

PACE I Constitution of the Professional Association of Campus Employees

Quick Links

ARTICLE I - Name of Organization	ARTICLE VI - Liaison
ARTICLE II - Affiliations	ARTICLE VII - Meetings
ARTICLE III - Mission	ARTICLE VIII - Quorum
ARTICLE IV - Membership	ARTICLE IX - Amendments
ARTICLE V - Officers	ARTICLE X - Ratification

I. Name of Organization

- I. The organization is named the "Professional Association of Campus Employees" and is also known as "PACE".

II. Affiliations

- I. PACE collaborates with UVU People and Culture, UVU Administration, and the Utah Higher Education Staff Association (UHESA).

III. Mission

- I. PACE advocates for and recognizes staff by providing a unified voice to the campus community, social and service opportunities, and support for professional development.

IV. Membership

- I. General Membership
 - a. PACE membership consists of all full-time and part-time staff (excluding student employees, faculty, and executives) of Utah Valley University.
- II. Representation
 - a. The PACE General Board (see Article V - Officers) represents the interests of the General Membership.
- III. Elections
 - a. All PACE members are eligible to vote in PACE Elections. The PACE Bylaws shall regulate the election of all PACE General and Executive Board Officers.

V. Officers

- I. General Board
 - a. The General Board shall consist of the Executive Board, Senators, and Committee Chairs of the officially designated PACE standing committees.
- II. Executive Board
 - a. Composition
 - i. The PACE Executive Board shall consist of a President, either a President-Elect or an immediate Past President, a Vice President, and a Secretary/Treasurer.
 - b. Term of Office
 - i. The President, Vice President, and Secretary/Treasurer hold office for a two-year term.
 - ii. The Past President and President-Elect are one-year positions.
 - c. Selection
 - i. Executive Board Members are elected during the annual PACE Election process.
- III. Senators
 - a. Purpose
 - i. Senators shall represent PACE members within their respective administrative divisions of the University in meetings of the PACE General Board.
 - b. Composition
 - i. A total of 16 senators represent all UVU divisions, with divisions being allocated senators based on the number of PACE employees in each division.
 - c. Term of Office
 - i. Senators are elected for a two-year term, with approximately half of the senators elected each year on a rotating basis.
 - d. Selection
 - i. Senators are elected by PACE members within their respective division during the annual PACE Election process.
- IV. Committee Chairs
 - a. Purpose
 - i. Committee chairs are responsible for the management of their designated PACE committees.
 - b. Committees
 - i. PACE committees shall be created to focus on important issues, provide representation, and coordinate the efforts of the PACE organization.
 - ii. Standing committees may be formed for an ongoing purpose as designated by the PACE President.
 - iii. Ad hoc committees may be formed for a specific task or objective, and may be dissolved after the completion of the task, or achievement, or objective.
 - iv. Standing committees and ad hoc committees shall report to and act under the direction of the General Board.
 - c. Composition
 - i. Composition of each committee will be determined by the Committee Chair, in consultation with the PACE Executive Board.
 - d. Term of Office
 - i. Chairs of standing committees shall serve for a period of two years.
 - ii. Chairs of ad hoc committees shall serve for the term of the ad hoc committee.
 - e. Selection
 - i. Chairs of standing committees are elected during the PACE Election process.
 - ii. Ad hoc Committee Chairs are appointed by the PACE President.
- V. Recall Process
 - a. The General Board possesses sole power of recall.
 - b. Upon petition by one-third of General Board members alleging malfeasance or neglect of official duties, the General Board must take action to consider removing a PACE Officer.
 - c. The PACE President shall preside and assure the right of the accused to call witnesses on his/her behalf. In the event that the PACE President is accused, the Vice President shall preside.
 - d. Any PACE Officer shall stand removed based upon a vote of no confidence by two-thirds of a quorum of the General Board, after which the office shall be declared vacant.

VI. Liaison

- I. PACE shall have a non-voting Administrative Liaison, appointed by the University President.

VII. Meetings

- I. Frequency
 - a. PACE shall have a minimum of one General Membership meeting annually.
 - b. Meetings of the PACE General Board shall be held monthly or as needed.
- II. Open Meetings
 - a. All General Membership meetings and meetings of the General Board will be open meetings; however, the Executive Board may designate a meeting or a portion thereof as an executive session and may limit attendees to General Board members.
- III. Special Meetings
 - a. Special meetings may be called by the PACE President or by a majority of the Executive Board.

VIII. Quorum

- I. For purposes of voting and conducting official PACE General Board business, a quorum shall be defined as more than half of all eligible voting officers.

IX. Amendments

- I. Proposal
 - a. Amendments to this Constitution may be proposed by any member of the PACE General Board.
- II. Approval
 - a. Proposed amendments must be approved by a two-thirds majority vote of the PACE General Board.
 - b. Amendments approved by the PACE General Board must be approved by a two-thirds majority vote of the General Membership present at the annual PACE General Membership Meeting.
- III. Effective Date
 - a. Amendments will become effective immediately upon approval of the General Board and the General Membership.

X. Ratification

- I. This Constitution must be ratified by a two-thirds majority vote of the PACE General Membership.

Historical Information

- Ratified June 20, 2017
- Updated June 19, 2018

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[ACADEMICS](#)
[CAMPUS LIFE](#)
[LOOKING TO ATTEND UVU](#)
[CURRENT STUDENT](#)
[ACCREDITATION](#)

EMPLOYEES

[CAREER OPPORTUNITIES](#)
[EMPLOYEE RESOURCES](#)
[DIRECTORY](#)
[PEOPLE & CULTURE](#)

COMMUNITY

[ATHLETICS](#)
[VISITORS & COMMUNITY](#)
[OFFICE OF THE PRESIDENT](#)
[ABOUT UVU / HISTORY](#)
[ALUMNI](#)
[INCLUSION & DIVERSITY](#)
[ESPAÑOL](#)
[GIVE TO UVU](#)
[CONTACT US](#)

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[COVID-19 INFO](#)
[MAPS / PARKING](#)
[SERVICE DESK](#)
[EMERGENCY](#)
[POLICE](#)
[GET HELP](#)
[SEARCH](#)
[ACCESSIBILITY](#)
[TITLE IX / EQUAL OPPORTUNITY](#)