

**THE CONSTITUTION
OF THE
COLLEGE ASSEMBLY OF
ADIRONDACK COMMUNITY COLLEGE**

AMENDED SEPTEMBER 27, 2012

EFFECTIVE DATE JULY 1, 2012

TABLE OF CONTENTS

ARTICLE 1 PROLOGUE.....5

ARTICLE 2 PURPOSES5

 2.1 The purposes of the College Assembly.....5

ARTICLE 3 MEMBERSHIP5

 3.1 Composition.....5

 3.2 Official Membership Roster.....6

 3.3 Interpretation.....6

 3.4 Leaves of Absence6

ARTICLE 4 MEETINGS.....6

 4.1 Frequency.....6

 4.2 Place and Time of Meetings.....6

 4.3 Special Meetings6

 4.4 Secretarial Assistance7

 4.5 Matters for Shared Governance7

 4.6 Agenda8

 4.7 Executive Committee Actions8

 4.8 Quorum.....9

 4.9 Parliamentary Authority.....9

 4.10 Attendance9

ARTICLE 5 VOTING10

 5.1 Definition.....10

 5.2 Methods of Voting.....10

 5.3 Secret Ballot10

 5.4 Proxy Votes10

ARTICLE 6 OFFICERS11

 6.1 Definition.....11

 6.2 Term11

 6.3 Number of Offices.....11

 6.4 Chair.....11

 6.5 Vice Chair11

 6.6 Secretary18

 6.7 Removal of Officers18

 6.8 Parliamentarian.....12

ARTICLE 7 THE PRESIDENT’S COUNCIL.....13

 7.1 Purpose13

 7.2 Composition.....14

 7.3 Terms of Office14

 7.4 Vacancies14

 7.5 Chair.....14

 7.6 Secretarial Services14

 7.7 Agenda14

 7.8 Minutes15

7.9 Meetings.....	15
7.10 Duties	15
7.11 Excessive Absences or Neglect of Council Duties	16
ARTICLE 8 EXECUTIVE COMMITTEE OF THE COLLEGE ASSEMBLY	15
8.1 Composition.....	15
8.2 Term of Office	16
8.3 Vacancies	16
8.4 Chair	16
8.5 Secretary	16
8.6 Agenda	16
8.7 Minutes	16
8.8 Meetings.....	17
8.9 Duties	17
ARTICLE 9 ACADEMIC DIVISIONS	18
8.1 Definition.....	18
8.2 Chair	18
8.3 Secretary	18
8.4 Meetings and Duties	18
ARTICLE 10 ADMINISTRATIVE STAFF	19
10.1 Definition.....	19
10.2 Eligible Representation for College Assembly Committees.....	19
10.3 Meetings	19
10.4 Representatives	20
ARTICLE 11 PRESIDENT OF THE COLLEGE.....	20
11.1 Presidential Report	20
11.2 Attendance	20
11.3 Meeting with Governance Committees.....	20
ARTICLE 12 STANDING COMMITTEES.....	20
12.1 Definition.....	20
12.2 Election.....	20
12.3 Term	21
12.4 Replacement of <i>Pro-tem</i> Representatives.....	21
12.5 Duties of Representatives	21
12.6 Exemption from Representative Requirement.....	22
12.7 Excessive Absence.....	22
ARTICLE 13 STANDING COMMITTEE COMPOSITION.....	22
13.1 <i>Ex-officio</i> Members	22
13.2 Divisional Affairs Members.....	23
ARTICLE 14 STANDING COMMITTEE ORGANIZATION.....	23
14.1 Organizational Meeting	23
ARTICLE 15 STANDING COMMITTEE OFFICERS.....	23
15.1 Election.....	23

15.2 Term	24
16 ARTICLE 16 STANDING COMMITTEE DEFINITION AND DUTIES.....	24
16.1 Definition.....	24
16.2 General Duties.....	24
16.3 Specific Duties	26
ARTICLE 17 GENERAL PROVISIONS FOR STANDING COMMITTEES, SUBCOMMITTEES AND TASK GROUPS	28
17.1 Quorum.....	28
17.2 Voting	29
17.3 Agenda	29
17.4 Meetings.....	29
17.5 Minutes	29
17.6 Official Publication	29
17.7 <i>Pro-tem</i> and Permanent Vacancies	30
17.8 Membership Limitations	30
17.9 Consultants.....	31
17.10 Membership Limitations	31
18 ARTICLE 18 SUBCOMMITTEES	31
18.1 Definition.....	31
18.2 Composition.....	31
18.3 Appointment.....	31
18.4 Duties	32
ARTICLE 19 ELECTIONS.....	32
19.1 Definition.....	32
19.2 Nominating Committee	33
19.3 Method.....	33
19.4 Term of Office for the Faculty Council for Community Colleges and the Faculty-Student Association	33
19.5 Term of Office for All Other Positions.....	34
ARTICLE 20 AMENDMENTS.....	34
20.1 Amendments.....	34
20.2 Ratification.....	34
ARTICLE 21 BOARD OF TRUSTEES ENDORSEMENT	34
ARTICLE 23 SAVING CLAUSE	35

ARTICLE 1 PROLOGUE

The Board of Trustees, Faculty and Administrative Staff of Adirondack Community College are fully committed to achieving the College's Mission Statement, Goals, and Developmental Objectives. To accomplish this, the knowledge and expertise of the College's faculty and Administrative staff shall be drawn upon continually in a cooperative effort. Therefore, it is agreed that this Constitution be formally established as an instrument through which the College's responsibility to its students and sponsors may be mutually shared and adequately fulfilled.

