

ALLEGANY COLLEGE OF MARYLAND
FACULTY ASSOCIATION CONSTITUTION
FACULTY SENATE CONSTITUTION
FACULTY SENATE CONSTITUTION BYLAWS

Allegany College of Maryland
Cumberland, Maryland
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Allegany College of Maryland
FACULTY ASSOCIATION CONSTITUTION

ARTICLE I

Name

The name of this organization shall be the “Allegany College of Maryland Faculty Association,” hereinafter referred to as the “Faculty Association” or “Faculty.”

ARTICLE II

Purpose

Its purpose shall be:

1. To provide for the welfare of the members of the Faculty Association.
2. To serve as a forum for discussion.
3. To formulate recommendations relating to the welfare of the Faculty and 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 classroom teacher.
2. A part-time teacher who is not the President, or a member of the President’s Council, or an employee whose primary responsibility at Allegany College of Maryland is as support staff, professional support staff, or administration.

(Grandfather Clause: Those persons who have been paid members of the Faculty Association throughout the 1995-1996 school year will continue to be eligible for membership in the Faculty Association, provided they continue to pay the membership dues yearly.)

3. Persons declared eligible by unanimous vote of the Faculty Senate.

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

ARTICLE IV

Officers

Section A

Officers of the Faculty Association shall be a Chairman, a Vice-Chairman, and a Secretary-Treasurer. These officers will be the same as the officers of the Faculty Senate.

Section B

Duties

1. The Chairman
 - a. shall call and preside at all meetings.
 - b. shall serve as an ex-officio member of the President's Council.
 - c. (or his appointee) shall attend the 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 Chairman.
 - e. shall serve as Vice-Chair of the Professional College Staff.
 - f. shall serve on the Committee on Committees.
 - g. shall receive 3 credits release time, or 6 contact hours release time (if teaching load is based on laboratory/clinical/practicum hours).
2. The Vice-Chairman
 - a. shall assume the duties of the Chairman when he is absent or incapacitated.
 - b. shall perform such other duties as the Chairman may direct.
3. The Secretary-Treasurer
 - a. shall be responsible for the minutes of the meetings including listing those present and absent at each meeting, publish them, send one copy to the college archives in the library, and present them as directed at any meeting.
 - b. shall receive and disburse funds as directed by the Faculty Association.
 - c. shall keep adequate records of all financial transactions.
 - d. shall perform other duties as the Chairman may direct.
 - e. shall submit end of semester report to Committee on Committees.

ARTICLE V

Meetings

Section A

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

Section B

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

Section C

Notification of each regular Association meeting shall be sent to each member at least two working days prior to the meeting. Special meetings may be called with less notification.

Section D

A quorum shall consist of the members present at any one 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 three-day waiting period observed before the action becomes final. A special meeting may 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 practicable. A completed file of the minutes shall be maintained in the College Library and be available to the membership.

ARTICLE VI

Faculty Senate

Section A

The Faculty Association shall establish, as a representative group of the Faculty Association, a Faculty Senate to further the purpose of the Faculty Association as stated in Article II, and to serve as a liaison between the Faculty and the Administration.

Section B

The Faculty Senate shall consist of six members elected at large from the Faculty Association. Senate members shall have the option to be released from all other committee and task force duties.

Section C

Election of members to the Faculty Senate shall be conducted according to the regulations stated in Article II of the Faculty Senate Constitution Bylaws.

Section D

The first Senate meeting of each school year shall be held following the All College Meeting at the end of the spring semester. The Senate shall elect its officers at this meeting.

ARTICLE VIIPeriod of Operation

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

ARTICLE VIIIAmendments

This constitution may be amended by a two-thirds majority vote of the Faculty Association members present and voting, providing that notification be given at least five work days prior to the meeting at which the amendment is to be considered.

Allegany College of Maryland FACULTY SENATE CONSTITUTION

ARTICLE I

Name

The name of this organization shall be the “Allegany College of Maryland Faculty Senate,” hereafter referred to as the “Senate.”

ARTICLE II

Purpose

The purpose of the Senate shall be:

1. To serve as the principal agent 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 Council
3. To serve as a representative body in providing advice and counsel 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.

ARTICLE III

Membership

Section A

The Senate shall be composed of six members of the Faculty Association elected at large by the Faculty Association.

Section B

The Senate shall elect its officers as the first order of business at the organizational meeting at the end of the spring semester.

