Administrative Professional Committee Bylaws

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# Article I: Administrative Professional Committee

**1. Purpose**

The Administrative Professional Committee is the representative body for AP staff, the purpose of which is:

A. To review and make recommendations on GVSU policies that affect AP staff

B. To facilitate dialogue between the AP staff and others at GVSU.

C. To consider questions, concerns, and recommendations from AP staff.

The recommendations made by the Committee will be reported to the appropriate member of the President’s Cabinet.

# Article II: Membership

**1. Elections**

Two members from each employee group will be elected by that employee group for a three year term. Election of new members will take place in May, with the term beginning in June. The AP Committee will ask for nominations from the employee groups and prepare an online ballot reflecting those nominations for the election. If insufficient nominations are received, the AP Committee may extend the nomination period. If a brief extension is not successful in filling open positions with at least one nominee, the AP Committee may fill open positions by appointment. Mid-term vacancies will be filled as soon as possible through appointment ratified by the AP Committee. In the event of a tie, a coin flip witnessed by the HR ex officio member or that person’s designee will decide the successful candidate.

**2. AP Employee Groups**

The AP staff is organized into six groups; each group will elect two representatives to the AP Committee. Current groups and elected representatives are listed on-line each year. A representative from the Provost’s Office and an AP representative from the Human Resources office will serve as ex officio members. Ex officio members do not have voting rights.

**3. Officers The officers will include a Chairperson, chair-elect, and a Secretary.**

**Chairperson** - shall be elected for a term of one year at the AP Committee annual retreat usually held in June. The Chairperson shall prepare the agenda for and preside over all regular and special meetings of the membership and the committee, and be responsible for the general program of the AP Committee and represented membership. The Chairperson shall, in general, perform all the duties incident to the office as may be prescribed by the committee from time to time.

**Vice Chairperson** - shall be elected for a term of one year at the AP Committee August meeting. The Vice-Chair is Chair-elect and will become the Chairperson in June of the following year. The Vice Chair shall perform such other duties as may be assigned by the committee from time to time.

**Secretary** – shall be appointed by the Chairperson for a term of one year at the AP Committee annual retreat. The Secretary shall keep a record of the proceedings of the meetings of the committee and conduct such other correspondence as may be requested by the Chairperson, the membership, or the committee.

**4. Elected Member Changes Group During Term**

Should an elected member of the AP Committee or subcommittee change buildings during that representative’s term so as to fall into a different group, the AP Committee with the representatives permission may vote to allow that elected representative to continue representing the original group. If the representative prefers to step down, the AP Committee will fill the mid-term vacancy.

**5. Member Functions**

The elected and appointed members will have the responsibilities for:

A. attending AP Committee meetings

B. participating in Committee decisions

C. representing the opinions and interests of their constituents at AP meetings and in AP Committee decisions

D. serving on AP subcommittees

E. assisting in executing the general purposes of the AP Committee

F. contacting new AP members

The Chairperson and the Secretary will be responsible for the distribution of minutes to all AP staff usually via the website and newsletter.

# Article III: Meetings

**1. Frequency, time, place**

The Chairperson, with the Committee, will determine the frequency, time and place. Robert's Rules of Order will be adopted for Committee procedure.

**2. Quorum**

A quorum of the majority of eligible voters is required to conduct business. A majority is defined as 50% plus 1. An invited speaker may be heard by less than a quorum if rescheduling is impractical.

# Article IV: Subcommittees

There are three standing subcommittees of the AP Committee: Salary & Benefits, Professional Development, and Awards.

**1. Salary and Benefits Subcommittee**

A. Purpose

To act as a representative body for the AP committee on issues regarding Salary and Benefits. To report to the AP Committee any recommendations on Salary and Benefits policies that affect the AP staff. The AP Committee will review and make final recommendations, which are reported to the appropriate Executive Officers for approval.

