ADMINISTRATIVE SUPPORT GROUP of LEEWARD COMMUNITY COLLEGE

Preamble
We, the members of the Administrative Support classification, hereby form the Administrative Support Group to provide input and advice regarding campus priorities and to provide a forum to exchange information within our group.

Article 1
Objectives

1. To promote professional interaction, problem solving, and discussion of professional issues;
2. To encourage camaraderie through professional and community service; and,
3. To provide educational programs and support for the purpose of professional development.
4. To participate on the Campus Council and various campus committees.

Article 2
Membership

1. The membership shall include all civil service full-time/part-time white collar employees in the following classifications: account clerks, cashiers, clerk-stenos, library assistants, library technicians, office assistants, personnel clerks, and secretaries. Temporary and emergency hire personnel are invited to participate as a non-voting member.
2. All matters shall be decided by a majority vote.

Article 3
Representatives

There will be a Facilitator, a Recorder and a Campus Council representative selected in July.

The Facilitator shall:
1. Conduct meetings as necessary. There shall be at least one meeting per year, at the beginning of the academic year to plan a yearly calendar of possible events and/or to discuss anticipated issues.
2. Act as the College contact for the Administrative Support Group and establish committees as needed.

The Recorder shall:
1. Take notes at meetings and distribute these notes to the membership.

The Campus Council Representative shall:
1. Attend Campus Council Meetings and report back to the membership.

Article 4
By-Laws

By-Laws may be amended at any time by a majority vote of the entire membership.