ARTICLE 2 PURPOSES

2.1 The purposes of the College Assembly shall be:

2.1.1

To make recommendations and offer advisory opinions to the President, Vice Presidents, and, through the President, to the Board of Trustees on matters affecting the educational program of the College with the understanding that such recommendations shall receive full consideration.

2.1.2

This Constitution shall govern the committee structure of the College Assembly.

2.1.3

This Constitution shall govern the organization of the College Assembly.

ARTICLE 3 MEMBERSHIP

3.1 Composition

All full-time members of the Administrative Staff who work 60% or more of a full time schedule and are classified in the seven administrative employment categories (in which all administrators are placed upon hire), and all full-time faculty members with the following ranks: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, Assistant Instructor, Technical Instructor, and Special Appointment Adjunct Faculty.

In addition three (3) non-voting representatives from the Support and Confidential Staff Assembly will be members of the College Assembly. The Secretary of the College Assembly will solicit the names of the elected representatives from the Support and Confidential Staff Assembly in May of

each year for inclusion in the official membership roster. Representatives will serve as non-voting members until petitioned by the Support and Confidential Staff Assembly for replacement.

3.1.1 Part-Time Employees

Each Division Chair and department or area supervisor shall be the liaison through which part-time employees participate in governance.

3.2 Official Membership Roster

The Executive Committee shall prepare a complete roster of names that shall constitute the official membership of the College Assembly and Standing Committees, subject to Article 3 Section 3, and shall distribute this list at least two (2) working days before the first College Assembly meeting of each semester of the academic year.

3.3 Interpretation

Interpretation of Article 3 shall be by the Executive Committee, subject to the approval of the College Assembly, as it relates to newly created full-time administrative and full-time faculty positions and/or responsibility changes.

3.4 Leaves of Absence

Members of the College Assembly on sabbatical leave or unpaid leave of absence are not required to participate in any of the proceedings of the College Assembly, but may do so if they desire.

ARTICLE 4 MEETINGS

4.1 Frequency

The College Assembly shall meet monthly during the academic year, except January.

4.2 Place and Time of Meetings

The College Assembly shall meet at a time and place established by the College's "Meetings Calendar."

4.3 Special Meetings

Special meetings of the College Assembly shall be called by the Executive Committee at its discretion or

4.3.1

Upon petition of five or more members of the College Assembly, the Executive Committee shall meet no later than five working days and vote whether to hold a special meeting, or

4.3.2

Upon petition to the Chair of the Executive Committee by 20% of the official membership of the College Assembly, the Executive Committee must call a special meeting of the College Assembly to be held no later than five working days after the receipt of the petition.

4.3.3

Each petition shall be in writing, dated and signed by all petitioners and contain the specific item(s) to be included on the agenda of the special meeting.

4.4 Secretarial Assistance

4.4.1

The President's Office shall arrange for secretarial assistance to take, prepare, and distribute all minutes of the College Assembly to all members no later than five working days after the meeting. The minutes shall contain a record of all votes taken by the College Assembly and a summary of debate on each vote. See Article 17 Section 6.

4.4.2

The President's Office shall arrange for secretarial assistance to maintain an official file of all materials and an official membership roster relating to the College Assembly. One file shall be placed in a permanent location determined by the Executive Committee and a duplicate file shall be placed on the College computer network.

4.5 Matters for Shared Governance:

4.5.1

Any member of the College Assembly may bring the matter directly to the Executive Committee of the College Assembly, or

4.5.2

A shared governance committee may decide to consider a matter brought to it by one of its members. The chair, or designee, of that committee shall inform the Executive Committee of the matter under consideration, or

4.5.3

Any member of the Executive Committee may bring a matter to the Executive Committee for consideration, or

4.5.4

A motion made from the floor of the College or

4.5.5

The President or the Vice-Presidents may present the matter to the Executive Committee of the College Assembly.

4.6 Agenda

4.6.1

Requests for consideration of agenda items shall be submitted in writing to the Executive Committee.

4.6.2

The agenda for each College Assembly meeting shall include the complete text of the recommendations of the Committees scheduled for action at that meeting.

4.6.3

Nothing in this Constitution shall be interpreted as limiting the freedom of the College Assembly to consider any matter at any time.

4.7 Executive Committee Actions

Once a request is made for a matter to be considered, the following procedure shall be followed.

4.7.1

The Executive Committee shall review all requests and refer matters to the appropriate shared governance committee together with a charge and a timeline for response. Should the Executive Committee deem that the matter not be considered by the shared governance body, the request shall be returned with an explanation.

4.7.2

The Vice Chair of the Executive Committee shall initiate the tracking of all matters.

4.7.3

The charged committee shall debate and deliberate on the matter and present a written recommendation to the Vice Chair of the Executive Committee.

4.7.4

The Executive Committee shall review the recommendations and forward those recommendations to the appropriate party and/or the College Assembly for consideration.

4.7.5

The appropriate party shall respond to the Chair of the Executive Committee within 30 working days. The response shall include the decision to accept or reject the recommendation, an explanation should the recommendation be rejected, and an implementation plan with a timeline. The responding party can request an extension of time or additional consultation with the Executive Committee.

4.7.6

The Vice Chair of the Executive Committee shall report all requests, committee recommendations, responses, and disposition of all matters to the College Assembly at its next meeting.

4.7.7

The Secretary of the Executive Committee shall maintain a record of all actions of the Executive Committee and this record shall become part of the official documents of the College Assembly. The Secretary will prepare and publish a summary of all actions at the end of the year.

