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 Administrative 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. Administrative 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:

- Communicate and advocate internally and externally on matters to our membership and to the college as a whole through meaningful exchange between staff, administration, faculty and executive council.
- Advise on matters of academic interest and administrative procedures and actively seek solutions in conjunction with the Tri-Alliance and other campus groups.
- 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.
- Serve as positive, professional role models for our campus and community.
- Nominate and vote on yearly Outstanding Administrator Award

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. This will also include Casper College Foundation employees. 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 Tri-Alliance or at the written request of three (3) members of the alliance. Membership will be notified within a reasonable amount of time.

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

Administrative Alliance meetings shall be open to all members unless exceptions are agreed upon by general membership.
IV. OFFICERS AND DUTIES
A. Office of the Chair
- Preside at all Administrative Alliance meetings.
- Be an ex-officio member of all alliance committees.
- Ensure the alliance meets throughout the year.
- Establish ad hoc committees and appoint members to the committees.
- Sign authorizations for disbursements of funds.
- Represent alliance at Casper College Council, Policy Committee, Management Council, Tri-Alliance, and Casper College Board of Directors Meetings

B. Office of the Vice-Chair
- Assume all duties of the Chair in his/her absence.
- Represent alliance at Casper College Council and Tri-Alliance.

C. Office of Secretary
- Keep and preserve an accurate record of all proceedings and maintain the permanent file on alliance web page and the shared drive.
- Distribute meeting minutes to all members in a timely fashion.

D. Office of Treasurer
- Keep and preserve an accurate record of all financial proceedings and maintain in permanent file on alliance web page and shared drive.
- Report on financial receipts and balances to all members at monthly meeting
- Prepare and sign authorizations for disbursements of funds after provision of approval by executive committee

* 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 Tri-Alliance 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 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 Tri-Alliance Activities Committee should be submitted by April 1 to the Chair.

* Recommended timeline: March - call for nominations; April - secret ballot volte; May & June - cross train incoming committee.

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

The three (3) representatives to the Tri-Alliance Activities Committee will be guided by the Tri-Alliance Bylaws. If a vacancy occurs, it shall be filled by action of the Alliance Chair.
VII. ALLIANCE COMMITTEES

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

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

The Executive Committee shall have the power to act on behalf of the Alliance when immediate action is required. Executive committee will report all actions in a timely manner to general membership.

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) business days prior to the time of voting. Amendments made by the board shall be de minimus.

IX. FINANCES

Finances are acquired in two ways, either through voluntary membership dues and/or by allocation from the Casper College operating budget. Each year dues will be collected on a voluntary basis from members. These funds will be used in the following ways:

- 50% of the total collected will be given to the Tri-Alliance to support the Tri-Alliance Activities Committee
- 50% of the total collected will be reserved for professional activities as determined by the Executive Committee and of benefit to all members

If money is appropriated to the Administrative Alliance from the Casper College operating budget it will be used in the following ways:

- Professional Development Funds
- Outstanding Administrator cash award

The alliance can raise additional funds by raising dues or requesting funds from the college if approved by a two-thirds (2/3) majority of members voting. Requests for funds must be submitted in writing to the Executive Committee at least ten (10) business days prior to the time of voting.

X. PARLIAMENTARY AUTHORITY

The rules in the current edition of Roberts Rules of Order will serve as a guideline in 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.

5/17/17 revised