

# ASSOCIATION OF PROFESSIONAL ADMINISTRATORS

Thompson Rivers University 805 TRU Way Kamloops, B.C., V2C 0C8



## CONSTITUTION

### **ARTICLE I. NAME**

The name of the organization shall be The Thompson Rivers University Association of Professional Administrators (APA).

### **ARTICLE II. PURPOSE**

The purposes of the APA shall be to:

- promote collegiality among its members;
- provide a forum for discussion of common interests;
- represent the collective interests of APA members, including but not limited to, representation before the Executive and the Board of TRU in matters pertaining to terms and conditions of employment;
- to ensure that the interests of APA members are fairly represented in matters pertaining to conflict resolution within Thompson Rivers University.

### **ARTICLE III. MEMBERSHIP AND DUES**

Membership in the APA shall be open to any Administrative employee of Thompson Rivers University, other than the President, who is not a member of either CUPE 4879, the TRU Faculty Association, TRU Open Learning Faculty Association, or on an excluded Board contract. A TRU employee granted leave of absence from one of the foregoing to serve in an administrative capacity shall be eligible for APA membership during the term of such service.

An annual membership fee shall be established from time to time by the Executive Committee of the APA, subject to ratification at the subsequent annual general membership meeting.

### **ARTICLE IV. OFFICERS**

#### **1. Officers**

The Officers of the APA shall be:

- President
- Vice President
- Secretary
- Treasurer
- Regional Representative (primary place of work outside Kamloops)
- Past President (ex-officio)
- Chair, Terms and Conditions of Employment Committee

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## **2. Election and Terms**

Officers must be members in good standing and shall be elected each year at the annual general meeting for terms of two (2) years. Terms will be staggered to provide continuity of membership.

## **3. Duties**

- a) The Officers of the APA constitute the APA Executive Committee, which shall have responsibility for organizing and coordinating the business of the Association and, as appropriate, for representing the interests of the Association to the TRU Executive, the Board, and the public.
- b) The President shall chair meetings of the general membership and the Executive Committee.
- c) The President and Past President will be responsible for developing and administering policies and procedures to ensure that the interests of individual APA members are fairly represented in matters requiring conflict resolution.
- d) The Vice President shall be responsible for membership administration and shall serve as President in the President's absence.
- e) The Secretary – shall be responsible for booking meeting rooms, creating and posting on the shared drive, minutes of General and Executive Committee meetings, and correspondence of the Association.
- f) Treasurer shall be responsible for the financial records and reports..
- g) The Regional Representative shall have particular responsibility for identifying and representing the interests of APA members whose primary place of work is outside Kamloops.

## **ARTICLE V. MEETINGS**

1. The annual general membership meeting of the APA will be held during the month of April. Two weeks notice of meeting will be given.
2. Other membership meetings may be called a) at the discretion of the Executive Committee or b) upon petition of at least ten (10) APA members in good standing. Petitions for such meetings must specify the object for which the meeting is sought.
3. Other than in circumstances deemed by the Executive Committee to constitute an emergency, at least five (5) working days' notice of membership meetings shall be given.

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4. Quorum shall be twenty per cent of APA membership.
5. Passage of motions other than Constitutional Amendments shall require a simple majority of votes cast.
6. Members shall have the right to vote by signed proxy.

## **ARTICLE VI. APA COMMITTEES**

1. Standing Committees of the APA shall consist of the:
  - Executive Committee
  - Terms and Conditions of Employment Committee
  - Nominating Committee
2. Standing Committee members shall be elected by the general membership.
3. The Terms and Conditions of Employment Committee shall comprise a minimum of three (3) and a maximum of six (6) APA members. The Committee will be responsible for representing the collective interests of APA members with respect to salaries, benefits and working conditions. At least one member of TCEC shall be an academic administrator, at least one shall be from extension services, and at least one shall be from a service department.
4. The nominating committee shall be responsible for identification of APA members who are willing to fill positions on various committees within the institution as needed and in a timely fashion.

## **ARTICLE VII. TRU COMMITTEE REPRESENTATION**

APA representatives appointed to TRU committees shall be responsible for reporting back to the Executive Committee on all matters affecting the Association and as such shall express not only their personal objectives but those of the APA.

## **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

Formal proceedings of the APA will be governed by Robert's Rules of Order.

## **ARTICLE IX. CONSTITUTIONAL AMENDMENT PROCEDURES**

This Constitution may be amended by a two thirds (2/3) vote of members present at a meeting called for that purpose, or by a mail or electronic ballot, subject in each case to the condition that two weeks' notice of motion is given and at least 25% of APA members return ballots.