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Otterbein Administrative Assembly (OAA) - BYLAWS

Otterbein University

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Otterbein Administrative Assembly (OAA)

BYLAWS

ARTICLE I

Name

The name of this organization is the Otterbein University Administrative Assembly.

ARTICLE II

Mission

- A. The mission of the Otterbein Administrative Assembly (OAA) is to provide administrators focused and direct involvement in the governance and life of Otterbein University and surrounding community.
- B. By having a voice and presence in the campus community, the Assembly will
 - a. Promote the overall mission of the University, especially in support of the University's Strategic Plan
 - b. Ensure participation of administrators in policy-making processes
 - c. Advance a system of support to help administrators realize their full professional potential
 - d. Provide a forum for open communication
 - e. Advocate recognition of administrators and their role as leaders within the Otterbein University community

ARTICLE III

Membership

Membership in this Assembly shall include those employees of Otterbein University who are employed in administrative positions. All members are considered voting members.

ARTICLE IV

The Executive Committee

- A. Composition: Membership of the Executive Committee shall consist of President, Vice President (President Elect), Past President, Secretary/Treasurer, Member at Large and a committee chair from each committee defined in Article VI.
- B. Terms of Office: the President, President-Elect, and Past President will serve a one-year term (3-year cycle) and are eligible to serve only two (2) consecutive terms; the Secretary/Treasurer and Member at large will serve a two-year term and are eligible to serve only two (2) consecutive terms; the committee chair(s) shall serve a one (1) year term and are eligible to serve any number of consecutive terms.
- C. Elections: Election of the Executive Committee shall be conducted by the Governance Committee during summer before Fall Semester.

- a. The timeline for election of President, President-Elect, Secretary/ Treasurer, and Member-at-Large is as follows:
 - i. By Week 10 of Spring Semester, the Governance Committee will send out a general announcement detailing both the anticipated election and the anticipated positions for the upcoming cycle.
 - ii. A call for nominations will be sent to current OAA members during April.
 - iii. Election of open positions will be conducted by August 30.
- D. Appointments: Appointments of the committee chairs shall be made by the President, Vice President (President Elect), Past President, Secretary/Treasurer, Member at Large by the first meeting after the election process has finalized.

ARTICLE V
Duties of the Executive Committee

- A. The President shall
 - a. Prepare for and preside over all meetings of the OAA and the Executive Committee.
 - b. Act as OAA's spokesperson in communications with the public.
 - c. Prepare and present a written annual report of OAA activities to general membership of the OAA and other constituencies.
 - d. Approve in conjunction with the Secretary/Treasurer all disbursements of OAA funds.
 - e. Be entitled to a vote on the Executive Committee; but only votes in the case of a tie in general Assembly voting.
 - f. Ensure that all policies, procedures and required actions of the OAA are conducted in accordance with the Bylaws.
 - g. Perform other duties as required by the OAA.
- B. The President Elect shall
 - a. Be a voting member of the OAA.
 - b. Succeed the President in the event the office becomes vacant.
 - c. Perform the duties of the President including presiding over OAA meetings in the absence of the President.
 - d. Assist in the preparation of the annual report.
 - e. Perform other duties as required by the OAA.
- C. The Past President shall
 - a. Be a voting member of the OAA
 - b. Be the Chair of the Governance Committee.
 - c. Perform other duties as required by the OAA
- D. The Secretary/Treasurer shall
 - a. Be a voting member of the OAA.
 - b. Prepare minutes of both Executive Committee and OAA general meetings; distribute to all members prior to the next scheduled meeting.
 - c. Receive and file all committee reports.
 - d. Record all votes.
 - e. Prepare in conjunction with the President an annual budget and disbursements of OAA funds.
 - f. Maintain records of all financial transactions and expenditures.
 - g. Perform other duties as required by the OAA.
- E. Member-at-Large

- a. Be a voting member of the OAA.
 - b. Serve as Secretary/Treasurer in the Secretary/Treasurer's absence.
 - c. Serve as liaison between the Executive Committee and the general membership of the OAA.
 - d. Perform other duties as required by the OAA.
- F. Committee Chair(s)
- a. Be a voting member of OAA.
 - b. Record activities of the designated committee.
 - c. Provide a report to the general membership at each meeting, if appropriate.
 - d. Prepare an executive summary of activities at the end of the year.

