

BYLAWS

THE BOARD OF TRUSTEES

OF

ALLEGANY COLLEGE OF MARYLAND

Proposed Revision: 11/15/93
Chapter I revised by Board: 12/13/93
Remainder revised by Board: 1/20/93
Several Word Changes: 1/24/94
Passed by Board of Trustees: 10/6/94
Name change revisions: 5/26/99
Conflicts of Interest Policy: 6/20/05
Change to Duties of the Board: 12/15/08
Passed by Board of Trustees: 12/15/14
Revisions Passed by Board of Trustees: 2/20/17

ARTICLE I

Name

The name of this body is the Allegany College of Maryland Board of Trustees, hereafter referred to as the Board.

ARTICLE II

Powers and Duties of the Board

- A. In accordance with Maryland Code Annotated, Community Colleges § 16-103, the powers and duties of the Board are as follows:
1. adopt a mission statement;
 2. establish goals that are consistent with the roles and mission approved for the institution;
 3. approve institutional policies;
 4. select a president for the College;
 5. establish guidelines for admission standards that are consistent with the role and mission approved for the institution;
 6. set guidelines for tuition and mandatory fees;
 7. evaluate and approve all strategic and operational planning;
 8. evaluate and approve institutional budget submissions;
 9. ensure compliance with accreditation standards and policies of the Middle States Commission on Higher Education;
 10. ensure compliance with federal, state, and local laws and regulations;
 11. assess the overall performance of the College and perform periodic Board self-evaluation;
 12. exercise the appropriate governance over the College;
 13. appoint full-time faculty and professional staff positions at the recommendation of the president;

14. authorize the purchase, lease, or other acquisition of property it considers necessary for the operation of the College;
15. authorize the sale, lease, or other disposal of College assets or property;
16. authorize the application and acceptance of grants and gifts; and
17. advocate for the College with elected officials, agencies and other external entities as appropriate.

ARTICLE III Membership

- A. The members of the Board are appointed by the Governor of the State of Maryland for a term of 6 years from July 1 of the year the appointment is made and until a successor is appointed and qualifies.
- B. A member appointed to fill a vacancy in an unexpired term serves only for the remainder of that term and until a successor is appointed and qualifies.
- C. A member may be reappointed.

ARTICLE IV Officers

- A. The Chair shall
 1. preside at all meetings;
 2. appoint special committees;
 3. sign all legal instruments approved by the board;
 4. call special meetings of the Board; and
 5. assign responsibility to the president to maintain an accurate record of the minutes of the board.
- B. The Vice-chair shall, in the absence of the chair, have all the executive powers of the chair and shall exercise such powers as may be delegated to him/her by the chair.

ARTICLE V

Meetings

- A. The Board shall meet at least four times per year.
- B. The Board shall meet in accordance with a schedule of regular meetings; special meetings may be called as needed or when requested by a majority of members.
- C. All meetings shall be open to the public except when the board is in executive session.
- D. All formal and final actions of the board shall be taken at an open meeting.
- E. The Board shall determine the time and place of its meetings.
- F. The Board shall follow the current version of *Roberts Rules of Order*.
- G. A majority of members shall constitute a quorum for any meeting.
- H. The members of the Board have legal authority only when it is in formal session and when a quorum is present.

ARTICLE VI

Amendments

- A. These bylaws may be amended at any regular meeting of the Board.
- B. A proposed amendment must be submitted in writing to all members three weeks in advance of the date of the meeting, at which time a vote is to be taken.
- C. Amendments shall require a two-thirds affirmative vote of all members of the Board.

ARTICLE VII

Duties of the President

- A. In accordance with Maryland Code Annotated, Community Colleges § 16-103, the powers and duties of the President are as follows:
 - 1. act as the chief executive officer with authority to operate the day-to-day administrative functions of the College;
 - 2. report directly to the Board;

3. recommend the appointment by the Board of qualified faculty members and other employees necessary for the efficient administration of the College;
4. recommend the discharge of employees for good cause;
5. accept responsibility for the conduct of the College and for the administration and supervision of its departments;
6. attend all meetings of the Board, except those involving the President's personal position as President;
7. advance the mission of the College;
8. maintain a healthy organizational culture with a commitment to inclusivity, transparency and strong performance;
9. implement and articulate a clear vision and strategic direction for the College; and
10. build strong relationships with the community on behalf of the College.