Allegany College of Maryland
Associate Support Staff Association
Bylaws

ARTICLE I

Name

The name of this direct governance shall be the Allegany College of Maryland Associate Support Staff Association, hereinafter referred to as the Associate Support Staff Association, ASSA, or the Association.

ARTICLE II

Purpose

The purpose of the Association is to represent the interests of and advocate for the general welfare of the members of the Associate Support Staff and the College as a whole as outlined in the All College Constitution, Article V.

In accordance with the All College Constitution, Article V.5, the Association shall

1. provide networking opportunities;
2. offer professional development;
3. share input to matters of common concern;
4. communicate information to members, and
5. elect Officers.

The Associate Support Staff Committee is not a grievance body. Associate Support Staff grievances are addressed according to the established College policy entitled “Allegany College of Maryland Grievance Policy and Procedures.”

ARTICLE III

Membership

The Association shall consist of any person who has paid annual membership dues and who is

1. classified as part-time or full-time Associate Support Staff;
2. not classified as the President, a Vice-President, Dean, Associate Dean, Faculty or Professional and Administrative Support Staff, or
3. declared eligible by 2/3 vote of the Association present at time of vote.

ARTICLE IV

Associate Support Staff Elected Committee

Purpose

The purpose of the Elected Committee shall be to:

A. address issues pertaining to the Association as they relate to the vision, mission, guiding principles and operations of the College;
B. serve as a communicating and representative body between the Association and the Board of Trustees, President, President's Advisory Team, Budget Advisory Committee, Faculty Association, and Professional and Administrative Staff;
C. represent Associate Support Staff on the President's Advisory Team, at the Board of Trustees, and the Budget Advisory Committee;
D. discuss matters pertinent to the Association; a vote can be requested by the Chair as to whether the matter is to be brought before the entire Association;
E. oversee the collection and disbursement of Association dues;
F. oversee the collection, funding, and distribution of the Association fundraising monies;
G. update the All-College Staff Manual pertaining to Associate Support Staff as required;
H. discuss and make recommendations regarding matters of Associate Support Staff policy and procedures, and
I. develop an annual program or plan for professional growth and development activities for the Associate Support Staff Association.

Membership

The Committee shall consist of seven (7) members; six (6) members are elected at large by the Associate Support Staff Association with five (5) members being full-time employees of the College, one (1) member being a part-time employee, and the seventh member will be the past chair. A term of office shall be two (2) years and members of the Elected Committee can serve consecutive terms, if re-elected.

No Associate Support Staff Association member on probationary status, notice, or warning is eligible to serve on the Associate Support Staff Committee. If holding a current position, immediate termination from the Committee is in effect.

Authorization

The Elected Committee is authorized to act for the Associate Support Staff Association. After the minutes are distributed to all members, any member will have five (5) working days in which to respond to any action taken by the Elected Committee. If more than 25% of the Association members disagree with an action taken, then a meeting of the entire Associate Support Staff Association will be called to discuss the matter further and the action will be voted upon.

Elections

A. Procedures:
   1. Annual elections of new Committee members shall be conducted by the Secretary and one other Committee member not eligible for re-election.
   2. In mid-April, a memorandum shall be sent to all eligible Associate Support Staff Association members, asking that if one does NOT want his/her name on the Committee election ballot to contact the Secretary by the date indicated.
   3. All Associate Support Staff Association members are eligible to run for and vote in Committee elections unless on probationary status, notice, or warning.
   4. All elections shall be conducted by means of printed secret ballot. Ballots shall be distributed via campus mail by the Secretary. Completed ballots are to be returned to the secretary.
   5. The election ballots shall be distributed to all Associate Support Staff Association members as soon as practical after the deadline in the memorandum referred to above.
   6. Each Associate Support Staff Association member may vote for no more than the number of persons to be elected. A ballot that contains more than the maximum number of votes shall be declared invalid.
   7. Initial membership of the Committee shall be determined by a vote as indicated above. Person(s) receiving highest number of votes will be elected to serve a 2-year term.
   8. In case of a tie vote, the winner shall be determined by a runoff election.
   9. The next two highest vote earning candidates not elected to the Committee shall be alternates if an elected member cannot continue to serve on the Committee. The alternate receiving the highest number of votes shall be first in the line of succession. The alternate receiving the second highest number of votes shall be second in the line of succession.
   10. The Chair shall announce the results of the election to the Associate Support Staff Association and also at the next All-College Assembly.

