

REVISED DRAFT - 6/19/02
FINAL DRAFT SUBMITTED - 7/17/02
MEMBERSHIP APPROVAL – 8/20/02
PROPOSED REVISION DRAFT – 3/5/07
PROPOSED CONSTITUTION DISCUSSED AT MEETING 3/7/07
FINAL CONSTITUTION APPROVED BY MEMBERS AT MEETING 4/11/07

CONSTITUTION - A&P Council St. Petersburg

Article I. Creation of Council

- All University of South Florida St. Petersburg employees who are classified as Administrative and Professional (A&P), with the exception of those protected by a collective bargaining agreement, shall be members of the Administrative and Professional Council.

Article II. Purpose:

- The A&P Council is established to foster collegial relationships among council members that promote ethical leadership, professionalism, creativity and community.
- The Administrative and Professional Council shall be concerned with activities that affect its members.
- The Council shall also serve as a forum wherein an individual or group of Administration and Professional (A&P) staff members may voice their beliefs, concerns, problems and suggestions regarding any aspects of the University and of their employment.
- The Council shall be the representative voice of its members and shall actively participate and cooperate with other employee and student constituent associations in the overall governance of the University of South Florida St. Petersburg as appropriate.

Article III. Membership:

- All eligible A&P employees employed by USF St. Petersburg.
- All members have the right, privilege, and responsibility to attend meetings of the council.

Article IV. Officers:

- Presiding Officer – the Presiding Officer shall receive and compile agenda items, and preside over all meetings. The Presiding Officer shall represent the Council at the Chancellor's Campus Leadership Team meetings.
- Immediate Past Presiding Officer – the Immediate Past Presiding Officer shall serve as parliamentarian and shall provide advice as desired and requested.
- Deputy Presiding Officer – the Deputy Presiding Officer shall serve in the absence of the Presiding Officer and shall discharge all relevant duties.
- Secretary – the Secretary shall record and distribute minutes of meetings and handle Council correspondence.
- Treasurer – the Treasurer shall collect such funding as may be available and shall account for such funds.
- Elected officers shall serve for a one (1) year term.

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Article V. Executive Committee

- The Executive Committee shall be comprised of the officers and shall meet at the call of the Presiding Officer.

Article VI Meetings:

- The A&P Council will meet at least quarterly with dates determined by the Executive Committee. Notification to be sent to members one month in advance.
- Agenda items must be submitted to the Presiding Officer seven (7) working days prior to the meeting. These items will be compiled and distributed to the membership five (5) working days before the meeting.

Article VII. Committees:

- A Social Committee shall identify opportunities for improving social interaction among employees and shall take such steps to recommend activities, recruit volunteers for assistance and implement such activities. The Chair of the Social Committee is an Ex-Officio, non-voting, member of the Executive Committee.
- A Program Committee shall identify opportunities for informative programs for meetings and shall take such steps to recommend programs, recruit volunteers as presenters and implement such programs. The Chair of the Program Committee is an Ex-Officio, non-voting, member of the Executive Committee.
- Other committees will be formed on an as needed basis with volunteers from the general constituency.

Article VIII. Decision Making:

- Elections will be held once a year in May.
- Roberts Rules (condensed version) will be used to run all meetings.
- Quorum is defined as 10 current status A&P employees.
- A&P employees whose departments do not report administratively to the Chief Executive Officer (Regional Chancellor) of the University of South Florida St. Petersburg will not have voting privileges.

Article IX. General Procedures:

- This Constitution shall be reviewed at least once yearly.
- Majority vote will rule in all processes.
- There shall be By-Laws written to provide for procedures, processes, and other operating guidelines as shall be deemed warranted by the Council.