4.8 Quorum

A quorum for all meetings shall consist of a majority of the official membership roster as established in Article 3 Section 2. No official action shall be taken in the absence of a quorum. Proxy votes shall not count toward a quorum except as indicated in Article 20 Section 2.

4.9 Parliamentary Authority

Parliamentary authority for all meetings of the College Assembly, Divisions, Administrative Staff, Standing Committees, Subcommittees, and Task Groups shall be *Robert's Rules of Order* (latest revised edition), unless superseded by this Constitution.

4.10 Attendance

4.10.1

Attendance at College Assembly meetings is a professional obligation of all members.

4.10.2

College Assembly sessions are open to members. Non-members such as part-time faculty, student senators, and invited guests attend as observers with voice. However, if they do not appear on the agenda, speaking time shall be limited to two minutes. The Chair may grant additional time.

4.10.3

Executive sessions are open to members only. No official action shall be taken at an executive session. An executive session may be called by:

4.10.3.1

The Executive Committee, or

4.10.3.2

a request included in the petition for a special meeting, or

4.10.3.3

a vote by a majority of the members present at a session.

ARTICLE 5 VOTING

5.1 Definition

Each member of the College Assembly shall be entitled to one vote.

5.2 Methods of Voting

Voting shall be by voice, division (raising of hands), or ballot.

5.3 Secret Ballot

Any member of the College Assembly may request a secret ballot. Such secret ballot shall be conducted by the Chair on preprinted ballots that shall contain the words "yes," "no," and "abstain." It is the responsibility of the Chair to have a sufficient supply of pre-printed ballots available for each meeting.

5.4 Proxy Votes

5.4.1

Proxy votes shall be in writing, signed and dated and shall authorize a specific member to vote on one specific issue.

5.4.2

No member may cast more than one proxy vote per issue.

5.4.3

Members holding proxy votes shall inform the Chair before the voting begins on the issue in question.

ARTICLE 6 OFFICERS

6.1 Definition

The officers of the College Assembly shall consist of a Chair, Vice-Chair and a Secretary.

6.2 Term

The term for elected officers shall be for one year or until a successor is chosen.

6.3 Number of Offices

No member may hold more than one office concurrently.

6.4 Chair

6.4.1

The Chair shall be elected for a one-year term beginning July 1 following his/her election through the following June 30 or until a successor is chosen.

6.4.2

All resolutions passed by the College Assembly shall be formally communicated, in writing, by the Chair to the appropriate party.

6.4.3

The Chair or a majority of the Executive Committee shall create Task Groups of the College Assembly. Members of these Task Groups shall be elected by the College Assembly. The task group shall elect its own Chair and Secretary.

6.4.4

The Chair shall be the official representative for the College Assembly to the Board of Trustees, the Boards of Supervisors, other governmental bodies, and the public. The Chair may appoint other members of the College Assembly to serve in this capacity.

6.4.5

The Chair shall serve on the President's Council.

6.4.6

The Chair will meet with the President when necessary.

6.5 Vice Chair

6.5.1

The Vice Chair shall be elected for a one-year term beginning July 1 following his/her election through the following June 30 or until a successor is chosen.

6.5.2

The Vice Chair shall assist the Chair and chair the College Assembly in the absence of the Chair.

6.5.3

The Vice Chair shall keep a record of all matters in the governance structure and report on their status to the Chair and the Executive Committee.

6.5.4

The Vice Chair shall report the disposition of all resolutions to the College Assembly.

6.6 Secretary

6.6.1

The Secretary shall be elected for a one-year term beginning July 1 following his/her election through the following June 30 or until a successor is chosen.

6.6.2

The Secretary shall develop all agendas and keep all minutes for the Executive Committee.

6.6.3

The Secretary shall maintain a record of all transactions of the Executive Committee for the official record.

6.7 Removal of Officers

An officer shall be removed upon a 2/3 vote of the College Assembly.

6.8 Parliamentarian

6.8.1

The Parliamentarian shall be appointed by the Chair with the advice of the Executive Committee before the first College Assembly meeting of the academic year for an one-year term commencing with this first meeting.

6.8.2

The Parliamentarian shall advise the Chair during College Assembly meetings.

6.8.3

The Parliamentarian shall consult with the Chair, the Executive Committee and any member of the College Assembly as requested on matters of procedure.

6.8.4

The Parliamentarian shall publish at least once a year a summary of relevant parliamentary procedure(s) for the College Assembly.

6.8.5

Upon a majority vote of the Executive Committee or a 2/3 vote of the College Assembly, the Chair shall review the performance of the Parliamentarian and decide to retain or replace the Parliamentarian. If the Parliamentarian is replaced, the Chair shall appoint a *pro-tem* Parliamentarian with the advice of the Executive Committee. See Article 17 Section 7.

ARTICLE 7 THE PRESIDENT'S COUNCIL

7.1 Purpose

The role of President's Council within governance is to serve as a means of communication among the constituencies within the College community. As a communication body within governance, the President's Council shall have no authority over the operations or agenda setting of each of the Assemblies or Student Senate. While most policy recommendations may come from the College Assembly, Support and Confidential Staff Assembly and Student Senate, the President's Council may on occasion make policy recommendations to the President as well.

