

The Ohio State University Administrative Professionals **(OSUAP) Bylaws**

ARTICLE I: NAME

The name of the Group shall be The Ohio State University Administrative Professionals (OSUAP).

ARTICLE II: MISSION STATEMENT

OSUAP is a self-organized group of Ohio State administrative staff who recognize the value of our contributions to our departments, units, and by extension, to the University and the Medical Center. We are committed to ongoing professional development and networking to facilitate our professional growth, while positively impacting our university community colleagues, and supporting the mission of the university. Ultimately, our faculty, staff, students, and patients benefit.

Primary Goals:

- Align activities with Ohio State's goals and values
- Encourage professional development by providing offerings for members
- Develop leadership skills
- Network with peers

ARTICLE III: MEMBERSHIP

OSUAP membership is open to any member of the The Ohio State University and Wexner Medical Center. With Executive Committee approval, individuals outside of OSU (collaborators) can become members; however, it is intended to support staff members who serve the University and Medical Center in administrative roles.

ARTICLE IV: OFFICERS

The officers of the OSUAP shall be a President, Vice-President, Secretary, Treasurer, and Member-at-Large (2). These officers and the Immediate Past President will comprise the OSUAP Executive Committee (see Article IV; Section 6).

Section 1. Elections

- a. The Election Committee (see Article VI; Section 6) will oversee the election process, unless they are running for an Officer position, in which case the Executive Committee will appoint two members, who are not officers and are not running for office, to oversee the election process.
- b. The election of officers shall take place by email before the OSUAP Annual Conference late spring/early summer every two years.
- c. The election coordinators will send a call for nominations via email to the membership the first week of May. The nomination window will remain open for one week. Members may either nominate others or self-nominate using a nomination process as established by the election coordinators. The Immediate Past President may provide guidance, as needed.
- d. The election coordinators will email the ballot instructions to the membership the second week of May and voting will remain open for one week. The election coordinators will determine the voting process. Ballots will be due at the close of business in the third week of May.

- e. If there are any malfunctions or procedural errors with the voting process, a new ballot will be offered to all members. A ballot will not be altered once the voting window has been opened.
- f. In the event of a tie, the election coordinators will hold another vote for the office.
- g. The candidate with the majority vote (more than 50%) will be elected to office.
- h. The results of the election will be announced no later than June 30.

Section 2. Officers' Terms / Succession

- a. Officers shall serve for a term of two years. All terms will begin September 1.
- b. When the President's term ends, the Vice President will assume the office of President.
- c. Elections will be held to fill the offices of Vice President, Secretary, Treasurer, and Member-at-Large (2). If the current Vice President does not agree to assume the role of President, an election will be held for President, as well.

Section 3. Re-Election

Officers may be re-elected to the same office. There are no term limitations.

Section 4. Resignation

- a. Upon the resignation of the President, the Vice-President will assume the President's duties for the balance of the term.
- b. Upon the resignation and/or vacancy of the Vice-President, Secretary, Treasurer, or Member-at-Large, the President will temporarily delegate this office to an Executive Committee member.
- c. The runner-up for the last election will be named if they are available/willing to serve. Otherwise, an election will be held in accordance with the bylaws.
- d. If an election needs to be held, the Executive Committee will call upon the last election coordinators to hold a special election for the office. If the previous coordinators are not available, the Executive Committee can appoint new special election coordinators. The normal election procedure outlined in Article IV; Section 1 above will be followed with special elections to be completed within 60 days of the vacancy.
- e. Upon concurrent resignation/vacancy of President and Vice-President, the Executive Committee will meet in special session to appoint an Acting President who will serve for the remainder of the replaced President's term.

Section 5. Officers' Duties

- a. **President**
 - ii. The President shall preside at all meetings of the OSU Administrative Professionals.
 - iii. The President will be the spokesperson for the group on any official matters.
 - iv. The President will provide leadership for the group.
 - v. The President, in conjunction with the Executive Committee, will establish a budget. This includes the annual conference budget (See Article VI; Section 6; item b) line items, including but not limited to speakers, swag, food, and venue.
- b. **Vice-President**
 - i. The Vice-President will act in place of the President when the President is absent.

- ii. The Vice-President will act as liaison between the Executive Committee and the work groups.
 - iii. The Vice-President will be responsible for any other tasks or duties as assigned by the Executive Committee.
- c. **Secretary**
- i. The Secretary will be responsible for preparing and distributing the meeting agendas in partnership with the President.
 - ii. The Secretary will be responsible for recording, distributing, and maintaining meeting notes.
 - iii. The Secretary will be responsible for maintaining OSUAP documents and archives.
 - iv. The Secretary will act in place of the President when both the President and Vice-President are absent.
 - v. The Secretary will be responsible for any other tasks or duties as assigned by the Executive Committee.
- d. **Treasurer**
- i. The Treasurer will assist the President with the budget creation and be responsible for continuously monitoring the status of the budget.
 - ii. The Treasurer will provide a quarterly budget report at Executive Committee meetings.
 - iii. The Treasurer will be responsible for submitting requests for expenditures to the Executive Committee for approval.
 - iv. The Treasurer will be responsible for any other fiduciary tasks or duties as assigned by the Executive Committee.
- e. **Member-at-Large (2 positions)**
- i. Each Member-at-Large will work closely with membership to serve as a liaison between the Executive Committee and the OSUAP members.
 - ii. Each Member-at-Large will be responsible for any other duties as assigned by the Executive Committee (see Article IV; Section 6).

