

Bylaws

Article 1. PURPOSE

Established in 1986, The Academic Staff Professional Development Committee (ASPDC) is committed to providing opportunities for academic staff members to enhance their professional development through its support of both on-campus and off-campus workshops, seminars, and conferences.

The ASPDC is a contractual obligation which stipulates funding of \$30,000 per year from the Office of the Provost. This funding is used to support travel grants and professional development activities for Wayne State academic staff.

Article II. MEMBERSHIP

1. All members begin/end their term of office on the first business day of September.

2. Voting Members

1. The committee consists of Academic Senate appointed representatives from academic units across campus. Academic units nominate academic staff members each calendar year to be appointed and Academic Senate makes the final determination.
2. Members appointed by the Academic Senate serve a term of three years as voting members on the committee. Note: Effective April 2024, the committee changed the term limit from two years to three years and increased the membership from six to nine members.
3. Once the official term of three years is completed, there is the option to remain on the committee as a volunteer, but they are not voting members. At the official end of their term, members will be asked by the co-chairs if they wish to remain on the committee as a volunteer.
4. Typical voting issues are the ASPDC Awards, ASPDC expenditures, ASPDC Travel Grants, ASPDC By-Laws.
5. If a voting member can't complete their term, Academic Senate will appoint a replacement.
6. Communication with the co-chairs is expected regarding event & meeting attendance.

3. Volunteer Members (Not Voting Members)

1. Attendance at a minimum of two committee meetings per semester. Consideration will be given to exceptional circumstances. If unable to attend, expected to review the meeting minutes.
2. Volunteers are expected to attend two of the ASPDC Signature events per year. Signature Events are the ASPDC Welcome Back Breakfast, the ASPDC Awards Ceremony, the ASPDC Picnic and the ASPDC Retreat.
3. It is expected that volunteers will contribute as appropriate to the planning and coordination of the committee's events.
4. After two missed meetings you will be notified. Should you miss a third meeting, it would be considered that you are stepping down from the committee. Special circumstances will be considered.
5. Communication with the co-chairs is expected regarding event & meeting attendance.

Article III. OFFICERS

The ASPDC officers include the Co-Chairs and Secretary. Terms begin in August, at the beginning of the academic year. In the event of a vacancy in an officer position, the Committee shall appoint a new officer.

1. Officer terms of service

- **Co-Chair.** The Co-Chair shall be elected from the membership on an annual basis (typically April).
 1. Note: By-laws written in Fall 2024. At the time of, one co-chair was rotating off in 2025 and the other co-chair was rotating off in 2026.
 2. **Established Rotation:** Voting members are on a three-year rotation. At the end of year one, those three members will be considered for the role of co-chair. Should more than one member be interested, there will be an election. Should no voting members be interested, a volunteer may be considered for the role of co-chair with the commitment to serve for the two-year term. The Co-Chair shall serve a two-year term.
 3. There should be one co-chair in Year 3 of their voting member term and one co-chair in Year 2 of their voting member term to enable continuity of leadership.
- **Secretary.** The Secretary shall be elected from the membership of the committee by the Committee to serve a one-year term. The Secretary shall not serve more than two consecutive terms. The Secretary can be elected from the voting members and volunteers.

2. Officer duties

- **Co-Chairs.** The Co-Chairs shall oversee the official functions and activities of the committee, advise and assist the committee in accomplishing its objectives, and confer annually with the Office of the Provost to ascertain and report to the committee its annual budget.
- **Secretary.** The Secretary shall be responsible for recording proceedings of the Committee's meetings and distributing those proceedings within a week of the meeting by posting in the ASPDC Teams Site. Secretary will take attendance at every meeting.

Article IV. MEETINGS

1. Meetings will take place with the voting members and volunteers in attendance. Official votes are unable to take place without a quorum of five voting members.
2. The committee shall meet at least once a month during the fall and winter semesters (September-May). Meetings in the spring/summer will occur as needed. Academic Year meetings will take place virtually
3. An ASPDC annual retreat will take place in person during the month of August.
4. An agenda shall be published prior to every meeting.
5. Minutes from the prior meeting will be approved at every meeting as the first order of business.

Article V. AMENDMENTS, AUTHORITY, REVIEW

1. There shall be a review of the Bylaws every three years at the Annual Retreat.
2. An amendment to these Bylaws must be submitted in writing to all members of the Committee at least ten days prior to a vote.
3. A meeting of the Committee is required to consider a proposed amendment, and a majority vote of the Committee in its entirety shall be necessary for adoption.

4. These Bylaws exist under the authority and within the organizational structure of the Office of the Provost and under the authority and within other organizational structures recognized by the Board of Governors, the statutes of Wayne State University, and the AAUP-AFT collective bargaining agreement. If there is an inconsistency, the authority and organizational structures of the Board of Governors, and/or the Wayne State University statutes, and/or the Wayne State University/AAUP-AFT collective bargaining agreement shall prevail.
5. Bylaws and Amendments are subject to the approval of the Office of the Provost.

Drafted on August 1, 2024. Approved by board vote on September 12, 2024.