7.2 Composition

The President's Council shall be composed of the President, the Vice President for Academic and Student Affairs, the Vice President for

Administrative Services and Treasurer , the Vice President for Institutional Advancement, the Chair of the College Assembly, four (4) at large representatives of College Assembly, the President of the Faculty Association, the Chair of the Support and Confidential Staff Assembly, two (2) at large representatives from the Support and Confidential Staff Assembly, the President of the Educational Support Personnel Union and the President of the Student Senate.

7.3 Term of Office

The members of the President's Council who are at-large representatives shall serve an one-year term from July 1 to June 30. There shall be no limit to the number of terms a person may serve on the President's Council.

7.4 Vacancies

Vacancies on the President's Council shall be filled by an election of a new representative from the appropriate body. A temporary vacancy may be filled by the chair from the appropriate body.

7.5 Chair

The President of the College shall be the Chair of the President's Council.

7.6 Secretarial Services

The President's office shall provide the necessary secretarial services for the President's Council.

7.7 Agenda

In collaboration with members of President's Council, the President shall prepare an agenda for all meetings and distribute it to the College community at least three working days before each meeting.

7.8 Minutes

Minutes of all meetings of the President's Council will be recorded and distributed to the College community. Such minutes should be distributed within five working days from the meeting. Majority and minority positions voiced at the meeting will be noted in the meeting minutes. Approval of the minutes will occur at the next meeting of the President's Council. See Paragraph 17.6.

7.9 Meetings

7.9.1

The meetings of the President's Council shall be open to any member of the College.

7.9.2

The President's Council shall meet at least monthly during the academic year, except January, and shall meet in special session as follows:

7.9.2.1

At the request of the President, or

7.9.2.2

in response to a signed written request of a majority of the members of the President's Council.

7.10 Duties

7.10.1

To serve as an advisory body to the President on College philosophy, policy, and procedure.

7.10.2

To consider whatever matters members bring before it.

7.10.3

Generally, to proceed on the basis of consensus, but any member may request that a vote be taken.

7.10 Excessive Absences or Neglect of Council Duties

Excessive absence shall be defined as two per academic year without prior notification. It is the responsibility of the representative to notify the chair of the body he/she is representing should he/she be unable to fulfill his/her responsibilities so that a substitute can be appointed. A member of the President's Council may be removed for excessive absence or neglect of council duties by a majority vote of the body they represent.

ARTICLE 8 EXECUTIVE COMMITTEE OF THE COLLEGE ASSEMBLY

8.1 Composition

The Executive Committee shall be composed of the Chair, Vice Chair, Secretary, and two (2) at-large representatives from the College Assembly.

8.2 Term of Office

The members of the Executive Committee shall serve a one-year term from July 1 to June 30. There shall be no limit to the number of terms a person may serve on the Executive Committee.

8.3 Vacancies

Vacancies on the Executive Committee shall be filled by an election of a new representative by the College Assembly.

8.4 Chair

The Chair shall be the Chair of the Executive Committee.

8.5 Secretary

The Secretary shall serve as the Secretary for the Executive Committee.

8.6 Agenda

The Chair of the Executive Committee shall prepare an agenda for all meetings and distribute it to the College Assembly at least three working days before each meeting.

8.7 Minutes

Minutes of all meetings of the Executive Committee will be recorded and distributed to the College Assembly. Such minutes should be distributed within five working days from the meeting. Approval of the minutes will occur at the next meeting of the Executive Committee.

8.8 Meetings

8.8.1

The meetings of the Executive Committee shall be open to any member of the College Assembly.

8.8.2

The Executive Committee shall meet at least monthly during the academic year, except January, and shall meet in special session as follows:

8.8.2.1

At the request of the President of the College, or

8.8.2.2

At the request of the Chair of College Assembly, or

8.8.2.3

in a signed written request of a majority of the members of the Executive Committee, or

8.8.2.4

in response to a petition for a special meeting as set forth in Article 4, Section 3, Paragraphs 1 or 2.

8.9 Duties

8.9.1

To ensure that recommendations emerging from the College Assembly reach their proper disposition.

8.9.2

To consider whatever matters members bring before it and refer such items to other campus groups as appropriate.

8.9.3

To charge each committee with the task of making recommendations on all matters appropriate to that committee.

8.9.4

To recommend to the appropriate committee the establishment of Subcommittees as needed.

8.9.5

To recommend to the College Assembly changes in this Constitution.

8.9.6

Generally, to proceed on the basis of consensus, but any member may request that a vote be taken.

8.9.7

To review and approve agenda items which require College Assembly approval before placing them on the agenda for an upcoming meeting.

8.9.8

To serve as the Nominating Committee to the College Assembly. No member shall be nominated or elected *in absentia* to any Office or Committee of the College Assembly without the nominee's signed written consent.

8.9.9

To prepare and distribute the agenda for all meetings of the College Assembly to all members at least three working days before the meeting. The agenda shall include the complete text of all recommendations scheduled for action at the meeting.

ARTICLE 9 ACADEMIC DIVISIONS REPRESENTATION OF CONSTITUENCIES

9.1 Definition

There are nine Academic Divisions established by the College: Business, English, Humanities, Library, Math/Engineering/Computer Science, Health Sciences, Science, Social Science, and Technology. In addition, a tenth (10th) Academic Division consisting of the Counseling Faculty will exist for the purposes of this Constitution only.

9.2 Chair

The Chair of each Academic Division shall be the appropriate Division Chair. The Counseling Faculty will elect a Division Chair for the purpose of this Constitution only.

9.3 Secretary

Each Academic Division shall select a Secretary.

9.4 Meetings and Duties

Each Academic Division shall meet monthly during the academic year, except January and May, and be responsible for the following:

9.4.1

To review on a continuing basis its educational program and to make recommendations to the Instructional Affairs Committee.