ARTICLE VI Committees

- A. The Administrative Assembly Committees and Committee Responsibility shall consist of the following:
- a. Membership Development
 - i. Contact Human Resources to obtain a roster of all administrators eligible to be members according to the bylaws
 - ii. Create welcome packets for new members
 - iii. Ensure that professional development opportunities are communicated to the group
 - iv. Coordinate professional development opportunities
 - v. Work with Staff Council on a yearly conference for the winter interterm
 - b. Professional Development
 - i. Work with Staff Council to coordinate professional development opportunities
 - ii. Advertise professional development opportunities offered by Otterbein University
 - iii. Advocate for use of professional development funds for professional development
 - c. Personnel and Benefits Issues
 - i. Be a liaison between Human Resources and the OAA for personnel and benefits issues, as needed
 - ii. Develop announcements for the Otterbein News and other publications on behalf of OAA
 - d. Governance
 - i. The Governance Committee is responsible for administering an inclusive election process, ensuring that information about the process, timelines, candidates, and election is readily available to all members of OAA.
 - ii. The Governance Committee also reviews any amendments to the Bylaws.
 - e. Community Service
 - i. Assist with campus events such as the Christmas Tree Lighting by creating a service component to the event.
 - ii. Develop community service opportunities through the Center for Community Engagement
 - iii. Develop a fundraising initiative

- B. The chair of each committee shall be a member appointed by the Executive Committee, except the Governance Committee which is chaired by the Past-President. Chairs will be appointed for one-year terms.
- C. Membership and participation are open and encouraged of all University administrators.

ARTICLE VII
Removal from Office

- A. Any Executive Officer or Committee Chair can be removed from office by the OAA for nonperformance of duties. A petition requesting removal can be brought to the Executive Committee by any member of the OAA. The Executive Committee will investigate the matter and will recommend action to the OAA.
- B. The OAA will make the final decision by secret ballot. A two-thirds vote of those in attendance will carry the vote. Possible causes of expulsion constituting grounds for removal from office shall include, but not limited to:
 - a. Use of the powers of OAA, real or implied, to further personal causes.
 - b. Excessive absenteeism.
 - c. Failure to consistently fulfill the responsibility of the OAA position.
- C. Resignation in good standing from OAA shall require a formal, written letter of resignation to be submitted to the Executive Committee.

Article VIII
Vacancy

- A. Executive Officer replacement procedures:
 - a. When a vacancy occurs in the office of President, the President-Elect will become acting President for the balance of the year and through his or her regular term of office.
 - b. When a vacancy occurs in any position other than the President, the Executive Committee shall request a nomination from the Governance Committee, and shall appoint a replacement who will serve until the next regularly scheduled election.
- B. Committee Chair replacement procedures: When a vacancy occurs in a Chair position, the Executive Committee shall appoint a new Chair at the first meeting following the vacancy.

ARTICLE IX
Meetings

- A. OAA meetings will be open to all administrative (salaried) staff. There will be regular meetings of OAA held each semester during designated working hours. Sufficient notice will be provided to allow members to adjust their schedules to attend.
 - a. The OAA Executive Committee reserves the right either to call a separate, closed meeting or to devote only a portion of the regular meeting to open session. Special meetings may be called by the President or at the request of any member of OAA. Members will be notified of special meetings at least forty-eight (48) hours in advance.

- B. Any OAA member wishing to place an item on the agenda will inform the President five (5) days prior to the meeting, providing a summary of the issue(s). Any non-OAA member wishing to speak at the OAA meeting will notify the President twenty-four (24) hours prior to the meeting.
- C. A majority vote of those OAA members present is necessary to pass a motion. There will be no proxy vote. A secret ballot may be requested by any OAA member.
- D. The President will prepare the agenda. The President (or designee) will distribute the agenda and minutes of the previous meeting to OAA members no less than three (3) working days prior to the next scheduled meeting.
- E. An OAA Executive Committee member who is unable to attend any meeting will notify the President or another officer prior to the meeting.
- F. Motions voted on by OAA will include the date of the vote and the vote tally.

ARTICLE X
Amendments

The approval process of amendments to the Bylaws shall be:

- A. A proposal for an amendment must be reviewed by the Governance Committee and submitted to the Executive Committee.
- B. A notice of amendment must be presented by the Executive Committee to all OAA members prior to the meeting where the proposal will be discussed. The notice shall explain the proposed amendment.
- C. Proposed amendments shall not be voted on until at least one regular meeting after the introduction of the amendment.
- D. Amendments to the Bylaws shall be ratified by a majority vote (two-thirds) of those in attendance at the meeting.

ARTICLE XI
Parliamentary Rules

Except as otherwise specifically provided for in the Bylaws, all questions of order or procedure shall be determined in accordance with Robert's Rules of Order.

ARTICLE XII
Adoption of the Bylaws

The Bylaws shall be ratified by a simple majority vote of the ballots cast by current Otterbein administrative employees in a special election.