

Bylaws of College of Southern Nevada Administrative Faculty Assembly

Article I: Name

The name of the organization shall be the Administrative Faculty Assembly (AFA) of the College of Southern Nevada.

Article II: Purpose

The Administrative Faculty Assembly (AFA) will assure non-instructional administrative faculty (Director level and below) participation in the formulation, implementation and evaluation of institutional policies and goals; serve as a liaison to the President on non-instructional administrative faculty issues; and provide avenues to promote institutional cohesiveness and shared governance. The purpose of the AFA and these bylaws shall not be in conflict with the CSN Mission and Bylaws or the Bylaws of the NSHE Board of Regents.

Article III: Objectives

- a. Evaluate, study, recommend policies and/or modifications to existing or proposed college policies and procedures that impact the non-instructional administrative faculty; and to provide input to create and maintain a secure, equitable and fair work environment. Policy recommendations will follow regular procedures for final review.
- b. Provide periodic review in collaboration with Human Resources regarding benefits and retirement issues and the impact on non-instructional administrative faculty, recommend and provide input to the Faculty Senate salary and benefits committee and the CSN administration regarding such issues.
- c. Provide input in the personnel policies and procedures pertinent to non-instructional administrative faculty.
- d. Inclusion in College-wide committees, task forces, reorganization plans, College strategic planning and master planning to ensure input from the non-instructional administrative faculty is provided.
- e. Strengthen communication between non-instructional administrative faculty, the administration, academic faculty, classified staff and the student communities to promote institutional cohesiveness and promote an environment that subscribes to shared governance.

Article IV: Representatives

Section 1. The Representatives of the Administrative Faculty Assembly (AFA) shall be elected by the non-instructional administrative faculty at the director level and below, prior to the end of the Spring semester. There may be two representatives appointed from Faculty Senate and one representative appointed from Classified Council.

Section 2. Administrative Faculty Assembly (AFA) representatives will be elected with one representative per every ten (10) non-instructional administrative faculty organized under the Vice President's functional divisions of the college and/or any other divisions that may be organized.

Section 3. Each division will conduct their own elections and notify the AFA Executive Committee of the Representative's names.

Section 4. Representatives are elected for a two-year term. A person who is a representative for more than one-half of a full term shall be deemed to have served a full term in such position. A representative may be elected to consecutive terms.

Section 5. Representatives shall assume their duties June 1st.

Section 6: Administrative Faculty Representation on Faculty Senate

Two representatives of the administrative faculty sit as senators on the Faculty Senate. The AFA will make recommendation and/or nomination to the Faculty Senate for these representatives. If those elected to this position do not hold current AFA positions, they will be provided seats as representatives on the AFA board with all rights and privileges, their terms shall coincide with their term on Faculty Senate.

- a. The senators representing the administrative faculty on Faculty Senate shall provide and present a report of all issues concerning administrative faculty to the AFA after each meeting of the Senate.

Section 7. Duties of Representatives

- a. attend AFA meetings or designate a proxy and notify chair of proxy
- b. keep constituents informed of AFA proceedings.
- c. act and vote in the best interest of their constituents.

Section 8. Removal from Administrative Faculty Assembly

A Representative who fails or is unable to perform the duties may be removed from the AFA by a 2/3 vote of the Assembly. A representative who is unexcused from two regularly scheduled AFA meetings without arranging a proxy shall be dismissed from the AFA.

Section 9. Vacancies

In the event that a vacancy occurs in a Representative position prior to the expiration of the term, the Executive committee will fill the position with an interim Representative from the appropriate functional division for the unexpired term.

Article V: Proxies

Section 1. At any meeting of the representatives of AFA, any representative may designate another person to act as a proxy.

Section 2. A representative designating a proxy will do so in writing to the chair, indicating name of proxy and date of meeting being covered by the proxy. This authorization may be by fax, email or other means of electronic transmission. The representative may also in writing give any officer of the AFA the authority to find a proxy for any meeting they are not able to attend.

