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 groups:

1. Vice President of Finance & Administration (Ex-officio member)
2. Budget Coordinator (Ex-officio member)
3. Director of Accounting (1)
4. Sr. Vice President of Instructional & Student Affairs or appointee from unit (1)
5. Vice President of Advancement and Community Relations or appointee from unit (1)
6. Faculty Senate Chair & Assistant Chair members (1)
7. Professional & Administrative Support Staff Association Committee Chair & Assistant Chair members (1)
8. Associate Support Staff Association Committee Chair & Assistant Chair member (1)
9. All Deans with rotating two-year appointment by President as voting members. Deans that are not appointed as a voting member will serve as ex-officio members (2)
    a. Dean of CE & Workforce
    b. Dean of Career Education
    c. Dean of Arts & Sciences
    d. Dean of Educational Services
    e. Dean Student/Legal Affairs
    f. Dean of Information Tech
10. Executive Director of Institutional Effectiveness, Research, and Planning (1)
11. Representative of Human Resource Unit (1)
12. PA Bedford representative (1)
13. Recording Secretary (Ex-officio member)
14. Student Members (no more than 3 Ex-officio members)

There are up to 11 voting members and up to 13 ex-officio members on the committee.

Some of the membership groups on the list include a primary representative and alternate representative to ensure that the applicable group can be represented at any given meeting.

While attendance from the multiple representatives of the constituent groups is encouraged to increase transparency, participation and feedback, each group will only have the specified number of votes listed in parenthesis on the membership list.

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. To ensure that resource allocations are appropriately aligned with the ACM Strategic Plan, and other institutional master plans (Education, Technology, Facilities, Fiscal, etc.), and that evidence-based decisions are employed effectively in financial planning, budgeting, and resource allocation.
3. Review budget allocations and make recommendations to senior administration and the President based on a review of the alignment with the ACM Strategic plan and available assessment data.
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 (zoom, phone, skype, or other conferencing methods) can vote and are considered in the quorum.

ARTICLE V

Agendas, Minutes, and Annual Report

1. An agenda will be determined by the Chair and distributed to the committee prior to the meeting.
2. Minutes and a record of those attending each meeting 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 4 times per year. Suggested meeting dates and intended purposes are listed below:
    a. Late August
        - Review bylaws, update committee groups, vote for Vice-Chair
        - Current year approved budget
        - Preliminary prior year end results
        - Capital Improvements
    b. Late October
        - Fund Balance designations
        - Master Furniture, Equipment, Special Request
        - Next year's Budget Request
    c. Early February
        - Current year adjusted budget
        - Preliminary next year's budget update
        - Preliminary County budget request
    d. Late April
        - Current year adjusted budget
        - Next year's budget

4. These bylaws will be reviewed by the committee at the first meeting of the academic year. Proposed amendments will be made in accordance with Article VII.
5. An annual report will be drafted by the Secretary in consultation with the Chair and submitted to the designated official or committee.

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 Recording Secretary will be a representative of Finance.
4. Faculty Senate, Professional & Administrative Support Staff and Associate Support Staff Associations will be represented by their respective Chairs and Vice-Chairs. Each of these groups will have one vote.
5. Rotation of committee members will be decided by the appointing association or unit.
6. The appointment of the voting representative Deans will be made by the President bi-annually.
7. Rotation for student members will occur when a 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
- Edited May 10, 2016 – 9:30 am
- Edited May 10, 2016 – 3:30 pm
- Edited October 27, 2021
- Edited December 2021 per BAC committee suggestions
- Approved February 14, 2022