B. Composition

The Salary and Benefits Subcommittee is composed of six elected AP staff members who will serve three-year terms: one elected person from each of the AP Groups (six total); one or two members from the AP Committee to serve as a liaison(s) and a representative from Human Resources, ex-officio, non-voting.

C. Election Guidelines

Positions are a three-year term. Members can be reelected. Mid-term vacancies will be filled with appointments ratified by the AP Committee as needed. With the exception of a liaison, Salary & Benefits Subcommittee members cannot concurrently serve on the AP Committee, the Professional Development Subcommittee, or the Awards Subcommittee.

If elected to more than one committee, the successful candidate must choose a single committee or subcommittee on which to serve. The second highest vote getter will fill the vacated position.

D. Officers

The officers will include a Chairperson, a chair-elect/Vice Chair, and a Secretary. The chair-elect/Vice Chair will be chosen by the subcommittee by August of each year. The chair-elect/Vice Chair will become Chairperson in June of the following year. The term of Chairperson and chair-elect/Vice Chair will be for one year. A Secretary will be appointed by the Chairperson. The Chairperson and the Secretary will be responsible for the distribution of minutes to all AP staff, via the website.

E. Responsibilities

The Salary and Benefits Subcommittee will report to the AP Committee and have the following responsibilities:

a. to report to the AP Committee any findings and recommendations which are relevant to AP Salary and Benefits

b. to review the AP Salary Adjustment Program and make recommendations to the AP Committee for further action

c. to review the AP Personnel Structure which includes the evaluation of salary and title categories and to report these findings with recommendations to the AP Committee for further action

d. to review the benefits for AP staff and make recommendations for adjustments or additions

e. to review and make recommendations to the AP Committee any additional matters that are assigned to the Salary and Benefits Subcommittee.

**2. Professional Development Subcommittee**

A. Purpose

To act as a representative body for the AP Committee on issues regarding Professional Development. To report to the AP Committee any recommendations on Professional Development policies that affects the AP staff. The AP Committee will review and make final recommendations, which are reported to the appropriate Executive Officers for approval.

B. Composition

The Professional Development Subcommittee is composed of six elected AP staff members who will serve three-year terms: one elected person from each of the AP Groups (six total); one or two members from the AP Committee to serve as a liaison(s) and a representative from Human Resources, ex-officio, non-voting.

C. Election Guidelines

Positions are a three-year term. Members can be reelected. Mid-term vacancies will be filled with appointments ratified by the AP Committee as needed. With the exception of a liaison, Professional Development Subcommittee members cannot concurrently serve on the AP Committee, The Salary & Benefits Subcommittee, or the Awards Subcommittee.

D. Officers

The officers will include a Chairperson, a chair-elect/Vice Chair, and a Secretary. The chair-elect/Vice Chair will be chosen by the subcommittee by August of each year. The chair-elect/Vice Chair will become Chairperson in June of the following year. The term of Chairperson and chair-elect/Vice Chair will be for one year. A Secretary will be appointed by the Chairperson. The Chairperson and the Secretary will be responsible for the distribution of minutes to all AP staff, via the website.

E. Responsibilities

The Professional Development Subcommittee will report to the AP Committee and have the following responsibilities:

a. To report to the AP Committee any findings and recommendations which are relevant to the professional development of AP staff

b. To review and propose additional training and development opportunities for AP staff and make recommendations to the AP Committee for further action

c. To review funding sources for AP staff development and to report these findings with recommendations to the AP Committee for further action

d. To review and make recommendations to the AP Committee any additional matters that are assigned to the Professional Development Subcommittee.

**3. AP Awards Subcommittee**

A. Purpose

To act as a representative body for the AP Committee in the selection of AP Awards recipients that will be presented at the annual AP Luncheon. The AP Awards Committee will provide the list of awardees to the AP Committee Chairperson, who notifies both the President and Human Resources for providing rewards and other acknowledgments.

B. Composition

The Awards Subcommittee is composed of six elected AP staff members who will serve three-year terms: one elected person from each of the AP Groups (six total); up to two former recipients of the AP Achievement Award, as appointed by the AP Awards Subcommittee Chair (for the sole purpose of assisting in the selection of the AP Achievement Award); one member from the AP Committee to serve as a liaison.

