

**The Professional Administrative Staff Organization  
Southwest Tennessee Community College  
Memphis, Tennessee**

**Preamble**

Whereas it has become recognized by those individuals currently composing the Professional Administrative Staff at Southwest Tennessee Community College, located at Memphis, Tennessee, that true need exist to organize and be represented both individually and collectively, in accordance with institutional policies, and that these individuals are now desirous in establishing an organization to be known by all parties as the Professional Administrative Staff Organization, this instrument now sets forth a Constitution, including all Statements of Purpose and Articles and By-Laws that are necessary in establishing the purviews of its Governance. A "founding slate of officers shall be named for a period not to exceed three (3) months, during which, preparations shall be made for establishing this Constitution and for holding the first (1st) general election by the membership of the Organization.

**CONSTITUTION**

**ARTICLE-I  
Statement of Purpose**

The purpose of the Professional Administrative Staff Organization (PASO) of Southwest Tennessee Community College:

1. To provide opportunities for training in the areas of **supervision, budget preparation, skill improvement and professional development that provides upward mobility.**
2. To promote the exchange of information for:
  - a. **Collaboration of each division management team to fulfill the mission of the college.**
  - b. **Provide the opportunity for clear communication between departments to promote and ensure student success.**
  - c. Build a more efficient and effective institution through assessments of institutional effectiveness to ensure continuous improvement.
  - d. Promote a campus culture that promotes diversity, learning and student success
  - e. Establish **healthy, and productive** working relationships among Professional Administrators across campus.
3. To provide a forum for **professional/administrative** staff concerns and input.

**ARTICLE - II  
Functions**

The functions of the Professional Administrative Staff Organization of Southwest Tennessee Community College are:

1. To be a standing organization of the institution.
2. To consider matters of common concern and make reports and

recommendations to the President.

3. To initiate and promote projects suggested by its membership and to forward the results and recommendations to the President and other appropriate persons or officials.
4. To consider administrative concerns for the purpose of promoting and improving the administrative welfare at the institution.
5. To serve as the forum for the determination and expression of the official opinion of the Professional Administrative Staff Organization.
6. To establish a continuing teamwork philosophy in support of Southwest Tennessee Community College.
7. To provide a means for assuring formal, systematic and continual channels of communication among the professional administrative staff in order to participate more fully in campus affairs and to realize common group goals.

### **ARTICLE - III** **Membership**

Membership for the Professional Administrative Staff Organization shall be available to all employees who are designated as **professional** /administration or as professional non-faculty (EEO categories 1 and 3).

1. The President of Southwest Tennessee Community College and staff who report directly to the President shall be designated ex officio members of the Professional Administrative Staff Organization.
2. All other members shall be designated general members. Only general members shall be allowed to:
  - a. Vote on official matters or in duly-called elections.
  - b. Hold office in the Organization.
3. Every division of the college is entitled to at least one elected representative.
4. The number of representative per division is listed:
  - a. Financial and Administrative Services (1)
  - b. Human Resources (1)
  - c. Information Technology Services (1)
  - d. Institutional Advancement (1)
  - e. Academic Affairs (2)
  - f. Enrollment Management (2)
  - g. Workforce Development (1)

**ARTICLE – IV  
Voting**

A quorum of ninety-five (95) general members is necessary to conduct business requiring a vote of the membership, except acceptance of the minutes and adjournment or unless otherwise specified within the Constitution or By-Laws. Passage of motions from the floor shall be determined by a simple majority vote of the general members in attendance. Any call for secret ballot shall be honored.

**ARTICLE - V  
Officers**

The officers of the Professional Administrative Staff Organization shall consist of the President, Vice-President, and Secretary. The duties of the officers shall be as follows:

- 1. President:** The President shall be the presiding officer of the Organization at all general meetings and at all advisory board meetings, informing the membership concerning points of order, rules, and regulations set forth and as adopted by the membership. He or She shall be responsible for establishing committees, focus groups and addressing other issues of the college. The President (**or his/her designee**) shall serve as the liaison to the College administration, attending all appropriate meetings, for example the **President's College Governance Committee**.
- 2. Vice President:** **The Vice President shall be responsible for planning and organizing staff development programs, annual awards, and special elections.** In the absence of the President, the Vice President shall assume all the duties of that office.
- 3. Secretary:** The Secretary shall record, prepare, and distribute the minutes after their approval; keep a record of attendance for each meeting of the Organization; and prepare and maintain an official membership list. The secretary is appointed by the President.

**The Professional and Administrative Staff Organization is a unique and diverse body of employees. In an effort to maintain the democratic process, each division of the college will select a representative to serve on the PASO Executive Committee.**

**ARTICLE - VI  
PASO EXECUTIVE COMMITTEE**

**The Professional and Administrative Staff Organization is a unique and diverse body of employees. In an effort to maintain the democratic process, each division of the college will select a representative to serve on the PASO Executive Committee.**

The PASO Executive Committee: President, Vice President, Secretary, Professional Staff Representative (5), and (2) members-at-large.

1. The PASO Executive Committee shall be elected **via a nominating process then a majority vote** to be held every two (2) years. All elections shall be by secret ballot. The term of office for the President and Vice President shall be 2 years. The term of office for the members and at-large members shall be 2 years.
2. No person shall hold more than one office per term.
3. Officers of the Organization may serve no more than two (2) consecutive terms.

#### **ARTICLE - VII**

##### **Vacancies**

Vacancies in the PASO Executive Committee shall be accordingly provided for and defined as follows:

1. Upon the resignation of the President, or Vice President a new President or Vice President shall be elected at large by the membership.
2. Vacancies in other positions due to resignation shall be filled by special election.

#### **ARTICLE - VIII**

##### **Sessions of the Membership**

The Professional Administrative Staff Organization shall meet at least **once per month (once per semester)** during the normal academic year at times and places, both decided by and available to, the membership. **The PASO Executive Committee, shall meet as needed to address mandatory and emergency business of the college.**

#### **ARTICLE - IX**

##### **Amendments to This Constitution**

In order for the Constitution to be amended, a proposal must be made and signed by at least twenty five percent (25%) of the membership. If the above criterion is met, the proposal will be circulated to the membership of the Professional Administrative Staff Organization for a vote. The proposal must then be approved by two thirds (2/3) of the general members voting by secret ballot.

#### **ARTICLE - X**

##### **Ratification of This Constitution**

Upon approval of a simple majority of those individuals herein described and defined as regular members of the Professional Administrative Staff Organization, this Constitution will be ratified and the Organization will be respectively, formed.