PREAMBLE
The name of the organization is the Teachers College Professional Staff Assembly. Its purpose is: (1) to exercise professional leadership in cooperation with the faculty and administration in order to support the College’s mission to deliver quality education; (2) to provide a forum for discussion of all issues affecting the professional and economic welfare of the professional staff, and to formulate and communicate consensus achieved by the membership on these issues; (3) to encourage simultaneously a sense of empowerment and responsibility, while recognizing the diversity of the professional staff; and (4) to promote opportunities for the representation of the professional staff in appropriate areas of the College governance.

ARTICLE I - NAME
The organization is named Teachers College, Columbia University Professional Staff Assembly (PSA), which is facilitated, administered, and represented by the Professional Staff Executive Committee, also known as PSEC.

ARTICLE II - PROFESSIONAL STAFF ASSEMBLY (PSA)
1. The PSEC chair will hold a minimum of three meetings per academic year of the PSA.
2. The purpose of the PSA is:
   a) to exercise professional leadership in cooperation with the faculty and administration in order to support the College’s mission to deliver quality education;
   b) to provide a forum for discussion of all issues affecting the professional and economic welfare of the professional staff, and to formulate and communicate a consensus achieved by the membership on these issues;
   c) to report updates and issues affecting the professional staff at the College;
   d) to encourage simultaneously a sense of empowerment and responsibility while recognizing the diversity of the professional staff; and
   e) to promote opportunities for the representation of the professional staff in appropriate areas of College governance.
3. All full-time appointed Teachers College professional staff members are eligible for voting membership in the PSA.
4. Twenty percent of the eligible membership of the PSA will constitute a quorum for voting on a motion, and a simple majority is necessary to pass a motion.
5. Meetings will be conducted according to Robert’s Rules of Order, if necessary.
6. Meeting Agendas and Minutes
   a) Once an upcoming meeting has been set, any professional staff member can submit items to be included on the agenda at least 7 calendar days prior to the meeting.
   b) It is at the discretion of the Chair to determine what will be included on the agenda.
   c) The agenda will be shared with the entire professional staff at least 2 days before the meeting.
   d) Minutes of the meeting will be taken and distributed to the entire professional staff.
   e) The Chair of the Subcommittee on Membership will retain all minutes for historical purposes.

ARTICLE III - PURPOSES AND POWERS OF PROFESSIONAL STAFF EXECUTIVE COMMITTEE
1. We, the professional staff of Teachers College (the “College”), Columbia University (the “University”) hereby establish the Professional Staff Executive Committee (“PSEC”) in order:
PROFESSIONAL STAFF EXECUTIVE COMMITTEE

a. to ensure the rights of all professional staff by functioning as the officially elected PSEC, effectively representing the professional staff body in the initiation, development, establishment, and reform of policies, programs, and finances at the College;
b. to promote the social and general welfare of the College by serving as the representative, advocate of, and liaison of the professional staff body to the College, including its administration, faculty, and staff;
c. to set agendas and goals concerning compensation, benefits, quality of life, and College governance affecting professional staff at the College;
d. to gather and express professional staff opinion while fostering communication regarding College-wide issues with the professional staff body;
e. to develop a cohesive community by nurturing a sense of equity, respect, and professionalism within the College and within our larger University community and neighborhood;
f. to welcome the collaboration and participation of students, administration, faculty, staff, and alumni; and
g. to dedicate our initiatives and activities to the College’s mission of diversity and equity in order to embrace and promote the rich diversity, community, and civility of the professional staff body.

ARTICLE IV- MEMBERSHIP AND RESPONSIBILITIES

1. PSEC shall be composed of 9 members.
2. PSEC members:
   a. Membership:
      i. Each member is elected by members of the PSA.
      ii. Each member is elected to serve a three-year term and may be reelected to one additional consecutive term (for a total of six years of service).
      iii. After six years of consecutive service, a member may be reelected after a three-year absence.
   b. Responsibilities:
      i. Uphold Purposes and Powers of the organization (ARTICLE III)
      ii. Attend all PSEC meetings
      iii. Attend all PSA meetings
      iv. Hold membership on a minimum of one subcommittee, as established by PSEC
      v. Serve on various College-wide committees, subcommittees, searches, ad-hoc committees, etc.

