

Professional/Technical Employee Council Constitution and By-laws

Professional Technical Council

Type: Standing

Authority: Advisory to the President

The Professional/Technical Employee Council shall be empowered to act on the behalf of the professional/technical employees in all matters pertaining directly to their welfare and morale. The Professional/Technical Employee Council shall act as an advisory board to the administration via the President and shall act as a communications link between the professional/technical employees and other college staff.

Jackson State Community College
Professional/Technical Employee Council Constitution

Preamble

To allow full discussion of issues in the governance and development of Jackson State Community College (hereinafter called the College) and for adequate response from one constituency to another regarding these matters, formal lines of communication are needed. These communication lines can be provided best through the Professional-Technical Employee Council (hereinafter called the Council) as proposed in this document.

It is a premise of this document that the College administration has the right and the obligation, with the attendant responsibilities, to participate fully and actively in the determination of policies pertaining to administrative matters, to the welfare of professional and technical employees and to the wellbeing of the College. The council, herein prescribed, provides for meaningful and systematic participation by administrators in the determination of policies in the areas of administrative concern.

The Council shall be informed of actions and decisions of the president, president's cabinet and the Tennessee Board of Regents by the Council chair. The Council may also exercise the privilege of discussing such actions or decisions and making recommendations before policy or procedural changes become effective, whenever practicable. These recommendations shall be presented by the Council chair at the regularly scheduled meetings of the president's cabinet.

I. Purpose

A. To provide a forum for and make recommendations concerning:

1. Improvement and maintenance of open communication among administrators
2. Empowerment of administrators
3. Improvement and innovation among administrators
4. Suggestions and recommendations to the appropriate campus entity

B. Other issues which may be deemed appropriate and timely by the membership. In exercising these functions the Professional-Technical Employee Council shall

have power to make for itself such rules and regulations as may be necessary for the fulfillment of its functions.

II. Budgetary Support

The college shall provide budgetary support for the Council. Monetary support for travel, printing costs, and supplies is necessary for effective operation. If funds are available, they are provided at the discretion of the Vice President for Financial and Administrative Affairs.

III. Structure and Membership

A. The Professional-Technical Employee Council consist of representatives from the following areas:

1. Academic Division
2. Financial and Administrative Affairs Division
3. Student Services Division
4. At-Large (4)

B. Representative shall be selected according to the following criteria:

1. One representative shall be elected from each area to serve two (2) years. Two (2) years will equal one (1) term. At the end of a term, the same representative may not be re-elected and must sit out one year before being eligible for election again.
2. If the council representative cannot attend a meeting, an alternative may be appointed by the elected representative to attend with full privileges in the council member's absence.
3. Representative from each area will be elected in an annual election to be called in June by the Council chair. Both newly-elected and current

members shall meet together at the regular July Council meeting. New officers will be elected each year at the July meeting.

C. Offices of the Council shall be as follows:

1. A chairperson, vice chairperson and secretary/treasurer shall be elected at the July meeting of the Council.
2. A parliamentarian may be elected at the request of the newly elected chairperson, or the vice chairperson may serve in capacity.
3. The vice chair elected at the beginning of each year will become the new chair in the subsequent year. Since the term of each member is limited to two (2) years, the new vice chair must be elected from newly appointed members. An employee must have served at the institution a minimum of one (1) year to be eligible to serve as vice chair or chair.
4. The officers of the council function as the steering committee.

D. Representative and officers shall perform the following functions:

1. Representatives
 - a. Serve as liaisons between their divisions and the Council to disseminate information and solicit responses.
 - b. Present division proposals and discussions on the issues.
 - c. Elect the Council officers
 - d. Serve of Council committees as appointed
2. Chairperson
 - a. Presides over meetings of the council
 - b. Establishes the agenda and provides a copy for each member prior to regularly scheduled meetings.

- c. Calls special meetings when necessary.
 - d. Appoints council committees
 - e. Serves or appoints representatives to serve on councils and committees as appropriate to the office.
 - f. Serves as representative to the President's Cabinet.
 - g. Serves in non-voting capacity as a member of the council for the next academic year for the purpose of advising the new council.
- 3. Vice Chairperson
 - a. Acts for the chairperson in his/her absence, at his/her request.
 - b. Assists the chairperson in the performance of his/her duties.
- 4. Secretary – Treasurer
 - a. Record, prepares, and distributes the minutes of meetings with amendments and corrections, to the College president or his/her designee and to all members of the professional-technical staff, and maintains a permanent record of such.
 - b. Prepares and maintains an official membership list of the Council from which roll call votes may be made.
 - c. Prepares an annual report consisting of the minutes of each Council meeting and other pertinent documents. This report will be placed on file in the office of the president or his/her designee.

IV. Procedures

A. Meetings

1. Regular Meetings

- a. The Professional-Technical Employee Council may meet once each month. Meetings shall be open to representatives and guests; however, visitors have no vote and may exercise privilege at the discretion of the chair or with the approval of a majority of the Council.
 - b. The Chair shall submit an agenda to each representative before the beginning of each meeting.
2. Called Meetings
 - a. Meetings may be called by the chair or by a majority request of the Council members. Adequate notification of two (2) working days shall be given.
 - b. The president of the College or his designee and the chair of the Council may jointly call emergency meetings on short notice. All members shall be notified of all called meetings.

B. Voting

1. All business shall be decided by a simple majority of the total Council members present, the chair voting, except the approval of constitutional amendments and by-laws, which shall require a two-third (2/3) majority of the council.
2. Voting shall be by open voting, except the election of officers, which shall be by ballot or by electronic voting
3. Nominations for new officers will be made at the June meeting. Names of the nominees will be sent in the form of a ballot to each

representative, the ballots should be marked and placed in a sealed envelope, then returned to the Council chairperson by a designated date.

4. Any voting council member may, at his/her discretion, call for a roll call vote.

C. General Procedures

1. In all matters of procedure not specified herein, *Roberts Rules of Order* (revised) shall be applied.
2. Each meeting shall be adjourned upon a motion made, seconded and passed.
3. All recommendations receiving a majority vote are sent in writing to the president of the College or his designee for action. The president or his designee will respond in writing to the council within ten (10) working days.

V. Amendments to the Constitution

A. Proposal of amendments shall be:

1. By a representative of the Council
2. By a petition of twenty (20) percent of the professional-technical staff
3. By request of the administration through the president or his designee

B. Procedure:

1. Amendments shall be represented in writing at open meetings of the Professional-Technical Employee Council

2. An amendment shall be voted on by the Council at the next meeting following its proposal. A two-thirds (2/3) majority of the Council shall be required for approval

Professional-Technical Employee Council By-laws

1. By-laws may be changed or amended by a two-thirds (2/3) vote of the Council
2. At the discretion of the chair or by majority vote of the Council, an invitation to attend Council meetings may be extended to the President, vice presidents, deans and directors when their areas of responsibility are under discussion by the Council. Likewise, a request by these individuals to attend meetings may be granted at the discretion of the chair or by majority vote of the Council.
3. If a Council member must be absent from a meeting, the member should ask an alternate to attend the meeting on his/her behalf.
4. If a Council member is absent from three (3) successive meetings without asking an alternate to attend, the Council may, by unanimous vote, remove that member. The motion to remove a representative can be made by any Council member. The member's constituents will then elect a new representative in an election conducted by the Council.