ALLEGANY COLLEGE OF MARYLAND

FACULTY ASSOCIATION BYLAWS

Allegany College of Maryland

Cumberland, Maryland

Revised 5/19

Allegany College of Maryland

FACULTY ASSOCIATION BYLAWS

ARTICLE I

Name

The name of this name of this direct governance organization shall be the "Allegany College of Maryland Faculty Association," herein after referred to as the "Faculty Association."

ARTICLE II

Purpose

The purpose of the Faculty Association shall be:

1. To advocate for the welfare of the members of the Faculty.
2. To serve as a forum for discussion.
3. To formulate recommendations relating to the welfare of the Faculty and the College for presentation to the proper policy-making body.

ARTICLE III

Membership

The Faculty Association shall consist of any person who has paid his/her annual dues and who is:

1. A full-time faculty member;
2. A part-time teacher who is not the President or an employee whose primary responsibility at Allegany College of Maryland is as support staff, professional support staff, or administration; or
3. Declared eligible by unanimous vote of the Faculty Senate.

Dues may be adjusted by a majority vote based on the recommendation of the Senate.

ARTICLE IV

Period of Operation

The Faculty Association shall be a duly organized body during the entire academic year.

Article V

Meetings

Section A

Regular meetings of the Faculty Association shall be held at least once each semester at the times and places designated by the Chair of the Faculty Association.

Section B

Special meetings of the Faculty Association may be held at any time during the academic year. These meetings may be called by the Senate or requested through a petition signed by at least 20 percent of the association membership.

Section C

Notification of each regular Faculty Association meeting shall be sent to each member at least five business days prior to the meeting. Special meetings may be called with less notification. Notification will be made by email.

Section D

A quorum shall consist of the members present at any one meeting. Members must be present to vote. Members unable to attend a meeting may submit written comments to the Chair for presentation during the meeting. If less than a majority of the membership is present, action taken by the Faculty Association must be published to all members, and a 48 hour waiting period observed before the action becomes final. A special meeting can be called to reconsider the issue.

Section E

The minutes of each meeting of the Faculty Association shall be published to all members of the Faculty Association as soon as practical after the meeting. A completed file of the minutes shall be maintained and available to the membership.

Section F

Questions of parliamentary procedure shall be resolved by reference to the latest revision of Robert's Rules of Order.

ARTICLE VI

Faculty Senate

Section A

The Faculty Association shall establish, as a representative group of the Faculty Association, a Faculty Senate. The purpose of the Faculty Senate shall be:

1. To serve as advocates for formulating recommendations relating to the welfare of the Faculty and College.
2. To serve as the communicating agent between the Faculty and
   a. the Board of Trustees
   b. the President
   c. the President's Advisory Team
   d. other members of the College administration
3. To serve as a representative body in providing advice and recommendations to the administrative officers of the College.
4. To review grievances referred to it by members of the Faculty.
5. To participate in budget formulation.
6. To oversee the collection, funding, and disbursing of the Faculty Association dues.

Section B

The Faculty Senate shall consist of seven, full-time faculty members. It is recommended that at least one Senate member be from the Pennsylvania campus. It is recommended that at least one Senator be a 12-month faculty.

Section C

Each year prior to the May All College Assembly, Faculty Senate will meet and elect officers of the Faculty Association for the upcoming academic year. The Chair, Vice-Chair, Secretary, and Treasurer of the Faculty Association shall also serve in those respective offices for the Senate.

ARTICLE VII

Elections

Section A

All full-time Faculty Association members are eligible to run for Faculty Senate with the exception of those faculty who serve on the Faculty Status Committee.

The term of office shall be three years. A senator may serve no more than two consecutive terms.

Section B

Annual elections of new Senate members shall be supervised by two Senate members who are not candidates for re-election.

All elections shall be conducted by means of a secret ballot. Ballots will be cast at a time and method designated by the Senators supervising the election. A ballot that contains more than the maximum number of votes shall be declared invalid. In the case of a tie vote, the winner shall be determined by a special election.

Section C

All Faculty Association members are eligible to vote in Senate elections. (See Article III for eligibility and membership)

Section D

The procedure for the election of Faculty Senators shall be as follows:

