

By-Laws

Northwestern Oklahoma State University Professional Staff Council

Preamble

The Professional Staff Council is organized to serve as the representative body for professional exempt employees of NWOSU and to participate in the formulation of policies and in the solution of problems affecting such employees. The purpose of the Professional Staff Council is to enable the exempt employees to participate in the achievement of the goals of Northwestern Oklahoma State University.

ARTICLE I: Professional Staff Council

This organization shall be called the Professional Staff Council of Northwestern Oklahoma State University. This organization shall be comprised of exempt employees of the University otherwise not represented by Faculty Senate, Staff Council or the Administrative Senior Staff.

Section 1: The Professional Staff Council shall have biannual general meetings, one in the Fall and one in the Spring, open to all exempt employees. The date of each meeting shall be set by the Executive Committee. Notification of each meeting will be transmitted to exempt employees at least ten days prior to such meeting. This will include notification of election of officers and/or by-laws changes.

Section 2: At all meetings of the Professional Staff Council or any of its committees, Roberts' Rules of Order will be followed unless, by majority vote, other rules for proceedings are established.

Section 3: The Professional Staff Council exists to enable its members to participate in the achievement of the goals of Northwestern Oklahoma State University by making recommendations to the Administration of the University. It establishes certain committees, defined herein, to perform and carry out the duties and concerns of the members of the Professional Staff Council.

Section 4: The fiscal year of the Professional Staff Council shall begin July 1 of each year.

ARTICLE II: Committees

Section 1: Executive Committee

A. Powers and Duties

The Executive Committee shall have the power to make recommendations to the Administration on all matters of concern to its members. The normal channel for recommendations to the Administration shall be voted on and approved by the entire Professional Staff Council, approved by Executive Committee and submitted to Administration.

B. Officers

The Executive Committee shall be comprised of Executive Officers as follows: a Chair, Chair-Elect, Secretary, and five (5) representative members. The Past-Chair shall serve as a member of the Executive Committee for one year after his/her term as Chair.