Section 3. The proxy will bring a copy of the authorization to the meeting they are attending.

Section 4. If a representative designates a proxy, then the proxy will have and may exercise all of the powers conferred by the member upon the person so designated unless the representative provides otherwise to the proxy and to the chair of AFA.

Article VI: Officers and Their Election

Section 1. The officers of the Administrative Faculty Assembly (AFA) shall consist of a chair, a chair elect and secretary. The past chair shall serve in an advisory capacity.

Section 2. The officers shall be elected by the non-instructional administrative faculty (at the Director level and below) prior to the end of the spring semester for a term of one year or until their successors are elected.

Section 3. An officer of the Administrative Faculty Assembly (AFA) shall not serve more than two (2) consecutive terms in the same office. A person who has served in an office for more than one-half of a full term shall be deemed to have served a full term in such office.

Section 4. The voting shall be by ballot, and a plurality of votes cast shall constitute an election. If there is but one nominee for any office, the chair can declare the nominee(s) elected by acclamation.

Section 5. The newly elected officers shall assume their duties June 1st.

Article VII: Duties of Officers

Section 1: Chair

- a. Preside at meetings of the AFA;
- b. Serve on President's cabinet and any other committees as required by the CSN President;
- c. Perform all duties pertaining to the office and those specified in these bylaws;
- d. Appoint all special and/or ad hoc committees;
- e. Prepare agenda for AFA meetings and give notice of meeting to all administrative non-instructional faculty;
- f. Supervise and ensure coordination of all activities of the AFA;
- g. Communicate in writing to the CSN President any AFA actions or recommendations requiring action or approval by the CSN President;
- h. Attend Board of Regents meetings and submit any reports as requested by the CSN President;
- i. Serve ex-officio on all committees except Election/Nomination committee;
- j. Appoint a parliamentarian.
- k. Appoint a special Audit Committee at the annual meeting in May to review the financial records of the AFA. This committee shall consist of three members of the AFA, one of them being the Chair-Elect. They will review sign off that the records are in order, or indicate any discrepancies found.

Section 2: Chair-Elect

- a. Perform all duties as designated by the Chair;
- b. Perform the duties of the Chair in the absence or inability of that officer to serve.

Section 3: Secretary

- a. Record the minutes of meetings of the AFA;
- b. Distribute to each member a copy of the minutes within fourteen (14) days following the meeting.

Section 4: All Officers will:

- a. perform the duties prescribed in the parliamentary authority in addition to those outlined in these bylaws and those assigned as necessary;
- b. deliver to their successor all official materials pertaining to the office prior to the newly elected officer taking office.

Section 5: Vacancies

In the event the position of Chair becomes vacant the Chair-elect will finish out the remainder of the term and will then complete the next full term. In the event the position of Chair-Elect becomes vacant, an election will be held within 30 days to replace that office. A vacancy in the office of Secretary will be selected from the members of the AFA.

Article VIII: Meetings

Section 1. Meetings of the Administrative Faculty Assembly shall be held monthly during the fall and spring Semester. At least one week's notice of the agenda, date, time and place of the meetings shall be given by the chair to each representative, officer and members of the non-instructional administrative faculty at the Director level and below. The minutes of each meeting shall be distributed to representatives and officers within 14 days following the meeting.

Section 2. Special meetings may be called by the chair or if requested in writing by six (6) members of the AFA. At least three (3) days notice shall be given for special meetings.

Section 3. A majority of executive committee and representatives (including proxies) present and entitled to vote, represented in person or by written ballot or by electronic ballot, shall constitute a quorum at a meeting of the members. The representatives present may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum.

Section 4. An annual meeting will be held in May or prior to the end of the spring semester to elect officers and distribute all annual reports.

Article IX: Action By Electronic Ballot

Section 1. Any action which may be taken at any annual or special meeting of the AFA may be taken without a meeting, if so determined by the Executive Committee.

Section 2. Notice of electronic ballot to every member entitled to vote on the matter must be provided at such members email address as indicated in the AFA records or CSN directory.