1. All full-time Faculty Association members who want their name on the Faculty Senate ballot shall notify the Secretary by March 31. In the event that March 31 falls during Spring Break, the deadline shall be extended to the first day of classes after Spring Break. Full-time faculty from Pennsylvania are strongly encouraged to run for Senate.
2. Primary Elections
    a. The primary election ballots shall be distributed to all Faculty Association members by April 10. Faculty will have five business days to cast their vote.
    b. Each Faculty Association member may vote for twice the number of Senators to be elected.
    c. The number nominated by ballot in the primary election shall be twice the number of Senators to be elected.
    d. The nominees receiving the highest number of votes shall be nominated for the general election.
3. Senatorial General Election
    a. The Senate general election ballot shall be distributed by April 20. All members will have five business days to cast their vote.
    b. Each Faculty Association member may vote for no more than the number of persons to be elected.
    c. The nominees receiving the highest number of votes shall be elected to fill the vacant Senate positions.
    d. The Chair shall present the election results and the new officers at the All College Assembly in May.
    e. The two non-elected candidates receiving the largest number of votes shall be designated alternates. The person who received the largest number of votes will be the first alternate and will be expected to attend Senate meetings. The person who received the second largest number of votes will be the second alternate and will not be required to attend Senate meetings.
4. Any vacancy occurring between elections shall be filled by the alternates in the order designated by the election. The alternate shall serve the remainder of the term of the

senator they are replacing. If the list of alternates becomes exhausted, the Senate shall choose another alternate from any other eligible member of the Faculty Association. An appointed alternate shall serve until the next election.

ARTICLE VIII

Officers

Section A

The Chair, Vice-Chair, Secretary, and Treasurer of the Faculty Association shall serve in those respective offices for the Senate.

Section B

Officers of the Faculty Senate shall have such authority and perform such duties as customarily pertain to the offices in which they serve. The authority and responsibilities of the officers shall specifically include the following:

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 attend meetings of the Board of Trustees.
    d. Shall appoint a Parliamentarian who shall be prepared to render opinions relative to the manner in which business is conducted, as requested by the chair.
    e. Shall serve on the Committee on Assignments.
    f. Shall serve on the Budget Committee.
    g. Shall, together with the Vice-Chair, prepare a list of committee assignments.
    h. Shall, together with the Vice-Chair, participate in course cancellation meetings
    i. Shall receive a stipend comparable to 3 credits of release or overload per semester.

2. The Vice-Chair
    a. Shall assume the duties of Chair when the chair is absent.
    b. Shall serve as a member of the President's Advisory Team.
    c. Shall attend the meetings of the Board of Trustees. Shall perform such duties as the Chair may direct.
    d. Shall serve on the Committee on Assignments.
    e. Shall, together with the Chair, prepare a list of committee assignments.
    f. Shall, together with the Chair, participate in course cancellation meetings.
    g. Shall receive a stipend equivalent to 3 credits of release or overload per semester.

3. The Secretary
    a. Shall be responsible for the minutes including: listing those present and absent at each meeting; publishing them; archiving them according to current College archival policy; and presenting the minutes as directed at any meeting.
    b. Shall perform other duties as directed by the Chair.
    c. Shall submit an end of the academic year report to the President's Advisory Team.

4. The Treasurer
    a. Shall receive and disburse funds as directed by the Faculty Senate and/or Association.
    b. Shall keep adequate records of all financial transactions and provide an annual report of transactions to the Faculty Senate and/or Association.
    c. Shall perform other duties as directed by the Chair.

Section C

Senate members shall be advocates for the faculty.

Section D

Members of Faculty Senate may choose to be released from their required committee assignment(s), as serving on Senate fills the requirement stated in the faculty contract.

ARTICLE IX

Faculty Senate Meetings

Section A

Regular meetings of the Faculty Senate shall be held during the academic year. A schedule of meetings shall be established by the Chair at the beginning of each semester.

Any member of the College community may submit items for the Senate agenda. All such items must be sent in writing or via electronic communication to the Chair, Vice Chair or Secretary of the Senate. All communications must be signed (or electronic equivalent) by the sponsor.

Section B

Special meetings of the Senate may be called by the Chair or by written petition of a majority of the Senate membership. The Chair shall distribute a notice for each Senate meeting to all Faculty Senate members at least two business days prior to the meeting.

Section C

A quorum for each meeting shall consist of at least four of the seven members of the Senate.

Section D

If the Senate is dealing with business involving a family member of a Senator, that Senator may choose to recuse himself or herself or may be asked to do so if a majority of Senators agree that said Senator's participation in the business would constitute a conflict of interest. The first alternate would temporarily assume the Senator's duties. For purposes of this paragraph, related persons include a spouse, child, grandchild, parent, grandparent or other relative or individual with whom the faculty member maintains a close, familial relationship.

Section E

The Secretary shall publish the minutes of each meeting of the Senate, make then available to all members of the Faculty Association, and archive them according to current College policy.

Section F

Questions of parliamentary procedure shall be resolved by reference to the latest revision of Robert's Rules of Order.

Section G

Any interested persons may attend regular meetings of the Senate and, by invitation, participate in the discussions and deliberations. The Senate shall have the right to hold executive sessions whenever necessary.

ARTICLE X

Amendments

The Faculty Association Bylaws will be reviewed annually and can be amended by a two-thirds majority vote of the Faculty Association members present and voting at any duly convened meeting, providing that notification be given at least five business days prior to the meeting at which the amendment is to be considered. Notification will be made by email.