

Professional Staff Organization Bylaws

Revised Spring 2019

Article I: Mission and Purpose

The mission of the Professional Staff Organization (PSO) is to represent the interests of the Professional Staff at Lewis- Clark State College by working with other constituencies of campus for the improvement of personnel and program management, morale, working conditions, and productivity. The PSO exists to promote and encourage ethical practice within the Professional Staff at Lewis- Clark State College.

In addition, the PSO exists to:

- A. Provide leadership opportunities to Professional Staff in the promotion and development of programs, policies, and procedures that complement LCSC's Mission and Goals.
- B. Provide formal representation on behalf of the Professional Staff in policy matters pertaining to personal and professional welfare.
- C. Promote an active role for the Professional Staff in the institution's governance structure.
- D. Make recommendations concerning establishment, interpretation, and publicity of operating policies and procedures affecting Professional Staff.
- E. Cooperate with the Faculty Senate and/or Classified Staff Organization in the creation of joint recommendations concerning the solution of problems common to faculty, classified, and professional staff.
- F. Form committees, as necessary, to study special and/or continuing topics of interest to Professional Staff.
- G. Provide representation and/or recommendations to general campus committees and other work groups.
- H. Call to the attention of the President matters concerning Professional Staff affairs in any division or department that the organization believes should receive Presidential attention.
- I. To develop eligibility criteria and election process used to determine the recipient of the Professional Staff Employee of the Year Award.

Article II: Membership

Section 1: Active Membership

Membership in the LCSC PSO is automatic for all benefit-eligible Professional Staff personnel upon commencement of employment. PSO membership excludes:

- Employees in a classified position, subject to the guidelines of the Idaho Personnel Commission
- Employees holding faculty rank whose primary responsibility is teaching
- President, Provost, and Vice Presidents

PSO members are not required to participate in PSO meetings or events. Members can opt out of receiving email communications from PSO by emailing psolcsc.edu and requesting removal from the mailing list. The Digital Communications Officer will notify the Officer Council of mailing list removal requests.

Section 2: Membership Termination

A person ceases to be a member of the PSO upon termination of employment from Lewis-Clark State College, or upon accepting a position at Lewis-Clark State College that is not designated as Professional Staff.

Article III: Membership Meetings

Section 1: Parliamentary Authority

The rules contained in the current edition of [Robert's Rules of Order Newly Revised](#) will govern the organization in all situations to which they are applicable, and provided they are consistent with these bylaws and any special rules of order the organization may adopt.

Section 2: Meetings

The PSO will meet at least four (4) times per year. Additional meetings may be called by the Chair/Officers as needed. Meeting day and time will vary to accommodate employee work/training commitments.

Section 3: Quorum and Ratification

A quorum shall consist of those members present at PSO meetings. All business of the PSO and the Officer Council will be ratified by a simple majority of the votes cast by those present at meetings. Notification of items to be voted on will be posted on the PSO webpage at least two weeks prior to the meeting at which voting will take place.

Article IV: Officer Council

Section 1: Election Process

Solicitation for nomination of officer positions will begin no later than March 1 and will last at least two (2) weeks. Nominations will be actively solicited from the membership. Only those persons who have been members of the Professional Staff Organization for at least one (1) year will be eligible for election to the offices of Chair and Vice-Chair. Names of candidates who have accepted a nomination, along with their biographical information, will be announced via the PSO website one (1) week prior to the election period. Electronic ballots will be available on the PSO website for two (2) calendar weeks. Once the election period closes, the Digital Communication Officer will tally votes. If the Digital Communication Officer is a nominee, the Chair will assign tallying of votes to the Officer Council Election Committee. If the Office Council Election Committee has not been formed for the current election period, the Chair will request formation of said committee. Election results will be announced either at a regularly scheduled meeting or via the PSO website.

Section 2: Vacancies

If a vacancy occurs in the Office of Chair, the Vice Chair will assume the remainder of the Chair's unserved term. The Vice Chair candidate who received the next highest votes during the election period will be asked to assume the Vice Chair position for the remainder of the term. If there were no other Vice Chair candidates, the Vice-Chair-now-serving-as-Chair will appoint a PSO member to assume Vice-Chair position, with majority approval of the Officer Council, to be ratified by the PSO membership in attendance at the next duly called PSO meeting. If the Digital Communications Officer position or Recording Secretary/Treasurer position becomes vacant during the term, the candidate who received the next highest votes for the vacant position during the election period will be asked to fill the vacant position for the remainder of the term. If there were no other candidates for those positions, the Chair will appoint a PSO member to fill the position(s), with majority approval of the Officer Council, to be ratified by the PSO membership in attendance at the next duly called PSO meeting.

Section 3: Positions and Terms of Service

The organization will be lead by an Officer Council consisting of a Chair, Vice-Chair, Recording Secretary/Treasurer, and Digital Communications Officer. Officer terms will be one (1) year in length. Terms will run in conjunction with the college's fiscal year. The elected term limit for any one officer position (except Past Chair) will be two (2) consecutive years. Past Chair term limit will be one (1) year.

Section 4: Officer Council Meetings

Officer Council will hold meetings separate from general membership meetings to conduct business for the organization. Officer Council will meet at least four (4) times during the year.

