BYLAWS
Administrative Advisory Committee

The name of this organization shall be the Administrative Advisory Committee (AAC).

Section 1
PURPOSE
- To represent the interests and opinions of the administrative staff of Allegheny College in providing advice and counsel to the President and the Administrative Executive Committee (AEC).
- To make recommendations on administrative governance matters and all general policies affecting administrators.
- To facilitate effective communication between the President/AEC and all administrators.
- To foster the professional development, recognition and advancement of all administrators.

Section 2
THE COMMITTEE
2.1 Composition:
- The Administrative Advisory Committee shall number 13 elected individuals. Officers shall include a Chair, Vice-Chair, Treasurer, and Recording Secretary elected annually by sitting members of the Committee.
- In an effort to ensure representation across Allegheny’s different administrative offices, “clusters” based on similarity of function and/or Division and number of administrators in those areas have been established. Each cluster is represented by two administrators.
  o Cluster 1: 2 Representatives
    Learning Commons, Career Education, Civic Engagement, International Education, CIASS, Pre-Professional Advising.
  o Cluster 2: 2 Representatives
    Institutional Research, Information Technology Services, TNS Computing, User Services, Library
  o Cluster 3: 2 Representatives
    Admissions, Financial Aid, College Relations, Post Office
  o Cluster 4: 2 Representatives
    Financial Services, Conference and Events, Book Store, Physical Plant, Student Involvement, Counseling Center, Health Center, Residence Life, Spiritual and Religious Life
  o Cluster 5: 2 Representatives
    Development and Alumni Affairs, Human Resources
  o Cluster 6: 2 Representative
    Athletics
  o Cluster 7: 1 Representative
    Administrators who have been working at Allegheny less than three years as of July 1 of the year in which the election is held

2.2 Eligibility:
- All members of the administration of Allegheny College, with the exception of the members of the Administrative Executive Committee, are eligible to serve on the AAC.

2.3 Term of Service:
- The elected term of service is two years. Members may be elected to and serve not more than two consecutive terms. After serving the maximum allowable terms, a member may, one calendar year after the end of the final term, be eligible for election once again.
2.4 Duties:
- It shall be the responsibility of all members of the committee:
  - To attend regular meetings
  - To serve on committees as appointed by the Chair, and
  - To keep abreast of the interests and concerns of constituents and to communicate these interests and concerns to the committee on a regular basis.

Section 3
ELECTION PROCEDURES

3.1 Eligibility:
- All members of the administration, with the exception of the members of the Administrative Executive Committee, are eligible to vote in elections for the Administrative Advisory Committee.

3.2 Voting Procedure:
- Voting will be conducted annually in the spring semester prior to commencement. Administrators will receive a ballot containing a list of all the administrators within their respective cluster as well as the list of all “new” employees. Administrators may vote for as many representatives from their cluster as there are vacant AAC seats within the cluster in the upcoming year. Eligible voters may also vote for one “new” employee representative from the pool of all “new” employees in years when there is a vacancy in this seat. In the event of a tie for any seat, the new representative will be selected by drawing a name from among the names of those candidates involved in the tie.

3.3 Election Rotation:
- One half of the representatives from each cluster will be elected each year, except the representative for cluster 7 who will be elected on odd numbered years.

3.4 Tally Procedure:
- Votes for all ballots will be tallied by the members of the Elections Committee.

3.5 Vacancies:
- In the event that a committee member resigns or is unable for some reason to complete his or her term of office, the committee will appoint a replacement to serve the remainder of the departing member’s term. The replacement will be drawn from the list of those who received the greatest number of votes during the electoral ballot of the last regular election of the cluster from which the departing member representing at the time of his/her departure.

3.6 Cluster Reorganization:
- The cluster breakdown will be reassessed by the election committee prior to the next election. If substantial institutional changes were made in the previous calendar year, the election committee may make a recommendation to alter the cluster composition (Section 2.1) in the bylaws. “Substantial institutional changes” include the addition or removal of a member of the Administrative Executive Committee, or the changing of a campus department’s executive reporting responsibility.

Section 4
OFFICERS
- There will be four elected officers of the committee: The Chair, Vice-Chair, Treasurer, and Recording Secretary, each to serve a term of one year.

