

ALLEGANY COLLEGE OF MARYLAND

PROFESSIONAL AND ADMINISTRATIVE SUPPORT STAFF STATUS COMMITTEE

BY-LAWS

ARTICLE I

Name

The name of this group shall be the Professional and Administrative Support Staff Status Committee of Allegany College of Maryland, hereinafter the “Committee”.

ARTICLE II

Purpose

Section A

To review and recommend policy relating to professional and administrative support staff evaluation and rank, up to the level of Dean. The review may also include recommendations to update the current approved In-Class Advancement for Professional and Administrative Support Staff Handbook, hereinafter the “ICA Handbook”.

Section B

To review the applications of those professional and administrative support staff that seek in-class advancement as outlined in the approved ICA Handbook.

To make recommendations to the President for awarding or denying in-class advancement and, when requested, to address questions relating to their recommendations. Upon review thereof, the President shall then make recommendations to the Board of Trustees.

ARTICLE III

Membership

Section A

The Professional and Administrative Support Staff Status Committee will be elected by all eligible members of the professional and administrative support staff up to the level of Dean. There will be seven members on the Committee and each will serve a two-year term.

All Vice Presidents serving on the President's Staff will act as ex-officio member(s) and shall include the following Administrators:

- VP of Advancement and Community Relations
- VP of Finance & Administration
- Senior VP of Instructional and Student Affairs

Each VP will be requested to review each applicant's report and will be notified of the date, time, and location of the interview session(s). At least one of the VPs shall be in attendance at each interview; however, all are welcome to attend.

Section B

The Chair of the Committee will be selected by the Committee from among the Committee membership. The Chair must be in his/her second year of his/her term or have served on the Committee in prior years in order to ensure continuity in the in-class advancement process. The Chair shall have the right to vote.

The Vice Chair of the Committee will be selected by the Committee from among the Committee membership. The Vice Chair must be in the first year of his/her two-year term in order to ensure continuity in the in-class advancement process. The Vice Chair shall have the right to vote. The Vice Chair will assume the duties of the Chair in the following year.

Section C

If a committee member is unable to complete his or her term, the position will be filled by the next highest vote-getter(s) in the most recent election.

If the Chair selected under Section B, is unable to complete his or her term, the Vice Chair will serve out the current term and a new Vice Chair will be selected by the Committee. If the Vice Chair is unable to serve out the current term, a new Vice Chair will be selected by the Committee.

If the Chair is unable to complete his or her term and the Vice Chair is serving on the status committee for the first time, the Committee can select a new Chair who is currently serving in his/her second year or who has served previously on the Committee. However, this shall be left to the discretion of the committee.

ARTICLE IV

Election Procedures

Elections will be conducted by the Professional and Administrative Support Staff Association (PASSA) Committee and will be administered by its Secretary. Members of the Committee shall be elected prior to the last All College Staff meeting of the academic year and serve a two-year term.

A nominating election shall be held to determine the slate of candidates. All eligible members of the Professional and Administrative Support Staff will be included on the primary ballot.

Any member can request to be removed from the primary ballot by indicating in writing, his/her desire to be removed from the primary ballot to the PASSA Committee Secretary two weeks prior to the primary election.

The general membership will vote for up to six candidates to serve on the Committee. A final ballot shall be prepared from the results of the nominating election. The top vote getters will be listed alphabetically on the final ballot, so as to have twice the number of candidates as there are vacancies.

Election of members will take place yearly and final results should be tallied prior to the last All College Staff meeting of the academic year.

ARTICLE V

Duties and Functions

Section A

To execute the process for In-Class Advancement in accordance with procedures outlined in the Handbook for In-Class Advancement for Professional and Administrative Support Staff.

Section B

To submit a written recommendation to the President for all applicants.

Section C

To review and recommend policy relating to professional and administrative support staff evaluation and rank. The review may also include recommendations to update the current approved ICA Handbook.