3. Chair:
   a. Selection:
      i. The Chair will be elected by PSEC to a one-year term and is eligible for reelection to a second consecutive one-year term (for a total of two years of service as Chair).
      ii. After two years of consecutive service, a Chair may be reelected after a one-year absence.
   b. Responsibilities:
      i. Uphold Purposes and Powers of the organization (ARTICLE III)
      ii. Attend all PSEC meetings
      iii. Attend all PSA meetings
      iv. Hold membership on a minimum of one subcommittee as established by PSEC
      v. Serve on various College-wide committees, subcommittees, searches, ad-hoc committees, etc.
PROFESSIONAL STAFF EXECUTIVE COMMITTEE

vi. Coordinate and run all PSEC meetings
vii. Set and coordinate at least three PSA meetings
viii. Communicate committee consensus on behalf of PSEC to the College
c. The Chair may not vote except to break a tie in PSEC meetings.

4. General Professional Staff Membership in PSEC-related activities:
a. PSEC will be prepared to represent or recruit representatives from the membership of PSA to serve on any subcommittees, standing, or ad-hoc committees responsible for matters relating to the College environment, governance and/or organization, management, technology, budget, and affirmative hiring and retention practices.
b. In such an event, representation will be sought from across the nine salary grades, and from a range of different departments and offices within the College.

ARTICLE V - ELECTIONS

1. Eligibility:
a. Candidates for election to PSEC must be full-time professional staff members and employed by the College for at least six months when the term begins, verifiable through the Office of Human Resources.
b. The Director of Human Resources is not eligible as a candidate for the Executive Committee.
c. A member of Senior Staff is not eligible as a candidate for the Executive Committee.

2. General Membership:
a. Process:
   i. Self-nominating petitions will be distributed to all eligible professional staff members no later than the Friday following the College Spring holiday.
   ii. Ten calendar days later, completed nominating petitions will be due to the current chair of PSEC.
   iii. Each nominee shall include a personal statement of background, qualifications, and interest in serving as a member of PSEC.
   iv. The elected representatives shall be the three persons receiving the highest number of votes. In the event of a tie vote, the representative will be chosen by a runoff.

b. Terms:
   i. The term of newly elected members will begin May 1st.
   ii. The term of outgoing members shall conclude on the April 30th that falls during the end of their third year in office.

c. Reelection:
   i. Elected committee members may not serve more than two consecutive three-year terms (for a total of six years).
   ii. Members running for reelection shall participate in the elections as outlined above in section V.2.a.

d. In the event of a PSEC vacancy, the runner-up from the last election shall be asked to replace the outgoing PSEC member for the remainder of the term. Should the runner-up not accept the position or be ineligible for it, PSEC has the option of taking the next runner-up or holding a special election to fill the remainder of the term. This will be determined by a vote of PSEC members.

3. Chair Selection:
a. Election
THE TEACHERS COLLEGE
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PROFESSIONAL STAFF EXECUTIVE COMMITTEE

i. The chair shall be selected by a majority vote of the PSEC members each year at the first PSEC meeting after May 1st, when the newly elected members have taken office.

ii. Voting shall be done by secret ballot and shall be coordinated by the chair of the Subcommittee on Membership and Appointments. If the chair of the Subcommittee on Membership and Appointments is a candidate for office or is otherwise unavailable, PSEC shall designate a person of the Executive Committee who is not a candidate in the election to coordinate the election.

iii. Before voting on a chair, each candidate for office will have the opportunity to prepare a brief statement to be delivered to PSEC members. After the statement, there will be a brief question and answer period. Time allotments for this process shall be determined by PSEC.

