

## PROFESSIONAL STAFF ORGANIZATION BY-LAWS

### I. PROFESSIONAL STAFF MEMBERSHIP DEFINED

Professional staff are in positions banded anywhere from a B22 to a C52. The functions of these positions are to assist the College in its service to students, employees and the community by providing services of a professional nature, typically requiring advanced and/or specialized training beyond secondary education.

### II. ORGANIZATION PURPOSE

To coordinate and represent the interests of the professional staff employees of Northwest College. All professional staff employees are members of the Professional Staff Organization.

### III. EXECUTIVE COMMITTEE

An elected Professional Staff Executive Committee made up of four members serves as facilitator to the professional staff in its assessment of needs and responds to those needs on a priority basis. The Professional Staff Executive Committee also exists to facilitate communication with the college administration. The Professional Staff Executive Committee members shall be elected as positions open up, with members serving three years on a staggered basis to insure continuity. Terms begin and end on graduation day. The Executive Committee will designate one member as chair.

### IV. EXECUTIVE COMMITTEE RESPONSIBILITIES

The executive committee is responsible for setting a meeting schedule each semester, developing and disseminating agendas prior to meetings, distributing minutes of meetings, overseeing elections, maintaining committee structure for professional staff and campus committees, and maintaining budget. One representative of the executive committee and one member at large will fill seats on the College Council.

#### Sub-committees:

##### **Advocacy/Professional Development:**

This committee shall address legislative relations and serve as a source of information/image enhancement for the professional staff and aid in increasing their levels of competency through educational improvement and individual development. The committee shall have responsibility for organizing professional staff development activities. This committee shall consist of not less than three volunteers from the professional staff, including a member of the executive committee as the chair.

Members will have representation on the Handbook Anthology Advisory Committee and Grievance Committee.