Editorial changes to the ICA Handbook shall be voted on and approved within the Committee and then submitted for approval to the elected PASSA Committee. Upon approval by the PASSA Committee, the Chair of the Status Committee will request a reprint of the ICA Handbook and will make the revised ICA Handbook available electronically.

Recommendations for substantive or policy changes to the ICA Handbook should be prepared in consultation with administration and can be accomplished through the procedures outlined under Article VII, Special Procedures, Section B.

Section D

To submit an end-of-the-year report to the Committee on Committees.

ARTICLE VI

Meetings

Section A

Regular meetings of the Committee shall be called by the Chair as outlined in the timeline of the ICA Handbook. The Chair shall establish the meeting agenda and send to each member prior to each meeting.

Section B

Special meetings may be called at the discretion of any committee member as approved by the Chair.

Section C

A quorum shall consist of the members present at any meeting. If less than a majority of the Committee is present, action taken by the Committee must be published to all Committee members and a five working day waiting period observed before the action becomes final. A special meeting can be called to reconsider the action.

Section D

The minutes of each meeting of the Committee are written by the Chair, or designee, and distributed to all members of the Committee and to the Library for the College Archives.

A complete file of Committee minutes is kept in the official records of the Committee. It is available to all members at all times.

ARTICLE VII

Special Procedures

Section A

In the event a committee member is unable to attend a candidate's interview, the committee member will make his or her recommendation for advancement based on a review of the candidate's written report.

Section B

Substantive changes to the ICA Handbook should be made in consultation with the President and Director of Human Resources. Non-editorial revisions to the ICA Handbook must be presented for a vote by the full Professional and Administrative Support Staff Association membership and must be approved by a two-thirds majority vote of those Professional and Administrative Support Staff members 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 changes shall be consistent with the Policies and Procedures of the College and the laws of the State of Maryland.

Upon approval by the full Association, the PASSA Committee Chair shall present the revised Professional Staff ICA Handbook to the President. The President shall present a letter of approval or denial of the new handbook, in writing, to the PASSA Committee Chair. If approved, the new handbook will be implemented prior to the next Professional Staff ICA application deadline. If the ICA Application deadline has passed for the current academic year, the revised handbook shall be implemented the following academic year.

The President, or designee, shall provide a summary of substantive changes to the In-Class Advancement Handbook, as an information item at the next regularly scheduled meeting of the All College Assembly, and at the next regularly scheduled meeting of the Board of Trustees.

If the President does not approve the revisions, a letter of non-support, detailing the reason(s) for the denial, will be provided to the PASSA Committee Chair. The PASSA Committee Chair shall call for a vote of the full Association membership to determine if a workgroup should be established to restart the ICA Handbook modification process. This vote shall be called no later than the next full Association meeting and will be approved or denied by a majority 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 vote will be considered.

ARTICLE VIII

Amendments

These bylaws can be amended by a two-thirds majority vote of those Professional and Administrative Support Staff 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 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.

Original By-Laws Approved:

10/30/03-----Professional College Staff

11/17/03-----Board of Trustees

Revised By-Laws 03/05 Approved:

3/30/05-----Professional College Staff

5/16/05-----Board of Trustees

Revised By-Laws 10/05 Approved:

11/07/05-----Professional College Staff

01/16/06-----Board of Trustees

Editorial Changes

11/07/08----- Professional Support Staff Status Committee

Revised By-Laws 07/09 Approved:

7/22/09-----Professional and Administrative Support Staff Status Committee

10/15/09-----Professional and Administrative Support Staff Association

10/28/09-----Professional College Staff

11/16/09-----Board of Trustees

Revised By-Laws 01/16 Approved:

2/15/16-----Professional and Administrative Support Staff Status Committee

3/4/16-----Professional and Administrative Support Staff Association

3/16/16-----Professional College Staff

4/11/16-----Board of Trustees

Revised By-Laws 01/18 Approved:

8/16/18-----Professional and Administrative Support Staff Association

8/16/18-----Professional College Staff

9/20/18-----Board of Trustees