

**INTERCOLLEGIATE COLLEGE OF NURSING
WASHINGTON STATE UNIVERSITY COLLEGE OF NURSING
Administrative Professional Organization**

BYLAWS

**ARTICLE I
Title**

The official title is the Intercollegiate College of Nursing /Washington State University College of Nursing Administrative Professional Organization (APO).

**ARTICLE II
Purpose**

The purpose of the APO is to:

1. Promote the exchange of ideas among professional staff, and between professional staff and the College community;
2. Foster the highest degree of professionalism for professional staff and raise the standard of professionalism by facilitating professional development;
3. Represent the opinions and concerns of the professional staff through an elected representative to the College Administrative Team;
4. Disseminate information to members of the Organization, the College administration, and other individuals and entities, as appropriate;
5. Promote communications and pursue common interests with professional staff at the University through the Washington State University A/P Council;
6. Recognize and celebrate the successes of professional staff.

**ARTICLE III
Membership**

The membership of the APO shall consist of all Administrative Professional employees at the College.

**ARTICLE IV
Officers and Duties of Officers**

The officers of the APO shall be the Chair, Chair-Elect, and the Secretary.

**Section 1
Officers:**

Section 2
Chair Duties:

The Chair shall be elected from the members of the APO for a term of one academic year. The Chair shall:

1. Convene and preside at all meetings of the Administrative Professional Organization.
2. Attend meetings of the Faculty and Staff Organizations as needed after review of the agenda and minutes.
3. Attend meetings of the Washington State University A/P Council.
4. Prepare agendas by obtaining input from APO members and the Dean.
5. Create ad hoc committees to carry out specific functions, such as Administrative Professional training and development.
6. Serve as a member of the College's Administrative Team.

Section 3
Chair-Elect Duties:

The Chair-Elect shall be elected from the APO members for a term of one academic year. The Chair-Elect shall:

1. Preside at/or attend meetings in the absence of the Chair.
2. Assume the role of Chair at the completion of the Chair's term.
3. Review minutes with the Secretary prior to distribution.
4. Collect and count the ballots of the APO voting activities. Make results known to APO membership.

Section 4
Secretary Duties:

The Secretary shall be elected from the APO members for a term of one academic year. The Secretary shall:

1. Prepare and sign minutes of the APO meetings.
2. Distribute minutes, after review and approval by the Chair-Elect, to the APO within ten (10) working days after each meeting.
3. Maintain a current and complete file of official minutes in the Dean's office.
4. Prepare and distribute ballots to all APO members.

ARTICLE V

Meetings of the Administrative Professional Organization

Section 1
Regular Meetings:

Regular meetings of the APO shall be held at least three (3) times during the academic year. Agendas shall be distributed five (5) working days prior to each meeting.

Section 2
Special Meetings:

Special meetings may be called by the Chair, or in the absence of the Chair, by the Chair-Elect, or upon written request of one-fourth of the members of the APO.

The purpose and time of special meetings shall be specified in writing.

Section 3
Quorum:

Thirty percent (30%) of the voting membership shall constitute a quorum.

Section 4
Voting Policy:

One-half, plus one, of the quorum shall constitute a majority vote in all business except issues decided by the majority to be voted on by written ballot. Issues by written ballot shall require a two-thirds affirmative vote.

Section 5
Voting Procedure:

The Secretary shall prepare and distribute ballots to all APO members. Ballots shall be returned to the Chair-Elect within five (5) working days from the date of distribution. The Chair-Elect, with at least one other APO member, shall count the votes and make the results known to the APO membership.

Section 6
Minutes:

Minutes of APO meetings shall be distributed to all APO members and Administrative Team within ten (10) working days after each meeting.

ARTICLE VI
Elections

Regular election of officers shall be held in April of each year. The Chair of the APO shall fill officer vacancies that occur prior to the end of a term for the remainder of the unexpired term through appointment.

ARTICLE VII
Parliamentary Authority

Robert's Rules of Order, newly revised, shall govern the proceedings of the APO in cases not otherwise provided for in these Bylaws.

ARTICLE VIII
Amendment of Bylaws

The Bylaws shall be amended by a two-thirds affirmative vote of the membership of the APO, provided that the amendment has been submitted, in writing, to all APO members five (5) working days prior to the vote.

Section 1
Committees:

ARTICLE IX
Standing Committees

The standing committees of the APO shall be:

A JOINT CLASSIFIED AND AP STAFF AWARDS AND RECOGNITION COMMITTEE.

Section 2
Functions:

1. Make recommendations regarding any new ICN/WSU College of Nursing staff awards to the Classified Staff and AP Organization Chairperson to present to the Administrative Team.
2. Develop award criteria and facilitate the processes for selecting award recipients.
3. Solicit nominations for ICN and University awards. Coordinate submission of nominees to appropriate committees.
4. Notify Classified Staff and AP Organization Chair of award recipient and make arrangements for plaque.
5. Accept and review staff applications for staff development fund awards as set forth in staff development fund guidelines.

Section 3
Membership:

The members of the committee shall be:

1. Three (3) members of the Classified Staff Organization and One (1) member of the AP Organization.

Section 4
Term of Service:

The term of service of members shall be:

1. Two-year term
2. Two (2) members elected each even year and two (2) members elected in odd year.