

**Professional Staff Association
of
Allegany College of Maryland**

Approved June 30, 1997
Board Approved August 13, 1997
Revised October 8, 1999 – Approved by Professional College Staff
Board Approved -

Allegany College of Maryland
Professional Staff Association Constitution

ARTICLE I

Name

The name of this organization shall be the "Allegany College Professional Staff Association (hereafter referred to as the Association).

ARTICLE II

Purpose

- A. To provide for the general welfare of the members of the Professional Staff and College.
- B. To serve as a networking body for the Professional Staff.
- C. To serve as the communicating agent between the Professional Staff Association and the Board of Trustees, President, President's Council, Faculty Association and Support Staff.

ARTICLE III

Membership

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

- 1. classified as part-time or full-time Professional Support Staff or Administrator including Coordinator, Assistant Director, Director or Associate Dean.
- 2. declared eligible by unanimous vote of the Association.

ARTICLE IV

Professional Staff Committee

- A. The Professional Staff Committee (hereafter referred to as the Committee) is responsible for representing the Association.
- B. The membership of the Committee shall be composed of six members of the Association elected at large by the members and who also serve as officers of the Association and the past chair.
- C. Members of the Committee can serve two consecutive terms.

ARTICLE V

Officers

Officers of the Committee shall be a Chair, a Vice-Chair, a Secretary and a Treasurer.

Responsibilities:

1. The Chair
 - a. shall call and preside at all meetings.
 - b. shall serve as a member of the President's Council.
 - c. shall serve on the Committee on Committees.
 - d. shall attend the meetings of the Board of Trustees.
 - e. shall organize at least one meeting per semester of the entire association.
 - f. shall serve an additional year as the past chair.
 - g. shall submit an end of semester report to the Committee on Committees.
2. The Vice-Chair
 - a. shall assume the duties of the Chair if he/she is absent.
 - b. shall serve as a member of the President's Council.
 - c. shall serve as Chair the following year.
 - d. shall perform other duties as the Chair may request.
3. The Secretary
 - a. shall be responsible for transcribing, publishing and distributing the minutes of the meetings.
 - b. shall conduct the annual election of new members to the committee.
 - c. shall perform other duties as the Chair may request.
4. The Treasurer
 - a. shall receive and disburse funds and keep records of all financial transactions.
 - b. shall be responsible for the organization and of the annual Association membership drive.
 - c. shall perform other duties as the Chair may request.

ARTICLE VI

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 Committee members or by written notice from at least 20 percent of the membership.
- C. Notice of each regular Association 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. Two copies shall be sent to the President and one copy shall be sent to the College Library to be available to the membership.

ARTICLE VII

Period of Operation

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

ARTICLE VIII

Amendments

The Association Constitution can be amended by a two-thirds majority vote of those present 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 laws of the State of Maryland.

Allegany College of Maryland
Professional Staff Committee Constitution

ARTICLE I

Name

The name of the group that represents the Association shall be called the Professional Staff Committee (hereafter referred to as the Committee).

ARTICLE II

Purpose

The purpose of the 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 Council, Faculty Association and Support Staff.
3. Oversee the collection and disbursement of Association dues.

ARTICLE III

Membership

- A. The Committee shall consist of six members elected at large from the Association membership.
- B. A term of office shall be 2 successive years.
- C. The Vice-Chair of the Association shall serve as Committee Chair the following year.
- D. The initial membership of the Committee shall be elected from the Association membership with the members receiving the 3 highest votes serving one 2-year term each, and the members receiving the next 3 highest votes serving a one 1-year term each.

ARTICLE IV

Officers

- A. The officers shall be elected by a majority vote of the Committee members during the first meeting of the Committee.
- B. The officers of the Committee shall be a Chair, a Vice-Chair, and a Secretary, and each must be a permanent full-time or permanent part-time employee of the College.
- C. If a member resigns from the Committee or leaves the College, the Association member receiving the next highest number of votes in the most recent election of Committee members shall complete the remaining term.
- D. If a Committee officer resigns from a position or leaves the College, at the first meeting after the resignation, the Committee shall vote to re-elect the officers.

