

Constitution of the Lee College Administrative Assembly

Article I – Name

The name of this organization shall be the Administrative Assembly

Article II – Purpose

The purposes of this Assembly are:

- To support the college vision and mission.
- To improve lines of communication between administrative staff and all other areas within the institution.
- To promote the welfare, opportunities, and responsibilities of its members and provide opportunities for professional development.
- To nurture and enhance professional relationships between departments and with colleagues in higher education.
- To provide administrative staff with the opportunity to register its voice in the development of institutional policy.
- To provide a means to present, discuss and consider, as a group, the concerns of and suggestions of the administrative staff relative to institutional matters.

Article III – Membership

Membership shall consist of full-time Lee College employees who are:

- exempt status
- not primarily instructional (may be adjunct faculty)
- as certified by the Human Resources Office
- below Cabinet-level

Article IV – Leadership

Section A: Officers

The officers of the Assembly shall be: President, Vice President, Secretary, Treasurer and three At Large Representatives. All officers are elected by the membership.

Section B: Duties of Officers

- a. The President shall:
 1. conduct regular meetings
 2. call special meetings as necessary
 3. represent the Administrative Assembly on the President's Council
 4. function as liaison to other organizations and entities within the college
- b. The Vice President shall:
 1. assist the President in the performance of his or her duties, as needed and requested by the President
 2. be responsible for organizing the programming at meetings, according to the President's direction

3. in the event the President is unable to fulfill these duties, the Vice President would assume the role of President and complete the current term
- c. The Secretary shall:
 1. record and distribute minutes of the meetings after each meeting
 2. maintain and update the roster of members
 3. be responsible for all mailings of the organization
 4. be responsible for collection and categorization of all Assembly related materials in an organized, well defined manner
 5. provide a central, accessible location for archived files to the Assembly board members
 - d. The Treasurer shall:
 1. be responsible for any budget or monies allotted to/or collected by the Assembly
 2. keep an accurate record of all income and expenditures for the Assembly
 3. pay all bills as directed by the President
 4. collect annual dues and maintain records
 5. in the absence of the Secretary, takes minutes of meetings
 - e. At Large Representatives shall:
 1. be elected by the general membership
 2. provide contact for membership throughout campus

Section C: Executive Council

The Executive Council shall be composed of seven (7) individuals: President, Vice President, Secretary, Treasurer, and three At Large Representatives. The Past President shall serve in an ex-officio capacity on the Executive Council. All Executive Council members shall be elected by the general membership for a term of two academic years. Officers will be eligible to be re-elected and serve a maximum of two two-year terms.

1. The Executive Council shall function to carry out the administrative responsibilities of the Assembly.
2. The Executive Council shall work to assist in developing objectives, goals and purposes for the ensuing year.
3. The Executive Council shall serve to assist in developing policy statements.
4. At Executive Council meetings, a quorum necessary to conduct a vote shall be a number equal to two thirds of the entire Executive Council.
5. The Executive Council must cast a majority affirmative vote on each policy statement to be issued on the part of the Council, including any public proclamation, pronouncement, or position committing the Assembly to a particular issue.
6. Executive Council Representatives shall be nominated by the Nominating Committee, which shall take into consideration underrepresented campuses and populations, or nominated by the Assembly members.
7. Officers and At Large Representatives shall be elected by a majority vote by members during a duly-called election.

Article V – Nominations and Elections

Section A: Nominations

1. The Nominating Committee, consisting of volunteers, shall be appointed by the President at least one month prior to the election and charged to prepare a slate of no more than two nominees for each office.
2. Nominations may be taken from the general membership prior to balloting and voted on along with the Nominating Committee nominees.

Section B: Elections

1. Election of officers shall be in May.
2. Voting to elect Officers and Representatives shall be conducted via written or email ballot during a duly-called election.
3. The date, place and method of balloting shall be determined by the Executive Council with advance notice to membership.
4. The nominee receiving the largest number of votes for each office will be elected.
5. Newly elected officers will take office in May after election results have been announced.

Article VI – Removal from Office

Section A: Grounds

1. Any officer who commits malfeasance in office or other acts that may impugn the integrity of the Assembly is subject to removal of office.

Section B: Procedure

1. Any officer or committee representative may be removed from office by a two-thirds vote of the entire membership of the Assembly in a written secret ballot. Ballots will be emailed to the entire membership and returned to a specified location by a specified date.

Article VII – Committees

Section A: Standing Committees

1. Standing committees of the Assembly shall be: Compensation and Benefits, Policy and Procedures, Professional Development, Grievance and Managers/Supervisors
 - Membership of all committees shall be on a voluntary basis.
 - At the discretion of the President, membership of all committees shall represent, whenever feasible, the composition of the membership of the Assembly.
 - The frequency of committee meetings shall be determined by the committee chairperson.
 - The Vice President shall assign the committee's charge and project a timeline for completion.

Section B: Ad Hoc Committees

1. Ad Hoc committees shall be temporary, task-specific committees established by the President as deemed necessary.
2. Except for its temporary nature, an ad hoc committee shall meet the same requirements as a standing committee, as outline in Article VII, Section A.

Article VII – Meetings

1. The Assembly will hold one meeting per month. Special meetings may be called by the Executive Council as needed
2. All Assembly meetings require an email announcement and a tentative agenda to be emailed to all appropriate parties prior to the date of the meeting.
3. Voting at all Assembly meetings may be by general consent, voice, show of hands, roll call, ballot or any means appropriate. A majority shall carry the vote.
4. A quorum necessary to conduct a vote at meetings shall be a number equal to one-fourth of the total membership as documented in the Assembly records as of September 1 of each year.

Article VIII – Amendments to the Constitution

1. This constitution may be amended by a two-thirds vote of the returned ballots of the entire membership, provided the proposed amendments have been submitted to the Executive Council at least 30 days prior to the vote deadline.