

Administrative Alliance Bylaws

These bylaws written and adopted by the administrative professionals of Casper College, shall establish the Casper College Administrative Alliance. The Administrative Alliance has been formed to assist the College in achieving the goals of its mission statement and to promote the value of education by providing support and encouragement to our students and fellow employees. The Alliance will support the enactment of sound educational, academic and administrative policies and procedures which promote and protect the interests and welfare of the College. Alliance members will promote loyalty to Casper College and will encourage all employees to work together in a cohesive, collaborative partnership to provide our students with the best possible educational experience.

I. PURPOSE AND OBJECTIVES

The purpose of the Administrative Alliance will include, but not be limited to the following objectives:

- To advocate, both inside and outside of the College, on matters of concern to our membership and to the College as a whole
- To advise on matters of academic interest and administrative procedures To actively seek solutions to issues of concern to the College in concert with other campus groups
- To serve as a communication vehicle for a meaningful exchange between staff, faculty, and administration relative to issues of mutual concern
- To cooperate with civic bodies having educational objectives; to aid in interpreting to the public the problems, functions, and directions of public education; to identify the role of the community college in response to changing societal needs; and to encourage programs designed to accommodate these needs.

II. MEMBERSHIP

All "Benefit Eligible" employees of Casper College whose duties and responsibilities fall under the "exempt" provisions of the Fair Labor Standards Act (FLSA) and whose employment is neither by contract nor direct negotiation with the Casper College Board of Trustees shall be members of this Administrative Alliance. Those employees designated as "president" or "vice-president" shall not be members of this Alliance.

III. MEETINGS

The Administrative Alliance shall meet on a regular basis, with meeting times established by the Administrative Alliance Chair and Alliance membership.

Special meetings may be called by the Chair or the Executive Committee, the Chair of the Casper College Association or at the written request of three (3) members of the Alliance. The membership must be notified at least one working week in advance of the meeting.

A quorum shall consist of those members present at a meeting.

Administrative Alliance meetings shall be open to all Alliance members, except for good and sufficient reasons which shall be known to the members. Non-members may attend a meeting of the Alliance or of its committees upon approval of TWO-THIRDS (2/3) of the members present.

Any member of the Alliance may address the Alliance as a whole after being recognized by the Chair.

Any person who is not a member may gain permission to address the Alliance from the Chair, subject to overrule by A TWO-THIRDS (2/3) majority vote of the members present.

IV. OFFICERS AND DUTIES

A. Office of the Chair

- To preside at all Administrative Alliance meetings.
- To be an ex-officio member of all Alliance committees.
- To ensure the Alliance meets throughout the year.
- To establish ad hoc committees and appoint members to the committees.
- To sign authorizations for disbursements of funds.
- To serve as a member on the Casper College Council.
- To serve as liaison to the Casper College Association.
- To serve as a liaison to the Casper College Board of Directors.

B. Office of the Vice-Chair

- To assume all duties of the Chair in his/her absence.
- To serve as the Alliance representative to the Casper College Association Council.

C. Office of Secretary

- To keep and preserve an accurate record of all proceedings and maintain the permanent file.
- To distribute meeting minutes to all members of the Alliance in a timely fashion.
- To prepare all correspondence for the Alliance.
- To serve as alliance representative to the Casper College Association Council.

D. Office of Treasurer

- To keep and preserve an accurate record of all financial proceedings and maintain the permanent file.
- To report on financial receipts and balances to all members of the Alliance at monthly meeting and maintain permanent financial records.
- To prepare and sign authorizations for disbursements of funds provided such authorization is co-signed by the Alliance Chair.

In the event the Office of Secretary/Treasurer is filled by one (1) person rather than two (2), that person will be responsible for the duties of both offices.

V. ELECTIONS

The Alliance Chair, Vice Chair, Secretary Treasurer and three (3) representatives to the Casper College Association Activities Committee will be elected by a majority vote of the members present at the meeting announced for election of officers. Voting will take place by secret ballot.

All Alliance members shall be eligible to vote in the Alliance elections and are eligible to have their names placed in nomination for all elected positions.

Names of those persons wishing to be on the ballot for Chair, Vice-Chair, Secretary, Treasurer or Secretary/Treasurer and the three (3) representatives to the Casper College Association Activities Committee should be submitted by April 1 to the Alliance Chair.

VI. TERMS

The officers shall take office as of July 1 of the college year in which they are elected and serve for a period of two years.

The three (3) representatives to the Casper College Association Activities Committee will be guided by the Casper College Association Bylaws. If a vacancy occurs, it shall be filled by action of the Alliance Chair.

VII. ALLIANCE COMMITTEES

All Alliance committees shall be responsible to the Alliance and shall report all of their actions and recommendations to the Alliance.

Committees of the Alliance shall include the Executive Committee, and ad hoc committees as deemed necessary by the Alliance Chair.

The Executive Committee, consisting of the Alliance Officers, shall follow up Alliance recommendations.

The Executive Committee shall have the power to act in behalf of the Alliance when immediate action is required. Such actions and recommendations of the Executive Committee shall in all cases be subject to review by the Alliance as a whole, which shall be notified of all actions and recommendations through the reports of the Executive Committee.

VIII. AMENDMENTS

Amendments to these bylaws shall be submitted to a vote of the membership and passed by a two-thirds ($2/3$) majority of those casting votes. Such amendments must first have been submitted in writing to the voting membership at least ten (10) days prior to the time of voting.

IX. FINANCES

Each year a voluntary financial assessment will be made upon each member to the Alliance. The Alliance can raise additional funds by assessment or requests for funds from the College if approved by a two-thirds ($2/3$) majority of members voting. Proposals for disbursement must be submitted in writing to the Executive Committee at least ten (10) days prior to the time of voting.

One-half ($1/2$) of all Alliance funds are to be reserved for professional activities as determined by the Executive Committee and of benefit to all members.

X. PARLIAMENTARY AUTHORITY

The rules in the current edition of Roberts Rules of Order will govern the meetings of the Administrative Alliance except when they are inconsistent with this Constitution or conflict with any special rules of order which have been adopted by the Alliance.