ARTICLE V

Meetings

- A. The Committee shall schedule at least one meeting each month during the academic year.
- B. The Secretary shall give no less than a 24-hour notice of these meetings and shall include a written agenda to all Association members.
- C. All Association members are invited to any Committee meeting.
- D. The Secretary shall take minutes, including an indication of those present or absent, and shall distribute the minutes of each Committee meeting to Association members within a reasonable period via e-mail or hard copy.
- E. According to the Professional College Staff Constitution, (Article V, Section B) the Committee may formally request to the President that a special meeting be called of the Professional College Staff if it is necessary.

ARTICLE VI*Amendments*

- A. The Committee Constitution can be amended by a two-thirds majority vote of those Association members present and voting, provided that written notice has been given to all members at least five working days before the meeting during which time the amendment will be considered. The proposed amendment shall be consistent with the College Policies and Procedures and the laws of the State of Maryland.
- B. The Association shall adopt the Bylaws of the Committee by a two-thirds majority vote, provided that a five working days 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
Professional Staff Committee Bylaws

ARTICLE I

Authorization

The 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 Committee. If more than 25% of the members disagree with a Committee action, then a meeting of the Association shall be called to discuss the matter further.

ARTICLE II

Elections

- A. The annual election of new Committee members shall be conducted by the Secretary and one other Committee member not eligible for re-election.
- B. All elections shall be conducted by secret ballot. Ballots shall be distributed via campus mail by the Secretary five working days before they are to be counted.
- C. In case of a 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 mail and given five working days to respond.
- D. All Association members are eligible to run for Committee membership and vote in all Association elections.
- E. Officers of the Committee must be a permanent full-time or permanent part-time employee.
- F. Initial membership of the Committee shall be determined by an election as described above. The persons receiving the 3 highest votes will be elected to serve one 2-year term each. The persons receiving the next 3 highest votes will serve one 1-year term each. The members who serve the 1-year term can be re-elected to serve 2 consecutive 2-year terms as stated in Article IV, Section C, of the Professional Staff Association Constitution. The Vice-Chair shall be elected from those members serving a 2-year term.

ARTICLE III

Election Procedures

- A. 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.
- B. Primary Election:
1. The primary election ballots shall be distributed to all Association members within five working days after the deadline date to delete any member's name from the primary ballot.
 2. Each Association member can vote for no more than twice the number of candidates whose names will appear on the general election ballot.
 3. Ballots will be cast at a time and place designated by the Secretary. A ballot that contains more than twelve candidates' names, or is in any way inappropriately marked, shall be declared invalid by the Secretary.
- C. General Election:
1. The Committee general election ballot shall be distributed within five working days after the results of the primary election are final.
 2. Each Association member shall vote for no more than the number of persons to be elected.
 3. Ballots shall be cast at a time and place designated by the Secretary.
 4. A ballot that contains more than the maximum number of votes, or is inappropriately marked, shall be declared invalid by the Secretary.
 5. The Chair shall announce the results of the general election to the Association through an appropriate means.
 6. 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.

D. Vacancies:

1. 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.
2. If the list of alternates should be exhausted, the Committee shall appoint a Committee member from the Association at large.
3. A member named to fill a vacancy shall serve the remainder of the elected term to which he or she was appointed.
4. A term of less than twelve months shall not be considered one of the two consecutive term limit referred to in Article IV, Section 3, of the Professional Staff Association Constitution.

ARTICLE IV*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 Committee subject to the approval of the 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 Committee Chair no later than the second meeting of each College year.
- D. The Committee shall prepare a list of Association committee assignments for the Association members and submit it to the Association members.
- E. The Committee shall prepare a list of college committee assignments for professional staff members and submit it to the Committee on Committees.

ARTICLE V*Amendments*

The Committee Bylaws can be amended by a two-thirds majority vote of those Association members present and voting, provided that written notice is given at least five working days before the meeting at which time the amendment will be considered. The proposed amendment shall be consistent with College Policies and Procedures and laws of the State of Maryland.