

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

**The definition of “Administrative, Technical, Professional staff” may be found in Colorado Community College System** [**Board Policy 3-10**](https://cccs.edu/policies-and-procedures/board-policies/bp-3-10-administration-of-personnel/)**.**

**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 (internal to RRCC, internal to CCCS, as well as external within the higher education 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**

1. 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.”
2. Newly hired members will be referred by the RRCC Human Resources Department to the current ATP Officers, who will serve as the coordinators of the Welcome Committee.
	1. Any ATP member who is interested in being a part of the Welcome Committee should notify one of the coordinators to add them to a group email that the coordinators will create and maintain.
	2. The ATP Officers will be responsible to welcome new members, provide an overview of the ATP Council, and invite the new members to the next ATP Council meeting.
	3. The Welcome Committee will provide an opportunity for new members to expand their resource base and feel a sense of belonging to the RRCC community, to include encouraging members to attend and participate in ATP Council meetings throughout each academic year.
3. Each Member shall have equal standing with every other Member except as otherwise provided herein.
4. 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.”
5. Each Member is expected to attend meetings and to participate in programming activities.
6. 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**

1. The officers of the ATP Council shall consist of the Chair and Chair-Elect.
2. All ATP staff who choose to run for office *must* have been a part of the RRCC community for a minimum of one year. It is also *recommended* (not required) that those running have participated in the ATP Council for a minimum of one year.
3. 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.
4. Officers will be nominated and elected on or before the last meeting of each academic year, typically held in April of that year.
5. The ATP Chair facilitates effective functioning of the Council meetings with support from the Chair-Elect.
	1. 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.
	2. Additionally, he/she will ensure effective preparation, distribution, and archiving of the ATP Council meeting minutes, and take follow-up action as required.
6. 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 – ATP of the Year Voting**

1. Who can be nominated for ATP of the Year
* Benefit-eligible administrators or technical professional staff currently employed at RRCC for at least one full year.
1. *Nominations* may come from any RRCC employee (ATP, Classified, faculty, adjunct, temporary, student hourly or work study staff).
	1. Nominations must include a brief description of why the nominee should be considered.
2. *Votes* may come only from ATP members.

**Article VI – Council Meetings**

1. 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.
2. The Council shall meet at least two times per year.
3. Any Member may request a special Council meeting by submitting a written request to the Chair.
4. All agenda items shall be submitted to the Chair at least one week prior to the date of the Council meeting for consideration.
5. Invited guests may attend meetings of the ATP Council and may participate in the discussion.
6. 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.

For issues of voting, the winner will be determined by 51% or higher of votes cast.

**Article VII – Additional Officer Duties and Procedures**

1. The ATP Bylaws should be reviewed annually. If there are no suggestions to update/add/remove Bylaw verbiage, it should be noted in the meeting minutes, “The Council reviewed the Bylaws on mm/dd/yyyy and found that no changes were necessary.”
2. The current ATP Bylaws should be posted on the ATP webpage immediately after each revision. Prior versions should also be available in an archive folder via the ATP webpage.
3. ATP Officers should email the meeting minutes to all Councilmembers in a timely manner, and upload meeting minutes and other important notes in MS Teams (ATP Leadership group).
4. Should the ATP Chair position become vacant, the ATP Chair-Elect would move into the Chair position. The Council would then hold a new nomination and voting election to select a new ATP Chair-Elect.

Should the ATP Chair-Elect position become vacant, a new nominations/election process would be held to fill the vacancy.