BYLAWS

THE BOARD OF TRUSTEES

OF

ALLEGANY COLLEGE OF MARYLAND

Proposed Revision: 11/15/93
Chapter I revised by Board: 12/13/93
Remainder revised by Board: 1/20/93
Several Word Changes: 1/24/94
Passed by Board of Trustees: 10/6/94
Name change revisions: 5/26/99
Conflicts of Interest Policy: 6/20/05
Change to Duties of the Board: 12/15/08
Passed by Board of Trustees: 12/15/14
Revisions Passed by Board of Trustees: 2/20/17

ARTICLE I

Name

The name of this body is the Allegany College of Maryland Board of Trustees, hereafter referred to as the Board.

ARTICLE II

Powers and Duties of the Board

A. In accordance with Maryland Code Annotated, Community Colleges § 16-103, the powers and duties of the Board are as follows:

1. adopt a mission statement;

2. establish goals that are consistent with the roles and mission approved for the institution;

3. approve institutional policies;

4. select a president for the College;

5. establish guidelines for admission standards that are consistent with the role and mission approved for the institution;

6. set guidelines for tuition and mandatory fees;

7. evaluate and approve all strategic and operational planning;

8. evaluate and approve institutional budget submissions;

9. ensure compliance with accreditation standards and policies of the Middle States Commission on Higher Education;

10. ensure compliance with federal, state, and local laws and regulations;

11. assess the overall performance of the College and perform periodic Board self-evaluation;

12. exercise the appropriate governance over the College;

13. appoint full-time faculty and professional staff positions at the recommendation of the president;

14. authorize the purchase, lease, or other acquisition of property it considers necessary for the operation of the College;

15. authorize the sale, lease, or other disposal of College assets or property;

16. authorize the application and acceptance of grants and gifts; and

17. advocate for the College with elected officials, agencies and other external entities as appropriate.

ARTICLE III
Membership

A. The members of the Board are appointed by the Governor of the State of Maryland for a term of 6 years from July 1 of the year the appointment is made and until a successor is appointed and qualifies.

B. A member appointed to fill a vacancy in an unexpired term serves only for the remainder of that term and until a successor is appointed and qualifies.

C. A member may be reappointed.

ARTICLE IV
Officers

A. The Chair shall

1. preside at all meetings;

2. appoint special committees;

3. sign all legal instruments approved by the board;

4. call special meetings of the Board; and

5. assign responsibility to the president to maintain an accurate record of the minutes of the board.

B. The Vice-chair shall, in the absence of the chair, have all the executive powers of the chair and shall exercise such powers as may be delegated to him/her by the chair.

ARTICLE V
Meetings

A. The Board shall meet at least four times per year.

B. The Board shall meet in accordance with a schedule of regular meetings; special meetings may be called as needed or when requested by a majority of members.

C. All meetings shall be open to the public except when the board is in executive session.

D. All formal and final actions of the board shall be taken at an open meeting.

E. The Board shall determine the time and place of its meetings.

F. The Board shall follow the current version of *Roberts Rules of Order*.

G. A majority of members shall constitute a quorum for any meeting.

H. The members of the Board have legal authority only when it is in formal session and when a quorum is present.

ARTICLE VI
Amendments

A. These bylaws may be amended at any regular meeting of the Board.

B. A proposed amendment must be submitted in writing to all members three weeks in advance of the date of the meeting, at which time a vote is to be taken.

C. Amendments shall require a two-thirds affirmative vote of all members of the Board.

ARTICLE VII
Duties of the President

A. In accordance with Maryland Code Annotated, Community Colleges § 16-103, the powers and duties of the President are as follows:

1. act as the chief executive officer with authority to operate the day-to-day administrative functions of the College;

2. report directly to the Board;

3. recommend the appointment by the Board of qualified faculty members and other employees necessary for the efficient administration of the College;

4. recommend the discharge of employees for good cause;

5. accept responsibility for the conduct of the College and for the administration and supervision of its departments;

6. attend all meetings of the Board, except those involving the President's personal position as President;

7. advance the mission of the College;

8. maintain a healthy organizational culture with a commitment to inclusivity, transparency and strong performance;

9. implement and articulate a clear vision and strategic direction for the College; and

10. build strong relationships with the community on behalf of the College.