

# **BYLAWS**

## **Program Associate Professional Development Program**

### **ARTICLE I – NAME/PURPOSE**

**Section 1:** The name of the organization shall be Program Associate Professional Development Program (PAPD).

**Section 2:** The PAPD is a volunteer organization which promotes professional development for program associates and related classifications at UW-La Crosse as defined by Human Resources at UW-La Crosse.

### **ARTICLE II – MEMBERSHIP**

**Section 1:** Membership is open to all UW-La Crosse program associates and related classifications and is governed by the PAPD Steering Committee (hereafter referred to as steering committee).

### **ARTICLE III – MEETINGS**

**Section 1: Steering Committee.**

A monthly meeting during the academic year is called by the Chair of the steering committee.

**Section 2: Committees and Subcommittees.**

Meetings are called as necessary by the Chair of these committees.

**Section 3: Special Meetings.**

Special meetings may be called by: 1. the Chair of any subcommittee or 2. any member of the steering committee.

**Section 4: Notice.**

Notification is via e-mail.

### **ARTICLE IV – STEERING COMMITTEE**

**Section 1: Steering Committee Role and Size.**

The steering committee is responsible for overall policy and direction of the PAPD and delegates responsibility for day-to-day operations to the committees. The steering committee shall have up to 12 and not fewer than 8 members with representation from each college/division.

**Section 2: Meetings.**

The steering committee shall meet at least monthly during the academic year and as needed during the summer, at an agreed upon time and place, unless the Chair asks and receives a 2/3 majority vote from members to cancel a meeting.

**Section 3: Steering Committee Appointments.**

Appointments of new steering committee members will be considered by the steering committee following notification of the vacancy. Steering committee members will be elected by a majority vote of the current steering committee members.

**Section 4: Terms.**

All steering committee members shall serve indefinitely, but may resign at any time.

**Section 5: Quorum.**

A meeting must be attended by at least two-thirds of the steering committee members before business can be transacted or motions made or passed.

**Section 6: Notice.**

An official steering committee meeting requires that each steering committee member have written notice in advance.

**Section 7. Officers and Duties.**

There shall be three officers of the steering committee consisting of a Chair, Secretary and Treasurer. Their duties are as follows:

**Chair:** The Chair shall convene regularly scheduled steering committee meetings, develop and distribute the agenda, send out meeting announcements, and preside or arrange for other members of the steering committee to preside at each meeting in the following order: Secretary and Treasurer.

**Secretary:** The Secretary shall be responsible for keeping records of steering committee actions, including recording the minutes at all steering committee meetings, distributing copies of minutes to each steering committee member, and assuring that records are maintained. In the absence of the Secretary, a volunteer from the steering committee will be chosen.

**Treasurer:** The Treasurer shall make a report at each steering committee meeting. The Treasurer will assist in preparation of the budget, serve on the fundraising committee, and make financial information available to steering committee members. In the absence of the Treasurer, the Chair shall assume these duties.

**Section 8: Vacancies.**

When a vacancy on the steering committee exists, nominations for new members may be received from present steering committee members and the campus community by the Secretary two weeks in advance of a steering committee meeting. These nominations shall be sent out to steering committee members with the regular steering committee meeting announcement, to be discussed and voted upon at the next steering committee meeting.

**Section 9: Resignation.**

Resignation from the steering committee must be in writing and received by the Secretary and the Chair.

**Section 10: Attendance.**

A steering committee member is expected to attend a minimum of two-thirds (2/3) of the yearly meetings.

**ARTICLE V – SUBCOMMITTEES****Section 1: Subcommittees**

The steering committee may create or disband committees and subcommittees, such as workshop, publications, grants, mentoring, job book, brochure, website, and fundraising, as needed to meet the mission of the program.

**Section 2: Expenditures**

All expenditures must have prior approval by the steering committee and must be within the budget. The financial records of the organization are public information and shall be made available to the membership, steering committee members and the public. The fiscal year shall be July 1-June 30.

#### **ARTICLE VI – PARLIMENTARY AUTHORITY**

**Section 1:** Decisions are made using a consensus process.

#### **ARTICLE VII - AMENDMENTS**

**Section 1:** These bylaws may be amended when necessary by a two-thirds majority of the steering committee. Proposed amendments must be submitted to the Secretary to be sent out with regular steering committee announcements.

These bylaws were approved at the PAPD steering committee meeting on December 1, 2005.