



Red Rocks Community College (RRCC) Administrative/Technical Professional's Council Bylaws

Article I - Name

This organization shall be known as the RRCC Administrative/Technical Professional's Council, referred to as the Admin Tech Pro Council, or ATP Council.

Article II – Purpose

The Red Rocks Community College ATP Council's purpose is to provide collaborative leadership in support of the College's mission. The ATP Council accomplishes this by supporting its constituency in the following ways:

- Provide a venue for open, informative communication amongst its members.
- Establish networking opportunities within the RRCC campus community.
- Offer personal and professional development opportunities.
- Create and maintain open and positive dialogue with college leadership.
- Advocacy for identified ATP Council's opinions and/or positions that are supported by a majority of its members.

Article III – Membership

- A. The ATP Council membership shall consist of benefit-eligible full-time and part-time administrators, technical staff, and professional staff currently employed at RRCC, who shall hereinafter be referred to as "Members."
- B. Newly hired ATP administrators and staff will be referred to the ATP Council Welcome Committee by the Human Resources Department.
 - a. Welcome Committee members will provide new hires with an overview of the ATP Council and its membership benefits so as to encourage them to attend and participate in meetings throughout each academic year.
- C. Each Member shall have equal standing with every other Member except as otherwise provided herein.
- D. The Council shall essentially be a democratic body. The authority and power naturally vested in the Members are exercised by them through elected representatives, who shall hereinafter be referred to as "Officers."
- E. Each Member is expected to attend meetings and to participate in programming activities.
- F. Members are expected to study the issues which come before the ATP Council in order to contribute to the resolution process.

Article IV - Officers of the ATP Council

- A. The officers of the ATP Council shall consist of the Chair and Chair-Elect.
- B. Officers will be elected by a simple majority of the ATP Council membership. Officers will serve a two year term, the first year as Chair-Elect and the second year as Chair. These terms may be extended due to extenuating circumstance.
- C. Officers will be elected at the last meeting of each academic year, typically held in April of that year.
- D. The ATP Chair facilitates effective functioning of the Council meetings with support from the Chair-Elect.
 - a. The primary role of the Chair is to facilitate these meetings throughout the year and to also present and/or advocate information discussed in Council meetings to the Collaboration Council.
 - b. Additionally, he/she will ensure effective preparation, distribution, and archiving of the ATP Council meeting minutes, and take follow-up action as required.
- E. The primary role of the Chair-Elect is to support the Chair in preparing meeting agendas and to represent the ATP Council at Collaboration Council meetings, as needed.

Article V – Council Meetings

- A. The Council shall hold regular, announced meetings. Dates for all meetings shall be established by the Chair with consent of the ATP Council. All Members shall be informed of the meeting dates and times.
- B. The Council shall meet at least two times per year.
- C. Any Member may request a special Council meeting by submitting a written request to the Chair.
- D. All agenda items shall be submitted to the Chair at least one week prior to the date of the Council meeting for consideration.
- E. Invited guests may attend meetings of the ATP Council and may participate in the discussion.
- F. The ATP Chair, Chair-Elect, or ATP member may call for adherence to a modified Robert's Rules of Order as topic or circumstance requires it.
- G. For issues of voting, the winner will be determined by 51% or higher of votes cast.