

Charter and Bylaws for the Goucher College Administrative Employees Association (AEA)

Preamble

Goucher College is best served when it uses the resources and expertise of all its community members equally. The college thrives when administrators, faculty, and staff work together as a cohesive group of partners, supported by the collective knowledge, experience, and education of all community members. Administrative employees play an irreplaceable role in the development of every Goucher student, the support of faculty and administrators, and the realization of the college's overall mission. An engaged staff provides the college with leadership, innovation, implementation, and energy that enable all constituencies, especially students, to achieve their best. The Administrative Employees Association (AEA) serves to promote the collaborative voice of staff in the short-term and long-term decision-making and planning at Goucher.

1. Mission

- i.** Promote the consideration of Goucher College staff expertise and interests at every level of decision-making throughout the college.
- ii.** Communicate important messages from across campus that impact AEA members.
- iii.** Voice ideas and concerns from AEA members to key leaders/decision-makers and work with the administration to develop effective mechanisms through which staff members may participate in decisions that affect them.
- iv.** Support the professional development of all staff members in close conjunction with Human Resources.
- v.** Encourage and advocate for a work environment that:
 - i.** supports the education of our students
 - ii.** supports the work of our faculty
 - iii.** supports the work of our staff
 - iv.** supports the work of the college's trustees, president, and vice presidents.
- vi.** Build inter-office collaboration/awareness and increase sense of community.
- vii.** Give back to the Goucher community and the greater community beyond the college.

2. Membership, Dues, Budget, and Collective Bargaining

- i.** All exempt and non-exempt, non-union Goucher employees, excluding the college president, division vice-presidents, and faculty, are considered members of the AEA.
 - i.** Meetings are typically open to any Goucher community member (staff, faculty, students, including union employees, cabinet members, and faculty) unless noted as closed to non-members.
 - ii.** Members are eligible to vote.
- ii.** The AEA will never collect membership dues. An adequate budget will be apportioned by the Human Resources Division of the college to support the work of the AEA.
- iii.** The AEA will never collectively bargain for salary, benefits, or any other issues, nor will it ever be recognized by its membership or by the college as a union of administrative staff members.

3. Leadership

- i.** The AEA will have a "AEA Council" made of the following openly elected "council member" positions (AEA Leadership, AEA Representatives, AEA Committee Liaisons).
 - i.** 4 "Officers" of AEA Leadership
 - 1.** Chair

- a. Provide leadership. Duties include, but are not limited to, serving as the primary voice of the staff to the college community and providing overall leadership for the AEA. They will chair all meetings of the AEA Council and all open staff meetings. They will serve as one of the staff representatives to the College Cabinet and will seek to meet with the college president at least once every 2 months. The chair of the AEA, in consultation with the AEA Leadership, will make recommendations to the college president about staff appointments to committees, task forces, etc.
- 2. Vice Chair
 - a. Support chair, fill in for chair, and assume chair role in 2nd year.
 - b. Duties include, but are not limited to, supporting the work of the AEA Leadership and serving as one of the staff representatives to the College Council. In the event that the Chair of the AEA can no longer serve, the Vice Chair will become chair of the AEA.
- 3. Operations Coordinator
 - a. Take notes at general and council meetings.
 - b. Track the AEA budget and spending.
 - c. Support the creation of forms for elections, ballots, and other needs.
 - d. Other duties as needed.
- 4. Community-Building Coordinator
 - a. Plan and execute community building events within AEA and between AEA members and the greater Goucher community.
 - b. Organize and support professional development-related activities and events.
 - c. Facilitate events and activities that support cross-collaboration among staff and faculty.
- ii. In addition, the AEA Council will have “Representatives” from each of the divisions of the college.
 - 1. Divisions with less than 40 employees will have 1 representative on the Council. Divisions with 40 or more employees will have 2 representatives on the Council.
 - 2. Representatives are expected to represent members in their division and the interests of their division on the AEA Council. Additionally, they may help relay relevant information back to their division members.
- iii. “Committee Liaisons” from AEA to other campus-wide committees, councils, and task forces will be nominated and elected as needed in special elections. They will serve on the AEA Council as a bridge between AEA and their respective committee, council, or task force appointment.
- ii. AEA Officers (Leadership) will communicate regularly with the Faculty governance leadership (Faculty Chair, Faculty Member-at-large) and student government leadership (GSG presidents) to stay up to date in each other’s affairs and to collaborate on campus-wide initiatives.

4. Terms in Office

- i. The Chair and Vice Chair will be elected for a cumulative two-year term on the AEA Leadership, one year in each position.
- ii. The 2 Coordinators of AEA Leadership, the AEA Representatives, and the AEA Committee Liaisons will be elected for one-year terms.

- iii. AEA Council members may serve no more than two consecutive terms in one position, and no more than four consecutive years in multiple positions.
- iv. AEA Council members will have a term in office from June 1 through May 31.

5. Elections

- i. Elections for AEA council members will take place via online voting during the first week of May. The poll will be open for five business days.
 - i. Special Elections may be held as needed to fill vacancies or to appoint staff to ad-hoc committees or as “Committee Liaisons”.
 - ii. Rank Choice Voting will be used for all elections.
 - 1. Voters will rank the candidates based on the preferences (1st choice, 2nd choice, 3rd choice ... etc.). The candidate with the majority (more than 50%) of first-choice votes wins outright. If no candidate gets a majority of first-choice votes, then it initiates a new counting process. The candidate who received the fewest votes is eliminated, and that candidate’s voters’ ballots are redistributed to their second-choice pick. That process continues until there is a candidate who has the majority of votes.¹
- ii. Nominations:
 - i. Members may nominate other members or nominate themselves for a position on the Council.
 - ii. Nominations should be solicited at least 3 weeks prior to the election period, and nominees should be notified of their nomination, and accept their nomination to be entered onto the ballot.
 - iii. Nominees may opt to submit a paragraph stating their desire, commitment, and motivation to serve on the Council to be posted with the ballot.

6. Meetings

- i. The AEA Council will meet at least once per month, except July unless council members choose to meet during that time.
- ii. General membership meetings will occur once a month, September through May. Meetings will be scheduled at the beginning of each semester.
- iii. Notes from the meetings will be shared with all AEA members via email and the AEA’s website.
- iv. The AEA Council may create ad-hoc committees and appoint committee chair(s) as deemed appropriate. Meetings will be held as needed.

7. Amendments

- i. Amendments can be proposed and voted upon at any time.
- ii. Amendments to these bylaws are under the jurisdiction of the AEA membership and must be voted on by a special email ballot to all eligible AEA members.
- iii. In order to approve amendments, at least 50% of eligible members must vote (Pass, Do Not Pass, Abstain), and a plurality of those votes (the most votes, even if not more than 50%) must be to “Pass” the amendments.