C. Election Guidelines

Positions are a three-year term. Members can be reelected. Mid-term vacancies will be filled with appointments ratified by the AP Committee as needed. With the exception of a liaison, Subcommittee members cannot concurrently serve on the AP Committee, the Professional Development Subcommittee, or the Salary & Benefits Subcommittee.

D. Officers

The officers will include a Chairperson, a chair-elect/Vice Chair, and a Secretary. The chair-elect/Vice Chair will be chosen by the subcommittee by August of each year. The chair-elect/Vice Chair will become Chairperson in June of the following year. The term of Chairperson and chair-elect/Vice Chair will be for one year. A Secretary will be appointed by the Chairperson.

E. Responsibilities

The Awards Subcommittee will report to the AP Committee and have the following responsibilities:

a. To report to the AP Committee any findings and recommendations regarding the AP Award process

b. To coordinate the nomination process and related publicity in cooperation with the AP Committee, Human Resources, and the Institutional Marketing Department.

c. To select annual AP Award recipients for all awards, including the AP Achievement Award

d. To provide the AP Committee Chairperson with the list of award recipients and a brief introduction for each recipient no later than one month before the AP Luncheon.

**F. Voting Privileges, Definition of Quorum**

The six elected members have voting privileges related to the selection of all AP awards. The former recipients of the AP Achievement Award have voting privileges related solely to the AP Achievement Award selection.

The AP Committee liaison has voting privileges only in the case of a tie vote for the AP Achievement Award selection.

A quorum of the majority of eligible voters is required in the selection of awards; a majority is defined as 50% plus one. The expectation, however, is that all elected members will participate fully in the selection of awards, including attendance at the meeting for AP Achievement Award selection and completion of all rubrics for the selection of the other awards. The awards selection process is strengthened and made fairer when the awardees are chosen by the broadest possible representation of the AP members.

Recommendations should be presented to the AP Committee for its consideration and approval, after sufficient discussion by the elected members.

**G. Subcommittee Members Eligibility for Awards**

 If a subcommittee member is nominated for an award, they have an option to either accept the nomination and step down from the subcommittee or decline the nomination and remain on the committee. In the event a subcommittee member is nominated for the Outstanding Team Project award, they have an option to accept the nomination and step down from the subcommittee or decline the nomination, have their name removed from the Outstanding Team Project nomination, and remain on the committee. In the event a subcommittee member accepts a nomination and steps down from the subcommittee, the AP Committee Chairperson should name an alternate.

# Article V: Awards

**1. Administrative Professional Achievement Award**

A. Introduction

Grand Valley State University has always recognized and embraced the concept that employees are the primary contributors to institutional goal achievement. The Administrative Professional staff employee group of Grand Valley State provides this additional reward for their members. Each year an Administrative Achievement Award is presented to an AP staff member who has contributed significantly to the institution.

B. The Award

The Award is appropriately inscribed "For Outstanding Performance for 20\_\_\_," and the name of the recipient. This Award is the property of the awardee, and will be accompanied by a letter of commendation signed by the President of Grand Valley. In addition, the awardee's name is added to an institutional plaque displayed prominently. The awardee will also receive a $200 GVSU gift certificate. The Award is presented to the recipient at the annual luncheon for the Administrative Professional employee group each year. All members of the President’s Cabinet are invited to attend. The University will bear the expense of the plaques and the luncheon.

C. Qualifications

Any member of the Administrative Professional staff may be nominated for this award, and will be judged in part on these qualifications:

a. duties fulfilled in an outstanding fashion

b. personal/professional growth which improves performance of self and unit/department

c. cooperation with other units on campus

d. contributions to University as a whole, including community related activities that reflect well on the University

e. interpersonal skills/relationships with fellow employees

f. innovative approach to changes, problems, responsibilities.

