.
Article VII – Quorum and Voting for Conducting Business

Executive Board:
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.

General Membership:
For purposes of this document, a quorum is defined as ten percent (10%) of eligible voting PASA 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, three days prior to the general membership meeting 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.

Article VIII – By-laws
PASA shall have by-laws which shall be reviewed as needed.

Article IX – Amendments
The Constitution may be amended by a two-thirds vote of the mailed, returned ballots of the entire PASA membership, provided the proposed amendments have been submitted to the Executive Board and distributed to all members at least 30 days prior to the vote deadline.

Ratified date: 2/22/2011