9.4.2

To evaluate its instructional staff needs and make recommendations to the Vice President of Academic and Student Affairs

9.4.3

To make recommendations as it deems appropriate to its mission and refer such recommendations to the Executive Committee.

9.4.4

To establish Subcommittees as needed.

9.4.5

To prepare an agenda by the Chair and/or Secretary and distribute it to the College Assembly at least three working days prior to each Division's meeting and shall include approval of prior minutes, reports from each of its committee representatives, and any other business that shall come before each Academic Division.

9.4.6

To prepare and distribute minutes of each meeting to the College Assembly no later than five working days after the meeting.

ARTICLE 10 ADMINISTRATIVE STAFF

10.1 Definition

The Administrative Staff are members of the College Assembly who are not Faculty in one of the ten (10) Academic Divisions. The Administrative Staff will elect representatives to standing committees.

10.2 Eligible Representation for College Assembly Committees

Members of the Administrative Staff classified in levels 1 through 5, inclusive, are eligible representatives for College Assembly Standing Committees.

10.3 Meetings

The Administrative Staff shall meet periodically to discuss current issues with their representatives.

10.4 Representatives

The Administrative Staff will elect three (3) representatives to, Professional Development, Professional Recognition and Student Affairs Committees. The Administrative Staff shall elect four (4) members to the Administrative Affairs Committee.

Article 11 PRESIDENT OF THE COLLEGE

11.1 Presidential Report

The President shall make a report to the College Assembly at each meeting and address issues of interest at the request of members of the College Assembly.

11.2 Attendance

Attendance at College Assembly meetings is a professional obligation of the President.

11.3 Meeting with Governance Committees

The President shall respond to all requests for his/her appearance at any standing committee, sub-committee or task force meeting. The President will make every effort reasonably possible to attend a meeting when invited.

ARTICLE 12 STANDING COMMITTEES

12.1 Definition

The following shall be the Standing Committees of the College Assembly: Instructional Affairs Committee, Professional Development Committee, Professional Recognition Committee, Student Affairs Committee, the Administrative Affairs Committee, and Divisional Affairs Committee.

12.2 Election

12.2.1

The Academic Divisions shall each elect one (1) representative to each standing Committee except the Divisional Affairs Committee.

12.2.2

The Administrative Staff shall elect three (3) representatives each to the Professional Recognition, Professional Development, and Student

Affairs committees. There will be four (4) members from the Administrative Staff elected to the Administrative Affairs Committee.

12.2.3

The Support and Confidential Staff Assembly shall elect 3 (three) members to serve on the Administrative Affairs Committee.

12.2.4

Academic Division, Administrative Staff, and Support and Confidential Staff elections shall be held no later than the second Friday in April. Results of these elections shall be forwarded to the Secretary of the College Assembly.

12.3 Term

12.3.1

The term of office for members of each Standing Committee, except for the Divisional Affairs Committee, shall be for two years: July 1 through June 30 of the second year following their election or until their successors are chosen.

12.3.2

The term of office for *ex-officio* members shall be identical to their term of office as administrators.

12.4 Replacement of *Pro-tem* Representatives

In the absence of a Faculty member on any Standing Committee, the appropriate Academic Division Chair may appoint a *pro-tem* member from the available members of the division. Whenever the appropriate Chair is not available, the Vice President for Academic and Student Affairs may make the *pro-tem* appointment. In the absence of an Administrative Staff member on any Standing Committee, the College President may appoint a *pro-tem* member from the available Administrative Staff. See Article 17 Section 7 Paragraph 2.

12.5 Duties of Representatives

12.5.1

To represent accurately and completely the position of their constituency to the Standing Committee.

12.5.2

To inform their constituency of Standing Committee activity.

12.5.3

To attend meetings regularly.

12.6 Exemption from Representative Requirement

Under extraordinary circumstances, the Executive Committee may grant an exemption from the representative requirement at a Division's request.

12.7 Excessive Absence

Excessive absence shall be defined as two per academic year without prior notification. It is the responsibility of the committee members to notify their Vice President or Division Chair so that substitutes can be appointed.

12.7.1

A committee member may be removed from committee membership for excessive absence by a majority vote of his or her representative body.

ARTICLE 13 STANDING COMMITTEE COMPOSITION

Each Standing Committee, except the Divisional Affairs Committee, shall be composed of *ex-officio* members and elected representatives from each of the Divisions, Support and Confidential Staff Assembly, and from the Administrative Staff as appropriate to the membership of each committee as described in Article 12 Section 2. However, see Article 12 Section 6. In addition, the Student Affairs Committee will have up to four (4) student members to be selected according to the Student Senate, and the Professional Recognition Committee will have one (1) student member to be selected according to the Student Senate.

13.1 *Ex-officio* Members

13.1.1

The Vice President of Academic and Student Affairs or his/her designee, the Registrar, a representative from the Financial Aid office, and a representative from the Career and Advisement office shall be *ex-officio* members of the Instructional Affairs Committee.

13.1.2

The Vice President of Academic and Student Affairs or his/her designee shall be the *ex-officio* member of the Professional Development Committee.

13.1.3

The Academic and Student Affairs or his/her designee shall be the *ex-officio* member of the Professional Recognition Committee.

13.1.4

The Vice President for Academic and Student Affairs or his/her designee shall be the *ex-officio* member of the Student Affairs Committee.

