Allegany College of Maryland

Budget Advisory Committee Bylaws

ARTICLE I

Name

The name of this committee shall be the Allegany College of Maryland Budget Advisory Committee.

ARTICLE II

Membership

A. Committee Membership

The Budget Advisory Committee shall be comprised of the following representative individuals:

1. Vice President of Finance & Administration (Ex-officio member)
2. Representatives of Finance unit (2)
3. Sr. Vice President of Instructional & Student Affairs or appointee from unit (1)
4. Vice President of Advancement and Community Relations or appointee from unit (1)
5. Faculty Senate member (1)
6. Professional & Administrative Support Staff Association Committee member (1)
7. Associate Support Staff Association Committee member (1)
8. Representative of Continuing Education Unit (1)
9. Representative of Human Resource Unit (1)
10. Appointed Dean (1)
11. Representative of Committee on Assessment (1)
12. Associate Dean of Institutional Effectiveness (Ex-officio member)
13. Administrative Assistant to VP of Finance & Administration (Ex-officio member)
14. Student Members (2)
   - 13 voting members and three ex-officio members

ARTICLE III

Purpose

The Budget Advisory Committee serves the following purposes for the institution:

1. To be actively engaged in the annual development of the budget process.
2. Review budget allocations and make recommendations to senior administration and the President based on a review of available assessment data.
3. To ensure that planning and resource allocation are appropriately aligned and that evidence based decisions are employed effectively in financial planning, budgeting and resource allocation.

4. Review any capital improvement plans that have a fiscal impact to the institution and make recommendations to senior administration, the President, and Board of Trustees based on a review of available assessment data.

ARTICLE IV

Procedures, Quorum and Voting
While this committee is advisory in nature, there may be an instance where the committee would choose to present a formal opinion on an issue that arises from the committee’s work. In that instance, the committee may vote and that vote would be carried to the senior administration and the President for consideration when making final budgetary decisions.

1. A quorum will consist of 7 voting members present at the time the voting takes place.
2. Members who are not physically present at the time of the meeting, but who can utilize electronic means (phone, skype, or other conferencing methods) can vote and are considered in the quorum.

ARTICLE V

Agendas, Minutes, and Annual Report

1. A agenda will be determined by the Chair and distributed to the committee prior to the meeting.
2. Minutes shall be recorded by the Secretary and made available prior to the next scheduled meeting.
3. The time, date and frequency of the meetings will be decided upon by the chair of the committee in consultation with the committee members. The committee should meet no less than 6 times per year.
4. An annual report will be drafted by the Secretary in consultation with the Chair and submitted to the Committee on Committees.

ARTICLE VI

Election of Officers & Appointment of Committee Members

1. The Committee Chair will be the Vice President of Finance and Administration.
2. The Committee will have a Vice Chair elected annually by majority vote of the committee members. The Vice Chair can conduct meetings in the absence of the Chair if necessary.
3. The Committee Secretary will be the Administrative Assistant to the VP of Finance and Administration.
4. Committee members will be appointed annually by their respective associations or unit areas.
5. Rotation of committee members will be decided by the appointing association or unit.
6. The appointment of the representative Dean will be made by the President annually.
7. Rotation for student members will occur when student can no longer serve on the committee or wishes to be removed from the committee. At that time a committee member will solicit recommendations for students who would be interested in serving on the committee. Students will be contacted and voluntarily serve on the committee.

ARTICLE VII

Amendments

These bylaws can be amended by two-thirds majority vote of those present (physically or electronically as described in Article IV) 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 amendment shall be consistent with the Policies and Procedures of the College and the law of the State of Maryland.

Bylaw History

- Drafted October 2015
- Approved November 11, 2015
- Edited March 23, 2016
- Edited April 19, 2016
- Approved April 21, 2016 with two changes made April 25, 2016