

# Constitution of the Western Illinois University Council of Administrative Personnel

## **Preamble**

In accordance with the recognition granted by the President of Western Illinois University, the Western Illinois Council of Administrative Personnel does hereby establish this Constitution as a means of providing representation and support for administrative personnel on all employee issues.

## **Article I – Name**

The name of this group shall be the Western Illinois University Council of Administrative Personnel, hereafter referred to as “COAP.”

## **Article II – Purpose**

The purpose of this organization is to provide input to the policy-making officers of the University and the governing boards to obtain and ensure ethical, acceptable, and equitable standards for all administrative personnel.

## **Article III – Membership**

COAP includes administrative personnel who are full-time University employees with academic contracts and whose primary function is other than teaching. The President and Vice Presidents of the institution are excluded from membership. All COAP members are eligible to hold office and vote.

## **Article IV – Officers and Area Representatives**

### **Section 1**

The executive board of COAP includes the positions of President, Vice President, Secretary/Treasurer, and Immediate Past President and the following area representatives:

Area Representative – Academic Affairs

Area Representative – Enrollment Management

Area Representative – Budget and Finance

Area Representative – Student Services

Area Representative – President’s Area

Area Representative – Quad Cities Campus

### **Section 2**

A slate of COAP executive board positions will be presented by the Executive Board to the membership at the spring membership meeting. The COAP Vice President automatically assumes the position of President when the President’s term is completed. The President automatically assumes the position of Past President when the President’s term is completed.

Nominations for COAP executive board positions will be solicited from COAP members prior to the spring meeting. In the event that no candidate runs from a specific area the COAP President will request the division head to name a replacement.

### **Section 3**

Officers and Area Representatives will serve for a term of one year and assume office on July 1 following the election. Following the completion of their 1 year term, Area Representatives will have an automatic option to renew for a second 1 year term running consecutively through July 1 of the following year. Second terms shall be voted on and approved through the COAP Executive Board during a monthly Executive Board session.

### **Section 4**

Officers are nominated, voted on, and elected by the COAP membership. In the event an officer cannot complete their term, the COAP Executive Board will appoint a replacement.

Area Representatives are elected by colleagues within each University area they represent. In the event an Area Representative cannot complete their term, the division head will be asked to name a replacement by the COAP President.

### **Section 5**

In the event of a tie during the election proceedings, the following process shall occur:

Vice President: A run-off election shall occur. If a second tie is determined, the COAP President will determine a winner.

Secretary Treasurer: A run-off election shall occur. If a second tie is determined, the COAP President will determine a winner.

Area Representatives: That respective area's division head will be asked to name the replacement candidate.

### **Section 6**

The COAP Executive Board is responsible for conducting the business of the organization.

## **Article V – General Membership Meetings**

### **Section 1**

Meetings shall be called by the Executive Board at least two times a year, generally in October and May. The Executive Board may call special meetings with a minimum of two weeks written notice to the membership.

### **Section 2**

A quorum shall consist of the members present at the meeting. A majority vote of the

members present shall be decisive for voting purposes.

**Section 3**

COAP proposals regarding university policy recommendations will be forwarded to the University President.

**Section 4**

Minutes of COAP meetings shall be distributed to all members of COAP, the University President, and University Vice Presidents.

**Article VI- Committees**

Standing and special committees shall be appointed as deemed necessary by the Executive Board.

**Article VII – Grievance Committee**

**Section 1**

The Grievance Procedure and Guidelines are specified in the University Policy Manual ADM.COAP.POL

**Section 2**

Grievance Committee membership consists of The COAP Vice President, one of the Area Representatives for the Quad Cities campus, and two appointed individuals who will serve two year terms.

**Section 3**

One committee member will be elected by the COAP membership each year. In the event a grievance committee member cannot complete his or her term, the Executive Board will appoint a replacement.

**Article VIII- Amendments**

Amendments to this Constitution may be presented in writing by any COAP member. Proposed amendments will be sent via email to all COAP members for consideration. COAP shall act on the proposed amendment at the next general membership meeting or by a vote via email to all COAP members”.

**Article IX- Ratification of Constitution**

This Constitution shall be ratified upon approval by a majority of COAP members as defined in Article III of the Constitution, and upon approval by the University President.

Amended: June 7, 1974; September 9, 1975; November 11, 1976; May 8, 1978; October 19, 1990; March 14, 1994; May 1998; June 1999; May 2001; December 2008; May 2011, May 2013; May 2018; October 2019; March 2020