Professional and Administrative Support Staff Association

Bylaws

ARTICLE I

NAME

The name of this direct governance group shall be the Professional and Administrative Support Staff Association of Allegany College of Maryland, hereinafter, PASSA or the Association.

ARTICLE II

PURPOSE

The purpose of this Association is to represent the interests of and advocate for the general welfare of the members of the Professional and Administrative 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:

A. Provide networking opportunities;
B. Offer professional development;
C. Share input to matters of common concern including status/rank;
D. Communicate information to members; and
E. Elect Officers.

ARTICLE III

MEMBERSHIP

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

A. Classified as part-time or full-time Professional and Administrative Support Staff up to the level of Dean.
B. Declared eligible by unanimous vote of the Association.

ARTICLE IV

PROFESSIONAL AND ADMINISTRATIVE SUPPORT STAFF ELECTED COMMITTEE

A
Purpose

The purpose of the Elected Committee shall be to:

1. Address issues pertaining to the Association as they relate to the vision, mission, guiding principles and operations of the College;
2. Serve as a communicating and representative body between the Association and the Board of Trustees, President, President's Advisory Team, Faculty Association and Associate Support Staff;
3. Represent Professional and Administrative Support Staff on the President's Advisory Team and at the Board of Trustees; and
4. Oversee the collection and disbursement of Association dues and fundraising monies.

B
Membership

The membership of the Elected Committee shall be composed of seven members: six members of the Association who are elected at large by the members and the past chair.

C
Authorization

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

D
Elections

1. The annual election of new Elected Committee members shall be conducted by the Secretary and one other Elected Committee member not eligible for re-election.
2. Any Association member in good standing is eligible to run for Elected Committee membership and vote in all Association elections.
3. All elections shall be conducted by electronic ballot. Ballots shall be distributed by the Secretary five working days before they are to be counted.
4. Initial membership of the Elected Committee shall be determined by an election as described above. The three persons receiving the highest votes will be elected to serve one, two-year term each. The three persons receiving the next highest votes will serve one two-year term each. The members who serve the one-year term can be re-elected to serve two consecutive two-year terms. The Vice-Chair shall be elected from those members serving a two-year term.
5. Subsequent elections shall result in two-year terms for the three persons receiving the highest votes.

6. If a member resigns from the Elected Committee, leaves the College or changes classification, the Association member receiving the next highest number of votes in the most recent election of the Elected Committee members shall complete the remaining term.
7. In order to maintain continuity on the Elected Committee, if for any reason, the staggered terms become misaligned, prior to the next regularly scheduled election, the Elected Committee shall make every effort to realign the terms so that at least two elected members remain on the Elected Committee in the next fiscal year.
8. Members of the Elected Committee can serve two consecutive terms.
9. Detailed Elected Committee Election Procedures can be found in Appendix A.

E
Officers

1. The officers shall be elected by a majority vote of the Elected Committee members during the first meeting of the newly Elected Committee.
2. Officers shall be chosen from among the 6 Elected Committee members. The past chair is not eligible to serve as Vice-Chair on the Elected Committee.
3. The officers of the Elected Committee shall be a Chair, a Vice-Chair, a Treasurer and a Secretary. Each must be a permanent full-time or permanent part-time employee of the College.
4. Officer Responsibilities:
    a. The Chair
        i. shall call and preside at all meetings.
        ii. shall serve as a member of the President's Advisory Team.
        iii. shall serve on the Committee on Committees.
        iv. shall attend the meetings of the Board of Trustees.
        v. shall organize at least one meeting per semester of the entire association.
        vi. shall serve an additional year as the past chair.
        vii. shall submit an end of year report to the Committee on Committees.
    b. The Vice-Chair
        i. shall assume the duties of the Chair if he/she is absent.
        ii. shall serve as a member of the President's Advisory Team.
        iii. shall serve as Chair the following year.
        iv. shall perform other duties as the Chair may request.
    c. The Secretary
        i. shall be responsible for transcribing, publishing and distributing the minutes of the meetings.
        ii. shall conduct the annual election of members to the elected committee.
        iii. shall conduct the annual election of the Professional Support Staff Status Committee.
        iv. shall perform other duties as the Chair may request.

d. The Treasurer

i. shall receive and disburse funds and keep records of all financial transactions.

ii. shall be responsible for the organization of the annual Association membership drive.

iii. shall perform other duties as the Chair may request.