iv. Members may choose to abstain from a vote by writing “no vote” on their ballot.

v. Candidates for the chair will be counted as having voted for themselves.

vi. In the event that a tie occurs, the outgoing chair’s vote will be counted.

vii. If a candidate does not receive a majority vote in the first round of elections, a run-off will occur between the top two candidates, determined by the amounts of votes each received.

viii. If a majority candidate fails to emerge after the run-off, an interim chair may be appointed by PSEC until a candidate is formally elected. The interim chair will be appointed by a majority vote of the membership, and does not need to be conducted by secret ballot.

b. Terms:

i. The PSEC chair shall take office immediately after the meeting in which the election takes place. The term shall last until after the meeting in which the next elections occur the following year, unless otherwise noted in the constitution.

c. Reelection:

i. The chair may serve a second consecutive one-year term through a vote, by secret ballot, at the first meeting of the newly composed committee, provided that the chair is still serving a term as an elected PSEC member.

ii. After two consecutive terms, the chair must take a year off before running again.

4. Special Elections:

a. Process:

i. Special elections shall follow election rules outlined in section V.2.a. (General Membership), V.3.a (Chair Election), and VI.5. (Subcommittee Chair Election), excluding dates. The newly elected of special elections shall fill the remainder of the term of the seat they are replacing.

5. Removal of members:

a. Removal of Chair:

i. A chair may be removed from office by a majority vote of the PSEC body or by a majority vote of the professional staff.

ii. A motion for the removal of a chair must be made at least one week (7 days) before a scheduled meeting and must be signed by either 1/3rd of the PSEC membership or 1/5th of the PSA.

iii. A chair who is removed will still remain a PSEC member unless proceedings to remove him/her from PSEC are also brought. These proceedings may occur simultaneously.
The chair will be given an opportunity to speak on his/her behalf before the vote is held. Questions, answers, and discussion will also occur before the vote.

b. Removal of General Member:
   i. A PSEC member may be removed from office by a majority vote of the PSEC body or by a majority vote of the PSA.
   ii. A motion for the removal of a PSEC member must be made at least one week (7 days) before a scheduled meeting and must be signed by either 1/3 of the PSEC membership or 1/5th of the PSA.
   iii. The PSEC member will be given an opportunity to speak on his/her behalf before the vote is held. Questions, answers, and discussion will also occur before the vote.

ARTICLE VI- SUBCOMMITTEES

1. Subcommittee on Membership and Appointments:
   a. The Subcommittee on Membership and Appointments shall prepare an election ballot, including the collection of nominees’ personal statements.
   b. Member eligibility will be verified via the Office of Human Resources.
   c. The Subcommittee is responsible to uphold elections as outlined in this Constitution.
   d. Results shall be tallied by the Subcommittee on Membership and Appointments and certified by the Office of Community and Diversity.
   e. The Subcommittee will be composed of at least two PSEC members and is designated for PSEC members.

2. Subcommittee on Communication:
   a. The main goals of the Subcommittee on Communication are (1) to create, through the organization of the website, emails, news and advertising, a favorable image of PSEC, (2) to disseminate information to the professional staff community, and (3) to act as a voice to effectively communicate news to the community.
   b. The Subcommittee shall create and maintain the PSEC website.
   c. The Subcommittee will act as a public relations unit on behalf of PSEC while addressing the professional staff community by: (1) spreading PSEC ideas, (2) emphasizing the importance of the professional staff opinion, and (3) giving employees access to information relating to current PSEC initiatives.
   d. The Subcommittee will be composed of at least two PSEC members.
   e. General professional staff members are welcome to serve on this subcommittee.