4.1 Eligibility/Election Procedure
- 4.1.1 Chair: The Chair of the committee will be selected from among members of the committee who have served at least one full year in the prior ten years. A nominating ballot with the names of all eligible candidates will be distributed to the committee members who may vote for as many individuals from the
slate as they wish. Votes will be tallied by the outgoing Chair of the committee, who will distribute an electoral ballot with the names of the two individuals who received the most votes in the first round. Committee members will vote for only one of the two individuals on the electoral ballot.

- **4.1.2 Vice-Chair:** The Vice-Chair will be selected from among the full membership of the committee. A nominating ballot with the names of all eligible candidates will be distributed to the committee members who may vote for as many individuals from the slate as they wish. Votes will be tallied by the Chair of the committee, who will distribute an electoral ballot with the names of the two individuals who received the most votes in the first round. Committee members will vote for only one of the two individuals on the electoral ballot.

- **4.1.3 Treasurer:** The Treasurer will be selected from among the full membership of the committee. A nominating ballot with the names of all eligible candidates will be distributed to the committee members who may vote for as many individuals from the slate as they wish. Votes will be tallied by the Chair of the committee, who will distribute an electoral ballot with the names of the two individuals who received the most votes in the first round. Committee members will vote for only one of the two individuals on the electoral ballot.

- **4.1.4 Recording Secretary:** The Recording Secretary will be selected from among the full membership of the committee. A nominating ballot with the names of all eligible candidates will be distributed to the committee members who may vote for as many individuals from the slate as they wish. Votes will be tallied by the Chair of the committee, who will distribute an electoral ballot with the names of the two individuals who received the most votes in the first round. Committee members will vote for only one of the two individuals on the electoral ballot.

**4.2 Powers and Duties**

- **4.2.1 Chair:** It is the duty of the chair:
  - To preside over all meetings
  - To organize regular meetings
  - To communicate decisions of the committee to the President and to AEC
  - At the direction of the full committee, to appoint standing and ad hoc committee chairpersons; to establish ad hoc committees, and to appoint/recommend members to serve on other College committees
  - To serve as the principal spokesperson of the Committee

- **4.2.2 Vice-Chair:** It is the duty of the Vice-Chair:
  - To carry out the duties of the Chair in the Chair’s absence
  - To fill the unexpired term of the Chair if the Chair vacates the office

- **4.2.3 Treasurer:** It is the duty of the Treasurer:
  - To carry out the duties of the Chair in the Chair and Vice Chair’s absence
  - To maintain the financial records of the AAC
  - To disburse monies owed by the AAC at the direction of the Committee and
  - To report on the Committee’s financial status at each meeting

- **4.2.4 Recording Secretary:** It is the duty of the Recording Secretary
  - To record the proceedings of the committee’s meetings, preparing official minutes which shall be distributed to the committee members and submitted to the Committee for its permanent archives
  - To prepare a record of the minutes (abridged if necessary) for distribution to all administrators
  - To prepare special announcements and communications to all administrators, as determined by the committee

**Section 5
MEETINGS**

- **5.1 Schedule:** A meeting schedule for the year will be determined by the AAC at the first full committee meeting in July. Meetings may be held as frequently as members choose, but shall be held no less than once a month.
5.2 **Quorum**: The presence of a simple majority (at least 6 members) shall constitute a quorum

5.3 **Protocol**: The reference for the proper conduct of committee meetings shall be Roberts Rules of Order

5.4 **Approval of Motions**: Motions shall be approved by simple majority vote of members present

### Section 6

**BY-LAWS/AMENDMENTS**

- Any member of the committee may move to amend any bylaw at any time. At least two weeks prior to a formal vote, the full text of the proposed amendment(s) will be submitted to all members of the administration for review and comment. Approval of the amendment shall be by consensus vote of the full committee.

### Section 7

**STANDING COMMITTEES**

- **Elections Committee.** This committee shall include three members and is responsible for conducting elections as described in Section 3 and for tallying the votes and announcing the results.

### Section 8

**AD HOC COMMITTEES**

- Ad hoc committees shall be created as needs are determined by the committee and dissolved upon completion of their individual charges.

### Section 9

**COMMITTEE REPRESENTATION**

- There must be one AAC representative that serves on the Strategic Planning Committee (SPC), one who serves on Council on Diversity and Equity (CoDE), and two who serve on the Finance and Facilities Committee (FFC).

*Revised August 2016*