B. Vacancies:
   1. Any vacancy occurring between elections shall be filled by the alternates in the order designated by the election.
   2. If the list of alternates should be exhausted, the Committee shall appoint an eligible member from the Associate Support Staff Association.
   3. A member named to fill a vacancy shall serve the remainder of the term.
   4. Should a vacancy occur after mid-year, the vacancy will remain vacant until the next election.

Officers

A. The officers shall be elected by a majority vote of the Elected Committee members during the first meeting of the newly-Elected Committee.
B. The officers of the Elected Committee shall be a Chair, a Vice-Chair, a Treasurer, and a Secretary.
C. The Chair from the preceding fiscal year shall remain on the Committee in a non-voting, ex-officio capacity (for continuity purposes) for one year.
D. The member elected Vice-Chair shall serve as Chair the following year.
E. Officers of the Elected Committee must be a permanent full-time or permanent part-time employee.
F. If an Elected Committee officer resigns from the position or leaves the College, at the first meeting after the resignation, the Elected Committee will vote to determine new officers.

G. Officer Responsibilities:
   1. The Chair
      a. shall call and preside at all meetings.
      b. shall serve as a member of the President's Advisory Team.
      c. shall serve on the Committee Assignments.
      d. shall attend the meetings of the Board of Trustees.
      e. shall organize at least one meeting per semester of the entire Association.
      f. shall submit a year-end report to the Committee Assignments.
      g. shall serve on committees as requested by the President.
      h. shall serve an additional year as past chair.

   2. The Vice-Chair
      a. shall assume the duties of the Chair if he/she is absent.
      b. shall serve as a member of the President's Advisory Team.
      c. shall serve as Chair the following year.
      d. shall perform other duties as the Chair may request.

   3. The Secretary
      a. shall be responsible for transcribing, publishing, and distributing the minutes of the meetings and other correspondence.
      b. shall supervise the annual election of members to the Elected Committee.
      c. shall supervise the annual election of the Associate Support Staff Status Committee.
      d. shall perform other duties as the Chair may request.

   4. The Treasurer
      a. shall receive and disburse funds and keep records of all financial transactions.
      b. shall be responsible for Financial Reports.
      c. shall be responsible for annual membership drive.
      d. shall perform other duties as the Chair may request.

ARTICLE V

Meetings

A. A meeting of the entire Associate Support Staff Association shall be held at least once each semester as organized by the Chair.
B. Special meetings may be held at any time during the academic year. These meetings may be requested by either the Committee members or by a signed petition of at least 20 percent of the entire Associate Support Staff Association.
C. The Committee will schedule monthly meetings during the course of the fiscal year as determined by the Chair.
D. Notice of each regular Association meeting shall be given to each member at least 48 hours prior to the meeting. Special meetings may be called with less notification.
E. A quorum shall consist of the members present at any one meeting. If less than a majority of the membership is present, action taken by the Associate Support Staff Association must be published to all members, and a five (5) working day waiting period observed before the action becomes final. A special meeting may be called to reconsider the issue. Issues/concerns brought before the Association Committee will be voted upon as to relevancy to the entire Association.
F. The minutes of each meeting of the Association shall be distributed to all members of the Association as soon as practical. A copy of the minutes will be posted in Public Folders. Copies of the minutes will also be sent to the President’s Office as part of the end of the year report for use by the Committee Assignments.

G. Any Association member may attend any regularly scheduled monthly Committee meeting. Only members of the Committee may vote on matters on the agenda.

ARTICLE VI

Committees

A. Except as specifically provided elsewhere in this document, committees and chair of committees of the Association shall be appointed by the Chair of the ASSA Committee subject to the approval of the Committee.
B. The membership of such committees shall be recruited from the members of either the Committee or the Association.
C. The chair of all continuing committees shall be appointed by the elected chair no later than the second meeting of each academic year.
D. The Elected Committee shall prepare a list of Association committee assignments for the Association members and submit it to the Association members.
E. The Elected Committee shall prepare a list of College committee assignments for Associate Support Staff members and submit it to the Committee Assignments.

ARTICLE VII

Period of Operation

The Associate Support Staff Association shall be an organized body during the entire year (July 1-June 30).

ARTICLE VIII

Amendments

The Association Bylaws may be amended by a two-thirds majority vote of those present and voting provided that written notice be given at least five (5) working days prior to the meeting at which time the amendment shall be considered. The proposed amendment shall be consistent with the policies and procedures of the College and the laws of the State of Maryland.

Approved: 7/1/81
Revised: 6/15/93
Revised: 4/18/01
Revised Professional Staff Meeting 8/26/2004
Board of Trustees 10/18/2004
Revised: 3/18/09
Revised: 03/30/17
All-College Assembly Approved: 05/16/17
Board of Trustees Approved 06/19/17