ALLEGANY COLLEGE OF MARYLAND
ASSOCIATE SUPPORT STAFF STATUS COMMITTEE
BY-LAWS

ARTICLE I
NAME

The name of this group shall be the Associate Support Staff Status Committee of Allegany College of Maryland; hereinafter the "Committee."

ARTICLE II
PURPOSE

Section A

To review and recommend policy relating to Associate Support Staff evaluation and rank. The review may also include recommendations to update the current approved Handbook for In-Class Advancement for Associate Support Staff.

Section B

To review the applications of Associate Support Staff that seek in-class advancement as outlined in the approved in-class advancement and Associate Support Staff evaluation system documents.

To make recommendations to the College President for awarding or denying in-class advancement and, when requested, to address issues relating to the employment of Associate Support Staff. Upon review thereof, the President shall then make recommendations to the Allegany College of Maryland Board of Trustees.

ARTICLE III
MEMBERSHIP

Section A

The Associate Support Staff Status Committee will be elected by all members of the Associate Support Staff. There will be five members on the Committee. An election process will involve an election in which the Associate Support Staff will be asked to vote for members of their choice. The top vote getters will serve on this committee for a two-year term. Should a member not be able to fulfill their two-year term, the next highest vote getter will serve the remainder of that term.

Section B

All Vice Presidents serving on the President's Staff will act as ex-officio member(s) and shall include the following administrators:

- Vice President of Advancement and Community Relations
- Vice President of Finance and Administration
- Senior Vice President of Instructional and Student Affairs

Each Vice President will be requested to review each applicant's report and will be notified of the date, time, and location of the interview session(s). At least one of the Vice Presidents shall be in attendance at each interview; however, all are welcome to attend.

ARTICLE IV
ELECTION PROCEDURES

Section A

Members of the Associate Support Staff Status Committee shall be elected in April of each year and serve a two-year term. Elections will be conducted by the Associate Support Staff Association Committee and will be administered by the secretary of the Associate Support Staff Association Committee.

A ballot shall be prepared including all Associate Support Staff, based on the two-year need. Associate Support Staff have the option to remove their name from the ballot list.

Section B

The Chair of the Committee will be selected by the Committee from among the Committee membership, as needed. The Chair must be in his/her second year of his/her term or have served on the Committee in prior years in order to ensure continuity in the in-class advancement process. The Chair shall have the right to vote.

The Vice Chair of the Committee will be selected by the Committee from among the Committee membership. The Vice Chair must be in the first year of his/her two-year term in order to ensure continuity in the in-class advancement process. The Vice Chair will assume the duties of the Chair in the following year. The Vice Chair shall have the right to vote.

Section C

If the Chair selected under Section B is unable to complete his or her term, the Vice Chair will serve out the current term and a new Vice Chair will be selected by the Committee.

If the Chair is unable to complete his or her term and the Vice Chair is serving on the Status Committee for the first time, the Committee can select a new Chair who is currently serving in his/her second year or who has served previously on the Committee. However, this shall be left to the discretion of the Committee.

If the Vice Chair is unable to serve out the current term, a new Vice Chair, a member serving in his/her first year, will be selected by the Committee.

ARTICLE V
DUTIES AND FUNCTIONS

Section A

To execute the process for in-class advancement in accordance with procedures outlined in the Handbook for In-Class Advancement for Associate Support Staff.

Section B

To submit a written recommendation to the College President for all applicants.

Section C

To review and recommend policy relating to Associate Support Staff evaluation and rank. The review may also include recommendations to update the current approved In-Class Advancement Handbook.

Editorial changes to the In-Class Advancement Handbook shall be voted on and approved within the Committee and then submitted for approval to the elected Associate Support Staff Association Committee. Upon approval by the Associate Support Staff Association Committee, the Chair of the Status Committee will request a reprint of the In-Class Advancement Handbook and will make the revised In-Class Advancement Handbook available electronically.

Recommendations for substantive or policy changes to the ICA Handbook should be prepared in consultation with administration and can be accomplished through the procedures outlined under Article VII, Special Procedures, Section B.

Section D

To submit an end-of-year report to the Committee on Committees.

ARTICLE VI
MEETINGS

Section A

Regular meetings of the Committee are scheduled by the Chair as the need dictates. An agenda for each meeting of the Committee will be sent by the Chair to each member prior to each session.

Section B

Special meetings may be called at the discretion of the Chair.

Section C

A quorum shall consist of the members present at any meeting. If less than a majority of the Committee is present, action taken by the Committee must be published to all Committee members and a five working day waiting period observed before the action becomes final. A special meeting can be called to reconsider the action.

Section D

The minutes, including those present and excused, of each meeting of the Associate Support Staff Status Committee are written by the Chair, or designee, and distributed to all members of the Committee and to the Library for the College Archives.

A complete file of committee minutes is kept in the official records of the Committee. Minutes are available to all members at all times.

ARTICLE VII
SPECIAL PROCEDURES

Section A

The vote of each member of the Committee on options concerning recommendations for in-class advancement shall be made by secret, written ballot, and shall include a written justification supporting the decision.

The Chair, who is bound by the vote of the Committee, will deliver all recommendations dealing with in-class advancement to the College President. The recommendations will not be included in the published minutes, but will be kept in the official records of the Committee. The secret ballots will be tabulated by two Associate Support Staff members of the Committee as appointed by the Chair.

Section B

Substantive changes to the ICA Handbook should be made in consultation with the President and Director of Human Resources. Non-editorial revisions to the ICA Handbook must be presented for a vote by the full Associate Support Staff and must be approved by a two-thirds majority vote of those Associate Support Staff members present and voting, provided that written notice has been given to all members at least five working days before the meeting during which the amendment will be considered. The proposed changes shall be consistent with the Policies and Procedures of the College and the laws of the State of Maryland.

Upon approval, the Associate Support Staff Committee Chair shall present the revised Associate Support Staff Association ICA Handbook to the President. The President shall present a letter of approval or denial of the new handbook, in writing, to the Associate Support Staff Association Committee Chair. If approved, the new handbook will be implemented prior to the next Associate Support Staff ICA application deadline. If the ICA Application deadline has passed for the current academic year, the revised handbook shall be implemented the following academic year.

The President shall, for informational purposes, provide a copy of the signed approval letter, the new ICA Handbook, and a summary of the substantive changes to the Board of Trustees at the next regularly scheduled meeting.

If the President does not approve the revisions, a letter of non-support, detailing the reason(s) for the denial, will be provided to the Associate Support Staff Association Committee Chair. The Associate Support Staff Association Committee Chair shall call for a vote of the Associate Support Staff to determine if a workgroup should be established to restart the ICA Handbook modification process. This vote shall be called no later than the next full Associate Support Staff meeting and will be approved or denied by a majority of those present and voting, provided that written notice has been given to all members at least five working days before the meeting during which the vote will be considered.

ARTICLE VIII
AMENDMENTS

These bylaws can be amended by a **two-thirds** majority vote of those Associate Support Staff present and voting, provided that written notice has been given at least five working days before the meeting during which the amendment will be considered. The proposed amendment shall be consistent with the Policies and Procedures of the College and the laws of the State of Maryland.

Doc Name: Bylaws Status Comm. (Associate Support Staff)

Original By-Laws Approved:
8/26/04 -------Professional College Staff
10/18/04 ------Board of Trustees

Revised Bylaws Approved:
3/30/06 -------Professional College Staff
4/17/06 --------Board of Trustees

Revised Bylaws Approved:
06/22/16 ------ Associate Support Staff
08/19/16 ------ Professional Support Staff
09/26/16 ------ Board of Trustees