Section C

No person shall be elected to the same office for more than two consecutive terms except by a unanimous vote.

Section D

These officers shall perform such duties as customarily pertain to the office, including the specific duties stated in Article IV of the Faculty Association Constitution.

ARTICLE VMeetingsSection A

Regular meetings of the Senate shall be held as needed during the months of August through May. The time and place of each meeting shall be determined by the chairman of the Senate.

Section B

Special meetings of the Senate may be called by the chairman of the Senate or by written petition of at least two-thirds of the Senate membership.

Section C

The first Senate meeting of each year shall be held at the end of the spring semester.

Section D

The Secretary shall distribute a notice for each Senate meeting to all members of the Faculty Association.

Section E

A quorum shall consist of at least two-thirds of the Senate membership.

Section F

The Secretary shall distribute the minutes of each meeting of the Senate to all members of the Faculty Association as soon as practicable. A complete file of the minutes shall be maintained in the College Library.

Section G

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

Section H

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.

Section I

The Faculty Senate may formally request of the President that a special meeting be called of the Professional College Staff.

ARTICLE VI

Amendments

Section A

The constitution of the Faculty Senate of Allegany College of Maryland may be amended by a two-thirds majority of the Faculty Association members present and voting provided that at least five working days notice is given to each member of the Faculty Association.

Section B

Bylaws of this organization may be adopted at any regular meeting of the Faculty Association by a majority vote, provided reasonable notice is given. After the bylaws have been adopted, they shall be amended only in accordance with the provisions set forth in the bylaws themselves.

Allegany College of Maryland
FACULTY SENATE CONSTITUTION BYLAWS

ARTICLE I

Organization and Procedure

Section A

Any member of the Faculty, Administration, Board of Trustees, or the Student Government Association may submit items for the agenda of the Senate. All such propositions must be communicated in writing to the Secretary of the Senate and signed by the sponsor.

Section B

The Senate is authorized to act in the interest of the faculty.

ARTICLE II

Elections

Section A

Annual elections of new Senate members shall be supervised by the Secretary and at least one other Senate member who is not up for re-election.

Section B

All elections shall be conducted by means of a secret ballot.

Section C

In any case of a tie vote, the winner shall be determined by a run-off.

Section D

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

Section E

The procedure for the election of the Senate members shall be as follows:

1. By the middle of April, a memorandum shall be sent to all eligible Faculty Association members, asking that if one does not want his/her name of the Senate primary election ballot to contact the Secretary by the date indicated.
2. Primary Elections
 - a. The primary election ballots shall be distributed to all Faculty Association members as soon as practicable after the deadline in the memorandum referred to above.
 - b. Each Faculty Association member may vote for twice the number of Senators to be elected.
 - c. The number nominated by this ballot shall be twice the number to be elected.
 - d. Ballots will be cast at a time and place designated by the Secretary.
3. Senatorial General Election
 - a. The Senate general election ballot shall be distributed a week after the results of the primary election.
 - b. Each Faculty Association member may vote for no more than the number of persons to be elected. Ballots will be cast at a time and place designated by the Secretary. A ballot that contains more than the maximum number of votes shall be declared invalid.
 - c. The chairman shall announce the results of the election to the Faculty at the All College Meeting at the end of the spring semester.
 - d. The two non-elected candidates for the Senate receiving the largest number of votes shall be designated alternates. The person receiving the largest number of votes will be alternate number one, and the person receiving the next largest number of votes alternate number two.
4. Any vacancy occurring between elections shall be filled by the alternates in the order designated by the election. If the list of alternates should be exhausted, the Senate shall choose an eligible member from the Faculty Association.

ARTICLE III

Committees

Section A

Except as specifically provided elsewhere in this Constitution, committees and chairmen of committees of the Senate shall be appointed by the Chairman of the Senate subject to the approval of the Senate. The membership of such committees shall be recruited from the members of either the Senate or the Faculty Association. The chairman of all continuing committees shall be appointed no later than the second meeting of each academic year.

Section B

The Faculty Senate shall prepare a list of committee assignments for faculty members and submit to the Committee on Committees.

ARTICLE IV

Amendments

Amendments to these bylaws may be adopted during any regular business meeting of the Association by a majority vote, provided that written or printed notice of the proposed amendments has been given to all members at least five working days prior to vote.