

# Constitution of The Professional and Scientific Council of Iowa State University

## *Article I*

**Name.** This body shall be known as the Professional and Scientific Council of Iowa State University, herein referred to as the council.

## *Article II*

**Authority.** The council is responsible to the professional and scientific employees, herein referred to as employees, and is an elected university body.

## *Article III*

**Purpose.** The Iowa State University Professional and Scientific Council serves as a resource and an advocate for Professional and Scientific employees. The council identifies the needs of its constituents, provides information and advice in response to those needs, and recommends policies and procedures to the administration that benefit Professional and Scientific employees and assists in fulfilling the mission of Iowa State University.

## *Article IV*

**Functions.** In all its functions, the council shall be advisory rather than legislative or administrative.

- Section 1  
Scope. The council may consider any issue that has the potential to affect the general welfare of employees. As a general rule, the council shall confine itself to matters internal to the university.
- Section 2  
Constituency. The council shall be responsive to issues raised by any employee, any representative, or any administrator of the university. The council may communicate with any appropriate person or body.
- Section 3  
Process. The council may perceive and accept issues within its scope, discuss and study them, explain them, respond and advise about them, and recommend and support them.

## *Article V*

**Definitions.** For purposes of council elections, the term “employee” shall refer to any person in a budgeted P-base position. For purposes of voting and of membership on the council, a person shall be regarded as an employee in only one area as defined in Article VI. If a person is employed in more than one area, he/she shall inform the council with which area he/she wishes to be identified for election purposes. If a person fails to notify the council of his/her area affiliation, he/she shall be assigned to an area by the council.

The term “member” shall refer to any elected officer or representative on the council.

#### *Article VI*

**Representation.** Representation on the council shall be determined as follows: At each regular Professional and Scientific Council election, each of the organizational areas within the university as designated in the bylaws shall be entitled to elect one representative for every 75 Professional and Scientific employees on the December payroll. When Professional and Scientific employee numbers within an organizational area do not divide evenly by 75, the organizational area shall be entitled to elect one representative for the remaining 1-74 Professional and Scientific employees on the December payroll.

#### *Article VII*

**Term.** The term of membership on the council shall be up to three years in order to comply with Article VIII and in accordance with the Rules and Bylaws. Representatives shall serve for the term for which they were elected or until their successors have been elected and have taken office. Newly elected representatives shall be seated at the end of the last regular Professional and Scientific Council meeting of the Iowa State University fiscal year. No representative may be elected for more than two terms in succession.

#### *Article VIII*

**Continuous Body.** The council shall be a continuous body. Approximately one-third of the representatives from each area will be elected each year. The exact number to be elected to the council from each area each year shall be determined by the council in accordance with the directives of Articles VI and VII.

#### *Article IX*

**Eligibility of Representatives.** All employees as defined in Article V are eligible for election to the council.

Representatives from the various areas shall be employees in the area with which they are affiliated, and shall be nominated and elected by the eligible employees of that area as defined in Article V. Any representative who loses P-base status shall resign from the council. Any representative who changes area affiliation, and has time remaining on a term of membership on the council, may continue serving on the council until the end of the Iowa State University fiscal year following the next regular Professional and Scientific Council election.

Employees holding faculty rank shall not serve on Professional and Scientific Council and on Faculty Senate concurrently.

#### *Article X*

**Nomination of Representatives.** The nominating process shall be as follows: Professional and Scientific employees of each area shall be eligible to submit nomination petitions to nominate themselves or others for election to the council.

If fewer nominations than the number of vacant positions are received, the Representation Committee shall constitute a nominating committee to secure the necessary nominations. No council member seeking re-election shall serve on the nominating committee.

*Article XI*

**Representative Elections.** Election of representatives shall be by secret ballot during each spring term. Vacancies shall be filled by the candidates receiving the most votes. Details of the election process shall be outlined in the Rules and Bylaws.

*Article XII*

**Absences.** In the event a representative is unable to attend a meeting, that representative shall designate a Professional and Scientific employee as a substitute who shall serve with the approval of the president. Terms of dismissal due to absence shall be outlined in the Rules and Bylaws.

*Article XIII*

**Vacancies.** Vacancies on the council shall be filled by election for a term to be determined by the council, consistent with Article VIII.

*Article XIV*

**Dismissal.** The council may establish procedures for dismissal of a representative. Terms of dismissal shall be outlined in the Rules and Bylaws.

*Article XV*

**Meetings.** The council shall hold regular meetings at intervals not to exceed 75 days.

The council shall hold special meetings upon request of the university president, at such times as the council or its president may determine, and upon call of the council president or secretary whenever requested, in writing, by 10 or more Professional and Scientific employees. All meetings shall be open. The council may invite any person to meet with it at any time.

*Article XVI*

**Organization.** The council shall elect officers from its Representatives and at minimum shall elect a president-elect and secretary/treasurer. Council shall establish its rules and bylaws of procedure. The president-elect succeeds as president at the conclusion of a term as president-elect.

The Constitution and the Rules and Bylaws shall be available to all Professional and Scientific employees on Iowa State University's Professional and Scientific Council Website.

*Article XVII*

**Amendments.** Amendments to this Constitution shall be made by vote of the employees. Amendments shall be initiated by written proposal submitted to the council by 10 or more Professional and Scientific employees from three or more professional and scientific areas. The proposed amendments shall then be sent in writing by the council to all Professional and Scientific employees with the council's recommendation at least 30 days before the vote is taken. Adoption shall require a two-thirds majority of those voting.

*Article XVIII*

**Dissolution.** The council may be dissolved by two-thirds majority vote of those Professional and Scientific representatives present and entitled to vote at a special meeting of the Professional and Scientific council called for that purpose.