

HOBART AND WILLIAM SMITH COLLEGES
ADMINISTRATIVE ADVISORY COMMITTEE (AAC)
CHARTER & BY-LAWS

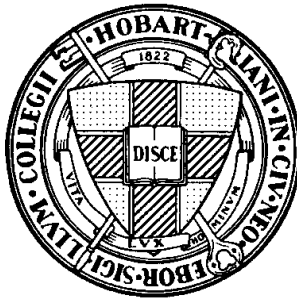


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FORWARD

This document was prepared by the members of the 12th Administrative Advisory Committee of Hobart and William Smith Colleges. The document represents the collective efforts of all the members of the AAC as well as those who have served on AAC in the past.

Special credit goes to Shane A Kenyon, Chair; Katie Flowers, Secretary; David Gage; Betti Green; Bev Ilacqua; Lisa Kaenzig; Robert O'Connor (ex-officio, Senior Staff); and Tabatha Spinner (ex-officio, HR).

CHARTER

C.I. MISSION

1. The AAC mission is to provide a forum for discussion of policy; to develop and communicate recommendations to *Senior Staff*, the *President* and the *Trustees*; and to facilitate communication among administrative staff, and between administrative staff and other members of the Colleges community.

C.II. OBJECTIVES

1. Assess the needs and concerns of HWS administrative staff and the institution at large.
2. Maintain a proactive alignment with *Senior Staff*.
3. Form and manage working groups to address specific issues.
4. Enhance campus community by operating such programs as a "Welcome Reception" in the fall, the Administrative Luncheon Series, Community Meetings, and others.

C.III. VENUES

1. AAC provides representation of the administrative staff of HWS Colleges, including full-time, part-time and 10-month staff. AAC provides outreach to other groups including faculty, union staff, and temporary staff.

Notes

2. The AAC is an independent body not associated with any specific department on Campus, but endeavors to represent all the departments and administrative staff. The AAC endeavors to be inclusive and strive for gender and racial equality.

C.IV. FUNDING

1. AAC receives funding from the Senior Staff for all its operations. Funding is allocated by the VP of Finance based on a budget developed and agreed to by the AAC, VP of Finance and President of The Colleges.
2. The AAC may work to identify other funding sources as it sees fit.

Notes

BY-LAWS

B.I. AAC MEMBERS

1. There are two categories of AAC Committee Members (“MEMBERS”) including:
 - a. Regular Committee Members (“REGULAR MEMBERS”)
 - b. Ex-Officio Committee Members (“EX-OFFICIO MEMBERS”).
2. REGULAR MEMBERS are defined as MEMBERS who are elected by the administrative staff.
3. Administrative staff are defined as administrative full-time and/or part-time staff.
4. There shall be 10 (ten) elected REGULAR MEMBERS.
5. The REGULAR MEMBERS serve as representatives of the administrative staff and are primarily responsible for AAC decisions and vote on all AAC matters.
6. EX-OFFICIO MEMBERS are appointed as follows:
 - a. *Senior Staff* may appoint one EX-OFFICIO MEMBER from their ranks, with the approval of the AAC. This member should represent the President of the Colleges and may not be a member of Human Resources (see B.I.6.b.). This member should not be a VP or Director.
 - b. *Human Resources* may appoint one EX-OFFICIO MEMBER from within the *Human Resources Office*, with the approval of the AAC. This member may not be a member of Senior Staff (see B.I.6.a).
 - c. The PAST CHAIR is an EX-OFFICIO MEMBER. See B.II.5.