13.1.5

The Vice President for Administrative Services and Treasurer shall be the *ex-officio* member of the Administrative Affairs Committee,

13.1.6

The Vice President of Academic and Student Affairs shall be the *ex-officio* member of the Divisional Affairs Committee.

13.2 Divisional Affairs Members

The membership of the Divisional Affairs Committee shall consist of the Chair of each Academic Division.

ARTICLE 14 STANDING COMMITTEE ORGANIZATION

14.1 Organizational Meeting

14.1.1

Each newly composed Standing Committee shall hold its first organizational meeting to elect officers after the second Friday in April but before the last day of classes in May. The newly elected officers will begin their duties on July 1. The *ex-officio* member of each Committee shall convene and chair this organizational meeting. The Registrar shall convene and chair the first meeting of the Instructional Affairs Committee.

14.1.2

The newly elected Chair and Secretary and the *ex-officio* member of each Standing Committee shall meet with the current Chair and Secretary to review outstanding Standing Committee business.

14.1.3

The newly elected Chair and Secretary shall submit in writing the Standing Committee's plan of action to the Executive Committee by October 15 of each year.

ARTICLE 15 STANDING COMMITTEE OFFICERS

15.1 Election

Each Committee shall elect a Chair, and Secretary, by secret ballot unless a position is uncontested.

15.1.1

No *ex-officio* member may be elected Chair of a Standing Committee

15.1.2

No *ex-officio* member of a standing committee shall be entitled to vote under any circumstances. The *ex-officio* member cannot also serve as the *voting* member representing his/her administrative area.

15.1.3

Any officer may be removed for neglect of duties by majority vote of the Standing Committee.

15.2 Term

Each Chair and Secretary shall serve for one year from the July 1 following their election through the following June 30 or until a successor is chosen.

ARTICLE 16 STANDING COMMITTEE DEFINITION AND DUTIES

16.1 Definition

Each Standing Committee shall give advisory opinions and make recommendations to the College Assembly Executive Committee and President in the standing areas listed below, but additional areas may be assigned by the Executive Committee. The standing areas listed are intended to be illustrative only and not restrictive.

16.2 General Duties

16.2.1

To elect a Chair and a Secretary at the organizational meeting. See Article 14 Section 1 Paragraph 1.

16.2.2

To form Subcommittees as needed or as requested by the Executive Committee.

16.2.3

To determine the composition of Subcommittees.

16.2.4

To charge Subcommittees and review their progress.

16.2.4.1

The committee charging the subcommittee shall send a copy of the charge to the Chair of the Executive Committee.

16.2.5

To accept recommendations from Subcommittees and approve them or return them for further work.

16.2.6

To promote and encourage effective operation of Subcommittees.

16.2.7

To meet at least monthly during the academic year, except January and June.

16.2.7.1

The chair of a standing committee may call additional meetings as necessary.

16.2.8

To provide for minority reports when deemed necessary by any member of the committee.

16.2.9

To review the policy implementation of College Committees relating to the Standing committee's matters of concern.

16.2.10

To prepare an agenda and distribute it to the College Assembly at least three working days prior to each meeting.

16.2.11

To prepare and distribute minutes of each meeting to the College Assembly no later than five working days after the meeting. Minutes shall be discussion minutes which highlight the topics discussed as well as opinions and statements made during each discussion.

16.2.12

To prepare all recommendations in writing including the objectives (the purpose of the recommendation) set by the recommendation, a detailed description of the goals (action steps to be taken to achieve the objectives), the pros and cons, and an impact statement on the intended outcomes of the recommendation.

16.2.13

To prepare all approved resolutions in writing for the Executive

Committee.

16.2.14

To maintain an official file of all Standing Committee business including agendas and minutes and to cause such file to be posted on the College's computer network ten (10) days after the minutes are approved by the committee.

16.3 Specific Duties

16.3.1 Instructional Affairs Committee

The Instructional Affairs Committee shall formulate policy, make policy recommendations to and advise the College Assembly and the President. Matters of concern to the Instructional Affairs Committee shall include but not be limited to:

- a. academic standards,
- b. implementation of academic regulations,
- c. requirements for degrees and graduation,
- d. academic code of conduct,
- e. international education,
- f. distance learning,
- g. academic assessment,

In addition, the Instructional Affairs Committee shall review and recommend new degrees, degree programs, and changes in existing degree programs to the College Assembly. Matters of concern to the Instructional Affairs Committee shall include but not be limited to:

- a. curricula,
- b. the status and impact of new courses,
- c. student requests for waivers and course substitutions.

16.3.2 Professional Development Committee

The Professional Development shall formulate policy, make policy recommendations and advise the College Assembly and the President. Matters of concern to the Professional Development Committee shall include but not be limited to:

- a. the funding for continuing education and professional development,
- b. development of professional activities,
- c. sabbatical leave.

In addition, the Professional Development Committee shall

- a. make recommendations on Research and Curriculum Development Awards,
- b. coordinate the College Lecture Series,

- c. plan and offer an annual seminar for all members of the College Assembly,
- d. assist with the ACC's Speaker's Bureau, in-service programming and writing grant proposals.

16.3.3 Professional Recognition Committee

The Professional Recognition Committee shall formulate policy, make policy recommendations and advise the College Assembly and the President. Matters of concern to the Professional Recognition Committee shall include but not be limited to:

- a. developing and implementing of awards recognizing professional service,
- b. determining guidelines for monetary awards and keepsakes,
- c. making recommendations to the President for the Chancellor's Awards for Excellence, President's Awards for Excellence and other awards and/or honor programs,
- d. coordinating Faculty/Staff Recognition Program,
- e. recommending to the Promotions Continuing Contract and Appointments Committee of the Faculty Association of Adirondack Community College candidates for Distinguished Professor.