Section 3. Notice of electronic ballot shall:

- a. indicate the number of responses needed to meet the quorum requirements;
- b. state the percentage of approvals necessary to approve each matter, other than the election of officers;
- c. specify a deadline by which a ballot must be submitted in order to be counted.

Article X: Action Without a Meeting

Section 1. Any action except election of Officers which may be taken at any regular or special meeting of the AFA, may be taken without a meeting if:

- a. the written ballot of every member is solicited;
- b. the required number of signed approvals is in writing, setting forth the action so taken, is received;
- c. the number of ballots cast within the time period specified equals or exceeds the quorum required to be presented at a meeting authorizing the action;
- d. the number of approvals equals or exceeds the number of votes that would be required at a meeting to approve the matter.
- e. announcements, actions, voting, etc. may be done via website, email or other electronic means as deemed appropriate by the Officers or Executive Committee.
- f. action taken without a meeting, should be ratified at the next meeting of the AFA to be entered into the minutes.

Article XI: Committees

Section 1. The following shall be the standing committees of the Administrative Faculty Assembly:

Policies and Procedures

This committee will review the NSHE Code and Faculty Handbook in an effort to ensure all professional /administrative faculty are aware of the policies that directly impact them. This committee shall also review these Bylaws and make recommendations to the AFA for revisions and amendments. “ Submit to Faculty Senate recommendations for any policies and procedures affecting non-instructional administrative faculty including workload, evaluations, leave and other related issues as directed by the AFA

Election

The Election committee will give notice of nominations for Officers, develop the prescribed voting method, distribute information to all non-instructional administrative faculty (at the Director level and below), and count all votes. The results will be given to the Chair of the AFA who will make the formal announcement of those elected.

Recognition / Fundraising Committee

The Recognition and Fundraising Committee will develop and monitor the process and procedures, including criteria, for an Administrative Faculty Employee of the Month award. This committee will also develop and implement activities to raise funds to support future AFA goals and objectives.

Section 2. The chairman of the committees shall be elected by the committee members, report to the AFA all goals, activities and recommendations and serve for a term of one (1) year.

Section 3. Special committees, with specific ad hoc purposes and fixed terms of one year or less, may be appointed from time to time as deemed necessary by the AFA. The Chair of the AFA shall appoint the members of a special committee and its chairman.

Section 4. Duties of committee chairmen:

- a. Present goals for the upcoming year, outlining those issues and projects it will address and submit to the AFA.
- b. Provide written/verbal reports of committee activities and any recommendations at each meeting of the AFA.
- c. Provide a written annual report summarizing the committee's activities and business for the year. The annual report shall be submitted at the annual meeting in May.

Section 5. Executive Committee

The Executive Committee shall consist of the Chair, Chair-Elect, Immediate Past Chair, Secretary and five members elected from at the first meeting after the election of representatives. The Executive Committee shall deal with issues and concerns brought forth by the AFA, CSN administrators, or faculty. The Executive Committee is authorized to take action that is not in conflict with these Bylaws in between meetings of the AFA. The Chair serves as the chairman of the Executive Committee.

Article XII: Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the AFA and its sub-committees in all cases in which they are applicable and in which they are not in conflict with these bylaws, the CSN bylaws, or the bylaws of the NSHE Board of Regents.

Article XIII: Amendments

Section 1. The bylaws of the AFA may be amended at any meeting of the AFA by a two-thirds (2/3) vote of the members present and voting, provided the following requirements shall have been complied with in order:

- a. The amendment(s) shall have been proposed by any individual of the non-academic/administrative faculty (at the Director level and below),
 - a committee of the AFA, or any member of the AFA.
- b. A copy of the proposed amendment(s) shall have been sent by the secretary to all non-academic administrative faculty (at the Director level and below) at least thirty (30) days prior to the meeting that the vote will take place.
- c. The amendment(s) shall not be in conflict with the objects and purpose of the AFA, the CSN Bylaws or the Bylaws of the NSHE Board of Regents.

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