5. If an Elected Committee officer resigns from a position, changes classification and/or leaves the College, at the first meeting after the resignation, the Elected Committee shall vote to re-elect the officers.

F
Elected Committee Meetings

1. The Elected Committee shall schedule at least one meeting each month during the academic year as organized by the Chair.
2. A quorum shall consist of the elected members present at any meeting.
3. The Chair shall give no less than a 24-hour notice of these meetings and shall include a written agenda to all Association members.
4. Any Association member may request to be added to the meeting agenda. In order to provide an accurate agenda to the full Association, the Chair should be notified of the agenda addition at least 72-hours prior to the meeting.
5. All Association members are invited to any Committee meeting. The Chair should be provided at least 24-hours advance notice to ensure ample seating.
6. The Secretary shall take minutes, including an indication of those present or absent, and shall make available the minutes of each Elected Committee meeting to Association members as soon as practical through public folders.

ARTICLE V
ASSOCIATION MEETINGS

A. A meeting of the entire Association shall be held once a semester as organized by the Chair.
B. Special meetings can be held at any time during the year. These meetings may be requested by either the Elected Committee members or by written notice from at least 20 percent of the membership.
C. Notice of each regular Association and Elected Committee meeting and a written agenda shall be given to each member at least 48 hours before the meeting. Special meetings can be called with 24-hour notification.
D. A quorum shall consist of the members present at any meeting. If less than a majority of the membership is present, action taken by the Association must be published to all members, and a five working day waiting period observed before the action becomes final. A special meeting can be called to reconsider the issue.

E. The minutes, including an indication of those present and absent, of each meeting of the Association shall be distributed to all members of the Association as soon as practical. Minutes will also be available electronically through public folders.

ARTICLE VI
COMMITTEES

A. Except as specifically provided elsewhere in this Constitution, committees and chairs of committees of the Association shall be appointed by the Chair of the Elected Committee subject to the approval of the Elected Committee.
B. The membership of such committees shall be recruited from the members of the Association at large.
C. The chair of all continuing committees shall be appointed by the Elected Committee Chair no later than the second meeting of each College 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 professional staff members and submit it to the Committee on Committees.

ARTICLE VII
PERIOD OF OPERATION

The Association shall be an organized body during the entire calendar year.

ARTICLE VIII
AMENDMENTS

The Association Bylaws can be amended by a two-thirds majority vote of the association membership. A written notice outlining the proposed amendment shall be 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 laws of the State of Maryland.

APPENDIX A

Elected Committee Member Election Procedures

1. Annually a memorandum explaining the primary election procedures shall be sent to all Association members eligible to hold office. Any member can have his or her name deleted from the primary election ballot by notifying the Secretary by the deadline date indicated in the memorandum.

2. Primary Election:
    A. The primary election ballots shall be distributed to all Association members within five working days after the deadline by which members are permitted to delete their name from the primary ballot.
    B. Each Association member can vote for no more than six candidates whose names will appear on the general election ballot. A ballot that contains more than six votes, or is in anyway inappropriately marked, shall be declared invalid by the secretary.
    C. Ballots will be cast at a time and place designated by the Secretary.

3. General Election:
    A. The Committee general election ballot shall be distributed within five working days after the results of the primary election are final.
    B. Each Association member shall vote for no more than the number of persons to be elected.
    C. Ballots shall be cast at a time and place designated by the Secretary.
    D. A ballot that contains more than the maximum number of votes, or is inappropriately marked, shall be declared invalid by the Secretary.
    E. The Chair shall announce the results of the general election to the Association through an appropriate means.
    F. In case of tie vote, the winner shall be determined by a run-off election conducted immediately after the vote count. Each Association member shall be sent a run-off election ballot via campus email and given five working days to respond.
    G. 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.

4. Vacancies:
    A. Any vacancy occurring between general elections shall be filled by the alternates in the order of succession determined by their vote count in the last general election held.
    B. If the list of alternates should be exhausted, the Committee shall appoint a Committee member from the Association at large.
    C. A member named to fill a vacancy shall serve the remainder of the elected term to which he or she was appointed.
    D. A term of less than twelve months shall not be considered one of the two consecutive term limit referred to in Article IV, Section B.5 and B.9.