16.3.3.1

The Professional Recognition Committee may go into Executive Session of only committee members when discussing individual personnel matters.

16.3.4 Student Affairs Committee

The Student Affairs Committee shall formulate policy, make policy recommendations and advise the College Assembly and the President. Matters of concern to the Student Affairs Committee shall include but not be limited to:

- a. athletics,
- b. counseling and admissions,
- c. extracurricular activities,
- d. financial aid,
- e. student retention and cultural affairs,
- f. academic advisement,
- g. selection procedure for the Chancellors Award for Excellence for Students,
- h. registration,
- i. student code of conduct
- j. accessibility services.

In addition, the Student Affairs Committee shall convene the Scholarship Committee, College Disciplinary Review Board, and Club Advisor Compensation Committee.

16.3.5 Administrative Affairs Committee

The Administrative Affairs Committee shall formulate policy, make policy recommendations and advise the College Assembly and the President. Matters of concern to the Administrative Affairs Committee shall include but not be limited to:

- a. budget,
- b. procedures for the selection, with the permission of the Board of Trustee, and evaluation of the President, Vice-Presidents and the Deans,
- c. campus technology,
- d. public safety,
- e. college website,
- f. review of college mission and vision,
- g. facilities and new buildings,
- h. strategic planning,
- i. institutional effectiveness,
- j. human resources,
- k. general college operations.

16.3.6 Divisional Affairs Committee

The Divisional Affairs Committee shall formulate policy, make policy recommendations and advise the College Assembly and the President. Matters of concern to the Divisional Affairs Committee shall include but not be limited to:

- a. administration, development, and organization of all Academic Divisions,
- b. academic operations,
- c. instructional budget,
- d. scheduling,
- e. placement of students,
- f. learning resources.

ARTICLE 17 GENERAL PROVISIONS FOR STANDING COMMITTEES, SUBCOMMITTEES AND TASK GROUPS

17.1 Quorum

A quorum for the conduct of business shall be a majority of the official membership roster. No official business shall be transacted in the absence of

a quorum.

17.2 Voting

17.2.1

Proxy votes shall not be allowed.

17.2.2

Student members shall enjoy full voting privileges except in cases where FERPA protected information may be disclosed.

17.3 Agenda

The agenda for all meetings shall be prepared and distributed to the College Assembly by the appropriate Secretary at least three working days before the meeting and shall include all relevant written material.

17.4 Meetings

17.4.1

General meetings are open to all members of the College Assembly. Non-members may attend as observers with voice. However, if non-members do not appear on the agenda, their speaking time shall be limited to two minutes at the discretion of the Chair. The Chair may grant additional time.

17.4.2

Standing Committee special meetings shall be called by the Chair or at the written signed request of any five (5) members of the Committee. Task Group special meetings shall be called by the Chair or at the written signed request of any two (2) members of the Task Group.

17.4.3

Each Standing Committee shall meet at least monthly during the academic year and more often if required by the business on its agenda, except January and June.

17.5 Minutes

The Secretary of each Standing Committee shall distribute the minutes of each meeting to all members of the College Assembly.

17.6 Official Publication

For the purposes of this Constitution, the terms: "publish," "distribute," "to the College Assembly," "to all members" shall be interpreted by the Executive

Committee. The Executive Committee shall determine the official publication site of the Assembly and publish it along with the official membership roster in Article 3 Section 2 no later than five (5) working days before each semester of the academic year.

17.7 *Pro-tem* and Permanent Vacancies

The elected or appointed member shall take office immediately and serve the unexpired term.

17.7.1

The Chairs of the Academic Divisions or the chair of the Divisional Affairs Committee shall select a *pro-tem* Chair and/or a *pro-tem* Secretary. A permanent Secretary vacancy shall be filled by election at the next regularly scheduled meeting.

17.7.2

Permanent vacancies to Standing Committees shall be filled by a special election of the Division, Administrative Staff, Support and Confidential Staff Assembly or Student Senate affected by the vacancy. See Article 12 Section 4 for *pro-tem* vacancies.

17.7.3

Permanent and *pro-tem* vacancies to the Faculty Student Association's Board of Directors, and Task Groups shall be filled through appointment by the Chair of that respective Committee.

17.7.4

President's Council - see Article 7 Section 3.

17.8 Membership Limitations

Participation shall be limited to membership on any combination of any four of the following:

17.8.1

Advisor to student organizations,

17.8.2

Faculty Representative or Alternate to the Faculty Council for Community Colleges,

17.8.3

Faculty-Student Association's Board of Directors,

17.8.4
Executive Committee,

17.8.5
Standing Committees,

17.8.6
Task Groups.

17.9 Consultants

The College Assembly, Divisions, President's Council, Executive Committee, Standing Committees, or Task Groups may select non-voting consultants on either a permanent or a *pro-tem* basis from among members of the College Assembly, general public, part-time faculty, and/or student population.

17.10 Membership Limitations

No member shall serve concurrently on the Professional Development and Professional Recognition Committees.

ARTICLE 18 SUBCOMMITTEES

18 .1 Definition

Every Division, the Chair, see Article 6 Section 4 Paragraph 3, and Standing Committees may form Subcommittees as needed to meet specific objectives. It is the purpose of this Article to give general direction only, leaving specific direction to the body creating the Subcommittee.