Section 6. Executive Committee

- a. The Executive Committee shall be responsible for general supervision of OSUAP's business between meetings, establish meeting times and locations, set the agenda, and shall perform other duties as specified by the President. The Executive Committee will provide budgetary oversight and should be consulted before purchases are made on behalf of the organization.
- b. The OSUAP officers, the Membership Chair, and the Immediate Past President shall constitute the Executive Committee. The Membership Chair and Immediate Past President are ex-officio members.
 - i. Membership Chair is appointed by the Executive Committee, when necessary, as this position is not set to a term.
 - i. The Membership Chair will be responsible for maintaining the membership roster for OSUAP and will subscribe members to all OSUAP resources such as the Teams and listserv.
 - ii. The Membership Chair will contact new members to provide background and information about participation in OSUAP.
 - iii. The Membership Chair will be responsible for any other duties as assigned by the Executive Committee.

- c. The Executive Committee shall meet a minimum of once per month.

ARTICLE V: MEETINGS

Section 1. Frequency

The OSUAP members will meet bi-monthly (January, March, May, September, and November), at least. The summer meeting will be replaced with the OSUAP Annual Professional Development Conference. Attendance at the meetings is voluntary. The Executive Committee will have the option of canceling or rescheduling any meeting.

Section 2. Special Meetings

The Executive Committee shall be authorized to call special meetings. The purpose of the meeting will be stated in the call.

Section 3. Voting

In the spirit of a democratic group, there may be occasions to vote on a proposal.

- a. At the specified time of the meeting, the President will call for discussion. At the President's discretion, a motion shall be made after the President determines that the topic has been sufficiently discussed. A second is necessary to put the motion to a vote.
- b. Once the motion is seconded, the President then specifies time parameters for voting.
- c. A majority vote is needed to have the motion pass. A majority consists of more than 50% of those who voted. Documentation of voting and discussions will be placed in the meeting notes.
- d. Voting may take place in person, online, via email, or in a manner that is agreed upon by the Executive Committee.

Article VI: WORK GROUPS

Section 1. Formation

Workgroups will be formed by the Executive Committee with the guidance and input of the membership. The work groups will reflect the needs of the membership and the organization. When a new work group is formed, the bylaws do not need to be updated off-cycle to reflect the change.

Section 2. Disbandment

Workgroups may be disbanded at any time upon the recommendation of the Executive Committee. Work groups may be discontinued upon the completion of a project (ad hoc) or to reflect the changing needs of the OSUAP.

Section 3. Membership

Members will self-select participation in a work group.

Section 4. Officer

Each work group will select one member to lead the group. This group leader will convene and facilitate the meetings, take notes and report to the general membership.

Section 5. Attendance

While attendance is voluntary, it is understood that regular work group meeting attendance is necessary to keep the initiatives and projects moving forward.

Section 6. Work Groups by Function

The Executive Committee will create additional work groups and send a call for membership, as needed. If a work group becomes disbanded, the Executive Committee will take over responsibility for key components and create a new Committee moving forward.

a. Communications

- i. In conjunction with the Executive Committee, this work group will create and distribute a bi-monthly newsletter, provide content for, and make updates to the OSUAP website and other social media platforms, such as Teams.
- ii. The work group will determine any additional activities and scope.
- iii. The work group will report to the Executive Committee following each meeting.

b. Elections Committee

- i. This work group will manage election cycles, unless they are running for an Officer position.
- ii. The Immediate Past President will be the Chair of this group, alongside the Membership Chair.

c. Mentorship

- i. This work group will create resources to help new peers be more successful and build community.
- ii. The work group will facilitate mentoring relationships among members.
- iii. The work group will determine its activities and scope.
- iv. The work group will report to the Executive Committee following each meeting.

d. Professional Development Conference

- i. This work group will plan and execute an annual one-day professional development conference available to OSUAP members and any administrative professional at Ohio State.
- ii. Coordination with Ohio State partners, OSUAP work groups, and other stakeholders will be needed.
- iii. The work group will determine activities and scope.
- iv. A minimum of two Executive Committee members will serve on this work group and report to the Executive Committee at meetings.

e. Administrative Excellence Award Committee

- i. This work group will administer the yearly Administrative Excellence Awards to two OSUAP members, one from OSU and one from OSUWMC. This includes creating the nomination form and creating the selection criteria. Furthermore, this work group should routinely ensure the program is working as intended and make necessary changes with Executive Committee approval.

- ii. This work group will be responsible for fundraising the funds necessary for this program - \$500 awards, registration fees for the Conference (if applicable), and plaques for each recipient.
- iii. With assistance from the OSUAP Treasurer, this work group is responsible for all payments, purchases, etc.
- iv. Previous award winners will join this Committee.
- v. A minimum of one Executive Committee member will serve on this work group and report to the Executive Committee, as needed.

ARTICLE VII: AMENDMENT OF BYLAWS

These bylaws may be amended by majority of voting OSUAP members; a majority consists of more than 50% of those who voted. Voting may take place in person, online, via email, or in a manner that is agreed upon by the Executive Committee. Suggested amendments must be distributed to the membership no less than seven working days prior to the final vote. Once the changes are approved by the membership, the changes shall be made to the bylaws document maintained by the Secretary.

Revised August 2023