

**WESTERN WASHINGTON UNIVERSITY
PROFESSIONAL STAFF ORGANIZATION
CONSTITUTION**

ARTICLE I – NAME

The name of this organization shall be: the Professional Staff Organization (PSO).

ARTICLE II – PURPOSE

The purposes of the Organization shall be to:

- Section 1. Promote an active role for Professional Staff Organization members in the University governance structure.
- Section 2. Provide a process whereby staff have formal representation in establishing University policies and procedures.
- Section 3. Represent the professional staff in policy matters pertaining to personal and professional welfare.

ARTICLE III – MEMBERSHIP

- Section 1. Membership in the PSO shall be open to all individuals holding professional positions at WWU and who are covered by the policies and procedures included in the PSO Handbook, unless specifically excluded by the President of Western Washington University.
- Section 2. Members shall be entitled to vote on all matters brought before the EPSO.

ARTICLE IV – OFFICERS

- Section 1. There shall be three elected officers: President, Vice-President/President Elect, and Secretary/Treasurer.
- Section 2. Officers shall be elected at large from among the members of the PSO during the month of May each year and shall take office on June 15th. They shall hold their offices for two years.
- Section 3. Duties of Officers:
 - a) The President shall:
 - 1. Preside at all meetings of the PSO and of the Executive Committee.
 - 2. Be an *ex-officio* member of all committees.
 - 3. In consultation with the PSO Executive Committee appoint all standing committees and all special committees of the PSO.
 - 4. Report on a regular basis to the membership regarding the progress and standing of the PSO, and regarding the PSO President's official acts.

- b) The Vice President/President Elect shall:
 1. Assume the duties of the PSO President in her/his absence.
 2. Assist the PSO President in matters of PSO administration and other duties as assigned.
- c) The Secretary/Treasurer shall:
 1. Keep a record of the proceedings of all membership meetings and of all Executive Committee meetings.
 2. Carry on the official correspondence of the PSO except as the Executive Committee may direct otherwise.
 3. Perform such duties as the Executive Committee may require.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee, which shall consist of the PSO President, Vice President/President Elect, Secretary/Treasurer, two (2) members representing the Provost Office/Academic Affairs Division, one (1) member representing the Business and Financial Affairs Division, two (2) members representing the Student Affairs Division, and one (1) member representing the President’s Office/External Affairs/University Advancement Divisions.

Section 2. a) Division representatives shall be elected by the PSO membership during the month of May and shall take office on June 15th.

b) Division representatives shall serve two-year terms staggered so that the terms of one-half of the Division representatives shall expire each May.

Section 3. a) The Executive Committee shall be charged with implementing the purposes of the PSO and exercise general supervision over its affairs. It shall be charged with the duty of effecting policies and programs adopted at PSO meetings.

b) The Executive Committee shall meet at the call of the PSO President, on its own motion, or upon the request of any five (5) of its members.

ARTICLE VI – OTHER COMMITTEES

Standing or *ad hoc* subcommittees may be created by the Executive Committee. The PSO President shall, in consultation with the PSO Executive Committee, appoint members of the PSO to these committees.

ARTICLE VII – VACANCIES

Section 1. A vacancy occurs in any office or position, elective or appointive, or in any committee, when the person holding the same submits a resignation to the Executive Committee or ceases to be a member of the PSO.

Section 2. The PSO President, in consultation with the Executive Committee, may determine that a vacancy occurs when a member is absent from three consecutive and properly called meetings of his/her committee.

- Section 3. a) In the event of a vacancy in the office of PSO President, the PSO Vice President/President Elect shall assume that office.
- b) In the event of a vacancy in any other Executive Committee position, the members of the Executive Committee shall, with convenient speed, determine the need and method of selecting a successor to serve out the unexpired term.
- c) In the event of a vacancy on any other committee, the PSO President, in consultation with the Executive Committee, shall, with convenient speed, appoint a successor.
- d) Each Officer, when leaving office, shall turn over to their successor all files, papers, books and other property relating to their office and the organization.

ARTICLE VIII –PSO MEETINGS

- Section 1. There shall be PSO meetings held periodically during the academic year designated by the Executive Committee. Such meetings shall be held for the purpose of conveying information, determining PSO positions or policies relative to any issue, and conducting PSO elections and other business.
- Section 2. Special meetings of the PSO may be called by the Executive Committee, or may be authorized by the PSO membership at any regular meeting, or may be called by the PSO President following a request by at least five (5) members of the PSO.
- Section 3. At all meetings of the PSO, questions of parliamentary procedures shall be decided in accordance with Revised Robert’s Rules of Order.
- Section 4. At all meetings of the PSO each member attending shall have one vote.
- Section 5. A copy or summary of the proceedings of all PSO meetings shall be made available to the members by the Secretary/Treasurer.

ARTICLE IX – AMENDMENTS

The Constitution may be amended by a two-thirds (2/3) majority of the PSO members voting, provided due notice, in writing of the proposed amendment(s) is submitted to the Executive Committee at least thirty (30) days prior to voting on the proposed amendment. The Secretary/Treasurer shall distribute copies of the proposed amendment(s) to the PSO membership at least seven (7) days prior to the voting.

Amended and Approved by PSO: March 21, 2003

Approved by the WWU President’s Council: Effective January 1, 2007