18.1.1 Joint Subcommittees

The College Assembly may form joint subcommittees with other shared governance bodies.

18.2 Composition

18.2.1

Each Subcommittee shall have at least two (2) members.

18.2.2

The Chair of the Subcommittee must be a member of the body creating it.

18.3 Appointment

The Chair of the body creating the Subcommittee, with the advice and

consent of the members creating the Subcommittee, shall appoint the members of the Subcommittee. The Subcommittee shall elect its own Chair and Secretary.

18.4 Duties

18.4.1

To receive in writing the charge from the body creating the Subcommittee. The charge shall contain the specifically stated goal(s) and a time limit for completion of the assignment.

18.4.1.1

The charge of a joint subcommittee shall be determined by the body creating the subcommittee in consultation with the other shared governance body.

18.4.2

To meet regularly.

18.4.3

To keep the Chair of the body creating the Subcommittee informed of its progress.

18.4.4

To prepare a final written report including its recommendation(s), the pros and cons, and an assessment of the impact the proposal will have on the future of the College. A copy of the report shall be distributed to the body creating it and to the Chair of the Executive Committee.

18.4.5

To provide for minority reports when necessary.

18.4.6

If a Subcommittee cannot complete its goal(s) within the time limit established in its original charge, the body creating the Subcommittee shall determine the Subcommittee's abolition or continued existence with or without personnel or goal modifications.

ARTICLE 19 ELECTIONS

19.1 Definition

This Article shall govern elections for the Chair, Vice Chair and Secretary of the College Assembly, the at-large representatives to the Executive Committee, the Faculty Student Association, and the Representative and Alternate to the Faculty Council for Community Colleges.

19.2 Nominating Committee

The Executive Committee shall serve as the nominating Committee for these positions.

19.3 Method

The following provisions shall govern the election:

19.3.1

During the month of March, the Executive Committee shall solicit in writing nominations for all elected positions.

19.3.2

The Executive Committee shall prepare and distribute a list of its nominations to all members of the College Assembly at least three (3) working days before the College Assembly meeting in April. The Executive Committee shall attempt to present at least two nominations for each position.

19.3.3

Additional nominations shall be allowed from the floor.

19.3.4

Elections shall be by secret ballot, unless a position is uncontested. Proxy votes shall be accepted. See Article 5 Section 4 Paragraphs 1 to 3.

19.3.5

Election shall be by majority vote.

19.3.6

Only those members of the College Assembly represented by the office concerned may vote in that election.

19.4 Term of Office for the Faculty Council for Community Colleges and the Faculty-Student Association

19.4.1

The term of office for the Representative and Alternate to the Faculty Council for Community Colleges shall be for three years from June 1 following their election through May 31 of the third year following their election or until a successor is chosen.

19.4.2

The term of office for the Representative to the Faculty-Student

Association's Board of Directors shall be for four years from June 1 following the election through May 31 of the fourth year following their election or until a successor is chosen.

19.5 Term of Office for All Other Positions

The term of office for all other elected positions shall be as stated previously in the respective Article(s) that governs those positions.

ARTICLE 20 AMENDMENTS

20.1 Amendments

20.1.1

Amendments to this Constitution shall be initiated by one of the following methods:

20.1.1.1

A majority vote of the members present at any College Assembly meeting, or

20.1.1.2

a petition signed by at least 25% of the members of the College Assembly and presented to the Executive Committee, or

20.1.1.3

a majority vote of the Executive Committee.

20.1.2

Amendments initiated in Article 20 Section 1 Paragraph 1 must be submitted to the College Assembly in writing at least five (5) working days before the meeting at which the Amendments will be ratified.

20.2 Ratification

Amendments initiated in Article 20 Section 1 Paragraph 1 must be ratified by a 2/3 majority of the members of the College Assembly present. Proxy votes shall be allowed and shall be counted as members present for the passage of the Amendment(s). Amendment(s) receiving such 2/3 vote, this Constitution of the College Assembly shall be deemed amended.

20.2.1

Once initiated, proposed Amendments may not be modified and ratified in the same meeting. Article 20 Section 1 Paragraph 2 will apply to said modifications.

ARTICLE 21 BOARD OF TRUSTEES ENDORSEMENT

This constitution and all future amendments to this constitution shall be forwarded to the Board of Trustees for endorsement.

ARTICLE 22 SAVING CLAUSE

In the case of conflict, this Constitution shall be subordinate to the Constitutions of the United States of America and of the State of New York, the current Agreement between the Board of Trustees of Adirondack Community College and the Faculty Association of Adirondack Community College, and the published policies of the College's Board of Trustees.

Ratified by the Faculty February 5, 1981
Amended by the Faculty Assembly April 19, 1984
Amended by the Faculty Assembly October 3, 1986
Amended by the Faculty Assembly March 22, 1991
Amended by the Faculty Assembly September 10, 1993
Amended by the Faculty Assembly February 3, 1995
Amended by the Faculty Assembly March 3, 2000
Amended by the Faculty Assembly March 2, 2001
Amended by the Faculty Assembly December 7, 2001
Amended by the Faculty Assembly September 6, 2002
Amended by the Faculty Assembly April 30, 2004
Amended by the College Assembly March 4, 2005
Amended by the College Assembly May 4, 2007
Amended by the College Assembly December 4, 2009
Endorsed by the Board of Trustees December 17, 2009
Amended by the College Assembly May 7, 2010
Endorsed by the Board of Trustees June 24, 2010
Amended by the College Assembly March 4, 2011
Endorsed by the Board of Trustees March 24, 2011