Article V: Officer Duties

Chair Duties:

- A. Preside over all meetings of the PSO.
- B. With the approval of the Officer Council, appoint required subcommittees.
- C. Maintain lines of communication between the PSO, Officer Council, College President, Faculty Senate, and Classified Staff Organization.
- D. With simple majority approval of the Officer Council, nominate representatives to College committees, as requested by the College President or other campus entities.
- E. Maintain most current copy of approved bylaws; review and propose bylaw changes annually, or designate PSO member(s) to review and propose bylaw changes annually.
- F. Attend President's Council meetings and provide summary to membership.
- G. Represent PSO on the Compensation Review Committee (CRC).
- H. Review and approve all monetary transactions.
- I. Represent PSO members as requested by any campus constituent.
- J. Serve on committees as requested by LCSC Administration.
- K. Notify Accounts Payable/Controller's Office of new Treasurer to be assigned access to cost center.
- L. Serve as Past Chair for one year following term served as Chair.
- M. Perform other duties pertaining to the office of Chair.

Past Chair Duties:

- A. Attend PSO meetings and, by invitation, Officer Council meetings.
- B. Provide advisement to current Officer Council and PSO.

Vice-Chair Duties:

- A. Attend all PSO and Officer Council meetings.
- B. Assume the duties and responsibilities of the Chair in the event of Chair absence.
- C. Oversee process of nomination and election of officers.
- D. Serve as Chair of the PSO observers group for Functional Area Committee (FAC).
- E. Represent PSO on the CRC in the event the Chair is unable to attend CRC meetings.
- F. Attend President's Council on behalf of PSO Chair as needed.

G. Perform other duties as assigned by the Chair or Officer Council.

Recording Secretary/Treasurer Duties:

- A. Attend all PSO and Officer Council meetings.
- B. Act as recorder at all PSO and Officer Council meetings, and keep minutes thereof.
- C. Submit minutes of all meetings to the Officer Council within ten (10) working days after PSO and Officer meetings.
- D. Manage and report on Professional Staff Organization budget.
- E. Sit on the PSO Social Committee to advise committee about budget and assist with forms and payments related to hosting the PSO Social.
- F. Perform other duties as assigned by the Chair or Officer Council.

Digital Communications Officer Duties:

- A. Attend all PSO and Officer Council meetings.
- B. Maintain and update the PSO website and PSO email list.
- C. Receive training in the use of LCSC's web-editing software to perform website updates. Changes made to structure of PSO web site must be approved by Officer Council.
- D. Send email notices of meetings, agenda items, and other notices relevant to PSO to all members via PSO email.
- E. Post meeting minutes and agendas to PSO website.
- F. NEW: Maintain the Qualtrics "Employee of the Year Nomination Form" on the PSO Qualtrics account
- G. NEW: Maintain the "Employee of the Year Committee" electronic documents for use by the EOYC (stored on the PSO Google Drive account)
- ~~H. Tally electronic ballots and communicate results to Vice Chair for officer nominations and PSO Employee of the Year.~~
- I. Perform other duties as assigned by the Chair or Officer Council.

Article VI. Committees

Section 1: Committee Formation

Special or Ad-Hoc Committees may be created and disbanded by majority vote of the Officer Council. The PSO Chair will be an ex-officio (with vote) member of all subcommittees. General membership will be informed of committee formation.

Section 2: Committee Appointment

With majority approval of the Officer Council, the PSO Chair will hold responsibility for committee chair and committee representative appointment. The Chair will give priority to PSO

members volunteering to serve on said committee(s). In the event no PSO members volunteer to serve on a necessary committee, the Chair may appoint PSO members to serve on said committee(s). General membership will be informed of committee appointments via an email and/or listing on the PSO website.

Section 3: Officer Council Election Committee

The Vice Chair can form and chair a nominating committee of three (3) additional PSO members, if deemed necessary by the Officers' Council, to assist in identifying persons willing to serve as officers in the organization. The committee may also assume responsibility for tallying of election votes in the event the Digital Communications Officer is unable to tally votes due to absence or nomination to a Council position for the following term.

Section 4: PSO Employee of the Year Committee

OLD: The Officer Council will appoint a committee of at least two (2) past PSO Employee of the Year (EOY) recipients to oversee solicitation of nominations, post nominee information to the PSO website, tally electronic ballots, and post results to the PSO website. The committee will report the winner of the PSO EOY election to the PSO Chair, or if the PSO Chair is the recipient, to the PSO Vice Chair, for reporting to the Office of the Provost.

NEW: The past year's PSO Employee of the Year will be invited by the PSO Vice-Chair to chair the EOYC, consisting of at least three, and no more than five, other voting committee members who are not eligible to win the award. The Committee Chair will solicit nominations, collect results, strike out any identifying information in the nominations, and then provide the nominations to the voting members of the committee for review. The voting members of the committee will evaluate the candidates using a rubric, and select the recipient of the award. The Committee Chair will notify the Office of the Provost of the winner of the award.

Section 5: PSO Social Committee

The Officer Council can appoint a committee of at least three (3) PSO members to plan and host the PSO Social. The Recording/Secretary Treasurer will sit on the committee in addition to the three (3) PSO members, to advise the committee about budget and assist with forms and payments for the PSO Social.

Article VII: Communications

Formal communication to the PSO membership will be the responsibility of the Officer Council. This communication may occur in the following forms: meeting, email, PSO website, and/or written communication.

At least two weeks prior to each scheduled meeting, email notice will be sent to all members announcing the meeting date, time, and location. This email will also include a link to the PSO website for general membership information.

The PSO website will include, but not be limited to, the following: list of current officers, date(s) of upcoming meeting(s), meeting minutes, officer handbooks, and bylaws.

Article VIII: Amendments

These bylaws may be amended by a simple majority of votes cast by the PSO membership. PSO membership will be provided with a copy of proposed amendments to the bylaws at least two (2) weeks prior to when a vote will be held. The voting process may be conducted electronically or at a duly called meeting.