3. Subcommittee on Professional and Personal Development:
   a. The Subcommittee on Professional and Personal Development will be responsible for two main areas: (1) to support opportunities for the professional staff to become acquainted, and (2) to develop or communicate with the professional staff about professional/personal growth opportunities.
   b. The Subcommittee will survey the needs of professional staff on issues pertaining to professional/personal growth.
   c. The Subcommittee will act as a catalyst to change the discourse of professional development on behalf of all professional staff.
   d. The Subcommittee will communicate professional staff funding opportunities to all professional staff.
   e. The Subcommittee will be composed of at least two PSEC members.
f. General professional staff members are welcome to serve on this subcommittee.

4. Subcommittee on HR Issues:
   a. The Subcommittee on HR Issues will be responsible for: (1) benefits-related items and (2) serving as liaison to Human Resources.
   b. One member will serve on College Benefits Committee.
   c. The Subcommittee will address work-life issues at the College.
   d. The Subcommittee will address any issues that concern or pertain to Human Resources policy or procedures.
   e. The Subcommittee will assist Human Resources with Staff Orientations.
   f. The Subcommittee will coordinate the Professional Staff Buddy Program.
   g. The Subcommittee will be composed of at least two PSEC members.
   h. General professional staff members are welcome to serve on this subcommittee.

5. Selection process for subcommittee chairs:
   a. Subcommittee chairs (one chair per subcommittee) shall be selected by a majority vote of the PSEC members each year at the first PSEC meeting after May 1st, when the newly elected members have taken office.
   b. If agreement on subcommittee chair cannot be agreed upon, the Chair will appoint the subcommittee chair.
   c. Voting shall be done by secret ballot and shall be coordinated by the chair of the Subcommittee on Membership and Appointments. If the chair of the Subcommittee on Membership and Appointments is a candidate for office or is otherwise unavailable, PSEC shall designate a person of the Executive Committee who is not a candidate in the election to coordinate the election.
   d. Before voting on a subcommittee chair, each candidate for office will have the opportunity to prepare a brief statement to be delivered to PSEC members. After the statement, there will be a brief question-and-answer period. Time allotments for this process shall be determined by PSEC.
   e. Members may choose to abstain from a vote by writing “no vote” on their ballot.
   f. Candidates for the subcommittee chair will be counted as having voted for themselves.
   g. If a candidate does not receive a majority vote in the first round of elections, a run-off will occur between the top two candidates, determined by the amounts of votes each received.
   h. In the event that a tie occurs, the PSEC chair’s vote will be counted.

ARTICLE VII - MEETINGS

2. PSEC Meetings:
   a) Regular Meetings:
      1. Meetings are held minimally once per month
      2. The PSEC Chair is responsible to coordinate the agenda and run the meetings.
      3. In his/her absence, Chair will select another PSEC member to run meeting. If Chair does not select a member, the PSEC members will select one.
      4. Agenda items:
         1. Typically, the Chair will place items on the agenda, however, if a General Executive Committee Member or professional staff member would like to place an item on the agenda, the item must be sent via email two business days prior to meeting.
      5. The New World Robert’s Rules of Order will serve as parliamentary procedure guidance, if necessary.
   b) Emergency PSEC Meeting:
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1. A Chair may call an Emergency PSEC Meeting and is required to give 24-hour notice to PSEC.
2. A one-third vote of the Executive Committee could also call an Emergency PSEC Meeting with a 24-hour notice to PSEC.

ARTICLE VIII - RATIFICATION AND AMENDMENT

1. This Constitution will take effect upon ratification. The Constitution and any amendment to the Constitution shall be approved by simple majority (half plus one) of the votes, with a minimum of 25 percent voting participation of PSA.
2. The Constitution and any amendment may be proposed by a petition signed by at least one-fifth (1/5) of the professional staff assembly or one-third (1/3) of PSEC. The petition must be presented at least two weeks prior to the vote.
3. The PSA shall be given notice of the amendment at least two weeks before the vote is held. Notice will be satisfied by placement of a written announcement on school bulletin boards, posting of same announcement on the PSEC website, and an email sent to professional staff members.
4. Amendments take effect upon successful vote by the PSA unless otherwise stated in the amendment or in this Constitution.