Notes

7. EX-OFFICIO MEMBERS are considered working MEMBERS of AAC and may vote on most AAC matters.
8. The REGULAR MEMBERS may not be members of the *Senior Staff* or *Human Resources*.
9. The MEMBERS shall make all AAC decisions, and shall be responsible for the day-to-day operations of the AAC.
10. MEMBERS are considered in *Good Standing* unless they:
 - a. Are absent (unexcused) from 50% (half) of the BUSINESS MEETINGS during a 3 (three) month period, or longer.
 - b. Fail to observe and conduct themselves in accordance with the MISSION and OBJECTIVES of the AAC.
 - c. Fail to conduct themselves in a professional and collegial manner in accordance with generally accepted standards.
11. MEMBERS not in *Good Standing* may be asked privately to end their term early by the CHAIR, with the consent and counsel of the MEMBERS.
12. MEMBERS not in *Good Standing* may be voted out of AAC by a 2/3 (two thirds) majority vote of the QUORUM.
13. At any time and for any reason, the CHAIR or VICE CHAIR may request a new EX-OFFICIO MEMBER from either *Senior Staff* or *Human Resources*, with the consent and counsel of the REGULAR MEMBERS by a 2/3 (two thirds) majority vote of the QUORUM.
14. Any REGULAR MEMBER has the right to request a closed meeting.
15. A QUORUM is defined as 2/3 (two thirds) of the MEMBERS of AAC. For any vote to be considered valid, at least 2/3 of the MEMBERS must have submitted a vote, either in person or via non-anonymous, public proxy.

Notes

B.II. OFFICERS

1. CHAIR

- a. *Regular Term* is 1 (one) year.
- b. May serve 2 (two) consecutive full *Regular Terms*.
- c. Presides at business meetings establishing agenda items.
- d. Appoints committee and working group chairpersons other than those already established.
- e. Represents AAC at all associated functions.
- f. Shall be an ad-hoc member on any/all sub-committees at his/her discretion.
- g. Provides leadership for current activities and long term direction.
- h. Serves as representative of AAC to *Senior Staff*, the *faculty* and all other constituencies.
- i. Engages in outreach to organizations and constituencies on behalf of the AAC.
- j. Accountable for managing AAC finances and approval of budget expenditures.
- k. Ensures compliance of the AAC with it's responsibilities to the administrative staff, and its fulfillment of the AAC CHARTER & BY-LAWS.

2. VICE CHAIR

- a. *Regular Term* is 1 (one) year.
- b. May serve 2 (two) consecutive full *Regular Terms*.
- c. Responsible for oversight and execution of all elections which may be required.

Notes

- d. Serves as chairperson of the *Nomination Committee* for future officers.
- e. Serves as chairperson of the *Budget Planning Committee* and is responsible for development of the AAC budget.
- f. Responsible for ballot issues to MEMBERS and counting of votes, both during BUSINESS MEETINGS and proxy votes.
- g. Conducts and oversees surveys of administrative staff.
- h. Perform special tasks as assigned by the CHAIR.

3. SECRETARY

- a. *Regular Term* is 1 (one) year.
- b. May serve 2 (two) consecutive full full *Regular Terms*.
- c. Records and publishes meeting minutes for all AAC meetings.
- d. Ensures closed meeting minutes are recorded and remain anonymous.
- e. Responsible for processing all requested charter modifications.
- f. Maintain a list of current administrative staff.
- g. Maintain historical records of all AAC activities including minutes, ballots, votes and elections.
- h. Ensure AAC records are archived by the institution.
- i. Coordinating with the CHAIR to announce meetings to membership.

4. PROGRAM CHAIR

- a. *Regular Term* is 1 (one) year.
- b. May serve 2 (two) consecutive full *Regular Terms*.
- c. Plans PUBLIC MEETINGS and AAC sponsored events and functions.

Notes

- d. Organizes location, topics, equipment, food service, directions, speaker gifts, and featured speakers.
- e. Arranges confirmation and thank-you letters.
- f. Maintain past and planned speaker list.
- g. Hands out evaluation forms at PUBLIC MEETINGS. Analyzes them and reports back to CHAIR and/or speakers.

5. PAST CHAIR

- a. *Regular Term* is 6 (six) months.
- b. PAST CHAIR is a voting ex-officio member of the AAC.
- c. Advises the AAC and CHAIR appropriately.
- d. Represent AAC as necessary on ad-hoc basis.
- e. Supports various activities as assigned to assist the current CHAIR.

