



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.

I. Mission

- a. Promote the consideration of Goucher College staff expertise and interests at every level of decision-making throughout the college.
- b. Communicate important messages from across campus that impact AEA members.
- c. 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.
- d. Support the professional development of all staff members in close conjunction with Human Resources.
- e. 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.
- f. Build inter-office collaboration/awareness and increase sense of community.
- g. Give back to the Goucher community and the greater community beyond the college.

II. Membership, Dues, Budget, and Collective Bargaining

- a. All exempt and non-exempt, non-union Goucher employees, excluding the college president, division vice-presidents, and faculty, are considered members of the AEA.
- b. 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.
- c. 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.

III. Leadership

- a. The AEA will have an Executive Council made of the following openly elected positions
 - i. Chair (any exempt or non-exempt staff member)
 1. 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. He or she will chair all meetings of the Executive Council and all open staff meetings. He or she will serve as one of the staff representatives to the College Council and will seek to meet with the college president at least once every six weeks. The chair of the AEA, in consultation with the Executive Council, will make recommendations to the college president about staff appointments to committees, task forces, etc.
 - ii. Chair Elect (any exempt or non-exempt staff member)

1. Duties include, but are not limited to, supporting the work of the Executive Council 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 chair elect will become chair of the AEA.
- iii. Associate Chair for Exempt Staff (only an exempt staff member)
 1. Duties include, but are not limited to, acting as either secretary or treasurer; engaging exempt staff members in the college's decision-making process; and, working with the associate chair for non-exempt staff, ensuring all AEA members are apprised of issues being debated at the college.
- iv. Associate Chair for Non-Exempt Staff (only a non-exempt staff member)
 1. Duties include, but are not limited to, acting as either secretary or treasurer; engaging non-exempt staff members in the college's decision-making process; and, working with the associate chair for exempt staff, ensuring all AEA members are apprised of issues being debated at the college.

IV. Elections

- a. Elections will take place via online voting during the first week of May. The poll will be open for five business days. All candidates for any leadership position will submit letters of intent no later than 21 days prior to the first day of polling. Letters of intent will be posted in the AEA page on the Inside Goucher portal.

V. Terms in Office

- a. The chair and chair elect will be elected for a cumulative two-year term on the Executive Council, one year in each position.
- b. All other members of the Executive Council will be elected for a one-year term.
- c. Staff elected to the Executive Council may serve no more than two consecutive terms in one position, and no more than four consecutive years in multiple positions.
- d. Executive Council positions will have a term in office from June 1 through May 31.

VI. Meetings

- a. The Executive Council will meet at least once per month, except July.
- b. General membership meetings will occur once a month, September through May. Meetings will be scheduled at the beginning of each semester.
- c. Notes from the meetings will be shared with all AEA members via email and the AEA's website.
- d. Ad-hoc committees may be created by the Executive Council and will be led by the chair elect. Meetings will be held as needed.