 This is not intended to be inclusive, but rather to give some measures of excellence. The awardee need not excel in all areas. In selecting the AP Achievement Award, the subcommittee should not consider years of service as a compelling factor in choosing that nominee over another. Years of service are recognized at both the AP Luncheon and the Service Awards Banquet.

**2. Outstanding Team Project Award –** to recognize the work of an ad hoc team of AP staff members from two or more departments that accomplish a project benefiting the university. This award would emphasize work of staff members across unit lines. Nominations would outline the

a. success of the project,

b. how the project benefits the university,

c. what goals and objectives were met,

d. time frame of the project.

The Outstanding Project Awards recognizes accomplishments within the awards period (March 1 through last day in February) of each year.

The Outstanding Team Project Award includes a congratulatory reception/lunch/dinner for the winning team members, hosted by the University President. A plaque listing all the team members’ names would be presented to the primary department sponsoring the project.

**3. Service to Community Award** – to recognize an individual A/P staff member that has gone above and beyond professional responsibilities in contributing his/her expertise and service to at least one of the following:

a. the GVSU community,

b. the professional organization of his/her discipline, or

c. the local/national/international community.

**4. Commitment to Students Award** – to recognize an individual AP staff member who shows a commitment to serve as a strong mentor to GVSU students beyond the person’s normal professional responsibilities and regardless of his/her professional role. Nominations should outline the person’s trustworthiness and skills with students in the areas of advising, advocacy, referrals, listening, accessibility, and motivation. Recipients must be nominated by a student or at least have a letter of support from a student, and student comments would be weighed heavily in the selection process.

**5. Commitment to Diversity Award**―to recognize an individual AP staff member who serves as an example to others in their commitment to diversity, inclusion, and equity beyond the scope of their professional responsibilities. This award recognizes a person who demonstrates through action the ideals of diversity (such as inclusiveness, cultural understanding, community, and social justice), and who helps others gain a greater understanding of these GVSU values.

**6. Innovation Award** – to recognize an individual AP staff member whose innovative ideas and practices benefit the university in a specific way, as outlined in the nomination. This could include methods to improve cost efficiency, changes in procedures, creating new programs or services, or leading new initiatives.

# Article VI: The Process

**1. Eligibility**

The Awards are open to any Administrative Professional staff member, with the exception of members of the AP Awards Committee, AP Committee members and previous recipients of a that Award. Any GVSU student, faculty, or staff member may nominate an eligible AP staff member for any or all of the awards.

**2. Nominations**

Award nominations will be accepted from any GVSU faculty/staff/student through an online process. Letters of support are also appreciated to supplement nominations. The nomination and support letter process is entirely online.

The Chair of the Awards Subcommittee (with the assistance of the AP Committee and Human Resources) are responsible for widely publicizing the nomination process, convening the selection process, and handling correspondence as listed in other recommendations.

**3. Review**

The AP Awards Subcommittee reviews nominations, selects award recipients, and provides the listing of recipients to the AP Committee Chairperson no later than one month prior to the AP Luncheon. The AP Committee Chairperson in turn notifies the President and Human Resources of the recipients.

**4. Number of Awards**

Up to ten awards are to be presented per year, one for overall Achievement, one for an Outstanding Team Project, and up to two each for the individual awards. The selection subcommittee may recommend that no awards be presented in a given category if they do not feel any nominees meet the awards criteria.

**5. Rewards and Acknowledgment**

Monetary rewards and/or professional acknowledgement should be attached to each award to increase the value and significance to recipients. Human Resources will be responsible for coordination of the rewards and acknowledgements.

A. For the individual awards, each recipient receives a $100 in Campus Cash (For use on-campus at such venues as the bookstore, dining facilities, the Meadows, etc.). Each recipient also receives a plaque.

B. Every award recipient (for both team and individual awards) receives a congratulatory letter from the University President that would be placed in the employee’s personnel file.

C. The members of the Awards Subcommittee should be announced when the nomination process is publicized and information regarding their eligibility for awards will be disclosed.