B.III. INFORMATION ON POSITIONS

- 1. Length of term for all elected REGULAR MEMBERS shall be 2 (two) years.
- 2. REGULAR MEMBERS may serve two consecutive terms for a total of 4 (four) years.
- 3. A *Regular Term* is defined as the standard term length for a MEMBER or OFFICER which has not been extended by vote of the AAC.
- 4. Nominations for OFFICERS shall be taken by the establishment of a *Nomination Committee* to fill a position vacated by any officer's resignation.
- 5. The *Nomination Committee* shall be made up of at least 3 (three) REGULAR MEMBERS and shall be chaired by the VICE CHAIR.

Notes

6. AAC OFFICER nominees may be selected from among the REGULAR MEMBERS who are in *Good Standing*.
7. Once selected by the *Nomination Committee*, AAC OFFICER nominees are elected to OFFICER positions by a 2/3 (two thirds) majority vote of a QUORUM. The vote may be taken either for individual nominees or for the entire slate.
8. To be elected or hold office as an AAC OFFICER, an individual must be REGULAR MEMBER with 1 (one) year of experience serving on AAC in *Good Standing*; an administrative employee and not belong to *Senior Staff* or work as an employee of *Human Resources*.
9. If an officer becomes ineligible to hold office during his/her term, he/she shall have a grace period of 30 (thirty) days to re-establish eligibility, determined at the discretion of the AAC MEMBERS in *Good Standing*, or resign the office.
10. The replacement process for OFFICERS is as follows:
 - a. CHAIR is replaced by CHAIR ELECT when the term of the CHAIR expires or the CHAIR steps down.
 - b. VICE CHAIR is replaced by the VICE CHAIR ELECT when the VICE CHAIR term expires, or the VICE CHAIR steps down.
 - c. SECRETARY is replaced by the SECRETARY ELECT when the SECRETARY term expires or the SECRETARY steps down.
 - d. PAST CHAIR is replaced by the CHAIR immediately upon the CHAIR term expiring, unless CHAIR is no longer a member of AAC, in which case the PAST CHAIR remains.

Notes

B.IV. ELECTIONS

1. **REGULAR MEMBERS** are elected by a plurality of the administrative staff, using the “first past the post” (FPP) method.
 - a. One vote per administrative staff member per open position being filled during the election.
 - b. Each administrative staff member may cast one vote per seat.
 - c. An administrative staff member may not cast multiple votes for a single candidate.
 - d. The top vote winner receives one open position, then the second place winner, and so on, until there are no more open spots left.
 - e. The poll results will be given to Human Resources. Any candidate has the right to request and obtain the full results from the Human Resources office at any time and for any reason.
2. Elections are administered by the **VICE CHAIR**.
3. Regular elections are held previous to the last **PUBLIC MEETING**, that being during the first week in April, of the fiscal year with results being announced at the last public meeting.
4. The **VICE CHAIR** shall solicit the entire administrative staff by asking for candidates to run for AAC. The candidate list must be presented to the AAC at least 1 (one) month prior to the election.
5. The **VICE CHAIR** shall endeavor to encourage a distributed candidate list across the various administrative sections on Campus.
6. The **VICE CHAIR** shall endeavor to encourage a gender and racial equality on the AAC.

Notes

7. The SECRETARY shall develop a ballot list with all the candidates and their home departments. This list shall be publicly available and up to date.
8. Candidates shall be given the opportunity to introduce themselves at a PUBLIC MEETING prior to the election.
9. Elections shall be conducted via secret proxy vote. The vote shall be conducted and held open for at least 6 business days during a non-holiday week in order to ensure maximum participation.
10. The VICE CHAIR with assistance from at least 3 (three) REGULAR MEMBERS shall count and tally the vote and present it to the AAC for ratification.
11. The CHAIR shall announce the election results at an PUBLIC MEETING as well as via mass communications, such as campus mail, e-mail and the AAC web site.
12. The SECRETARY shall keep records of the election process and voting record and provide copies to the *Human Resources Office*.
13. The terms of REGULAR MEMBERS must be staggered as follows:
 - a. During an election, no more than 5 (five) new REGULAR MEMBER positions may be filled.
 - b. At least 5 (five) incumbent REGULAR MEMBERS must remain on AAC for 1 (one) year after a given election.
 - c. MEMBERS must make their best effort to sustain the continuity of the AAC and training of new members.
14. The OFFICER nomination and voting process shall be conducted at the last regular BUSINESS MEETING in May. See B.III.4-7 for details on the nomination process.

Notes

15. In the event that a MEMBER resigns from or is voted off of the AAC, the CHAIR or VICE CHAIR shall call for a special election and establish a 30 day timeline for execution.
16. In the event that an OFFICER resigns from or is voted out of office, the CHAIR or VICE CHAIR may establish a special *Nomination Committee* to replace the officer and establish a 30 day timeline for execution.

B.V. AMENDMENT PROCESS

1. Amendments may be made to this AAC CHARTER & BY-LAWS document.
2. Any REGULAR MEMBER (not EX-OFFICIO MEMBERS) may propose an amendment for consideration at a BUSINESS MEETING.
3. Upon debate and discussion by the AAC, a dated, formal *Amendment Document* describing the amendment must be submitted to the SECRETARY for filing and for distribution to the MEMBERS.
4. At the next BUSINESS MEETING the *Amendment Document*, in its entirety, may be ratified for inclusion into the AAC CHARTER & BY-LAWS document by a 2/3 (two thirds) majority vote of the QUORUM.
5. A failed amendment may be modified and resubmitted via the same process.
6. A successful amendment must be added to the AAC CHARTER & BY-LAWS document in the AMENDMENTS section by the SECRETARY.
7. The amended document must then be reviewed and approved by the MEMBERS and a new copy filed with the *Human Resources Office*.
8. The contents of a successful amendment must be communicated to the administrative staff during the next PUBLIC MEETING.
9. The changes resulting from an amendment shall be effective immediately and it shall be the responsibility of the CHAIR and VICE CHAIR to enact them.

Notes

B.VI. MEETINGS

1. BUSINESS MEETINGS

- a. BUSINESS MEETINGS shall be held regularly, preferably twice per month during the fall and spring terms.
- b. The meeting place and time shall be regular and consistent, and established by the CHAIR and/or VICE CHAIR, with the consent of the committee.
- c. The CHAIR or VICE CHAIR or a 2/3 (two thirds) majority vote of the QUORUM may call for a special BUSINESS MEETING.
- d. All planning activities and MEMBER votes shall take place during the BUSINESS MEETINGS.
- e. A QUORUM of 2/3 (two thirds) of the MEMBERS, including at least one OFFICER, is required for any votes to be called during a meeting; any/all votes may alternately be taken via proxy.
- f. MEMBERS may contact the SECRETARY or VICE CHAIR in advance of a regularly scheduled BUSINESS MEETING to request being *excused*.
- g. MEMBERS are considered *excused* by default if unable to attend a special BUSINESS MEETING.
- h. MEMBERS may call-in via teleconference to a BUSINESS MEETING.
- i. MEMBERS may establish a *closed session* during BUSINESS MEETINGS. In this case the EX-OFFICIO MEMBERS are asked to excuse themselves from the meeting for the duration of the *closed session*.

2. PUBLIC MEETINGS

Notes

- a. PUBLIC MEETINGS are typically held in the Faculty Dining Room once per month during the fall and spring terms.
- b. The schedule for PUBLIC MEETINGS shall be set by the MEMBERS during the first August BUSINESS MEETING and communicated to:
 - i. The administrative staff
 - ii. Union and temporary staff
 - iii. Sodexo dining services (manage the venue)
 - iv. IT staff (for audio-visual equipment or other IT needs)
 - v. Speakers
- c. The public meetings shall serve as forums for the administrative staff and as a communications platform for the AAC.
- d. The CHAIR may invite the *President* or other *Senior Staff* to speak at PUBLIC MEETINGS.

Notes

AMENDMENTS

There are currently no amendments to the AAC CHARTER & BY-LAWS.

Notes
