

COLORADO SCHOOL OF MINES  
ADMINISTRATIVE FACULTY COUNCIL

BYLAWS

The Administrative Faculty of the Colorado School of Mines, hereinafter the “Administrative Faculty,” does hereby adopt the following Bylaws to govern the internal operations and procedures of the Administrative Faculty Council, hereinafter the “Council”.

I. POWERS AND DUTIES

The powers and duties of the Council shall include, but not limited to, the following areas:

- A. To operate as a representative body for the Administrative Faculty and participate in the development of policy which affects the Administrative Faculty at the Colorado School of Mines, hereinafter “CSM”;
- B. To serve as an advisory body for the CSM administration and any other group or organizations whose policies or procedures affect the Administrative Faculty;
- C. To act as a liaison to the CSM Faculty Senate, the Association of Classified Employees, and other employee representative groups as may gain official recognition by CSM;
- D. To disseminate information and provide appropriate advice to the Administrative Faculty;
- E. To foster the highest degree of professionalism within the Administrative Faculty; and
- F. To promote communications and pursue common interestes with professional, exempt staff at other institutions of higher education.

II. ORGANIZATIONAL STRUCTURE

A. OFFICERS

The Officers of the Council shall be a Chair, a Secretary, a Treasurer, a Social Chair, and a Scholarship Chair, all of whom shall be elected by the Council.

B. TERMS OF OFFICE

The terms of office for all Council officers shall be one year, and no officer shall serve more than two successive terms in the same office.

C. POWERS AND DUTIES

1. Chair

The Chair shall preside over regular and special Council meetings; appoint Council members to fill Council vacancies of less than one year; nominate or appoint members to CSM councils and committees where official representation is designated; appoint chairpersons of Administrative Faculty Committees; notify Council members of special meetings; coordinate regular and special Council meetings; and act as the official spokesperson for the Council.

2. Secretary

The Secretary shall record and distribute the minutes of each general and special meeting of the Council and maintain a permanent record of Council minutes. Copies of the minutes of each

council meeting shall be sent to each Council member prior to the next meeting. The records of Council minutes shall be open to inspection by a member of the Administrative Faculty at any time during regular business hours upon the provision of reasonable notice to the Secretary. The Secretary shall serve as the custodian of the Administrative Faculty Membership List, hereinafter the "Membership List", and shall have the responsibility for updating the Membership List as necessary. At the request of the Council, the Secretary shall communicate items of interest from the Council to the Administrative Council via memorandum or e-mail.

### 3. Treasurer

The Treasurer shall have custody of all funds, accounts, and financial records of the Council. The Treasurer shall submit a financial report to the Council at every general meeting. All financial records of the Council shall be open to inspection by a member of the Administrative Faculty at any time during regular business hours upon the provision of reasonable notice to the Treasurer.

### 4. Social Chair

The Social chair shall schedule and organize all social events sponsored by the Council. This shall include a luncheon during each academic semester as well as additional social events that may take place throughout the year.

### 5. Scholarship Chair

The Scholarship Chair shall coordinate all activities regarding the Family of Mines Scholarship, hereinafter "Scholarship". The Scholarship Chair shall work with the Office of Institutional Advancement and other campus officers to maintain the Scholarship account. The Scholarship Chair shall schedule and organize all fundraising efforts for the Scholarship in cooperation with the Office of Institutional Advancement and others.

### 6. Communications Chair

The Communications Chair shall manage all regular communications with the Administrative Faculty Council membership. This shall include sending emails and general management of the AFC website. Updates to the website should include: Council minutes; fundraising and Book Award information; updated constitution and bylaws; University Committee representation; and any other updates that become relevant during their term.

## III. MEETINGS

### A. REGULAR MEETINGS

Regular Council meetings shall be held on a monthly basis. The Council shall prepare and annual schedule of regular Council meetings, which shall be open to attendance by any interested party.

### B. SPECIAL MEETINGS

Special Council meetings to consider urgent business may be called by any Council member at any time with the provision of reasonable notice to all other Council members. Special meetings shall be scheduled as conveniently for Council members as the circumstances may permit and shall be open to attendance by any interested party.

## IV. COUNCIL OPERATING PROCEDURE

## A. QUORUM

At a regular or special meeting, three Council members shall constitute a quorum for the transaction of business.

## B. MEETING PROCEDURE

Council meetings shall be conducted by the Chair according to commonly understood rules of order. If practicable, each Council meeting shall consist of the following: consideration of the minutes from the previous Council meeting; a Treasurer's Report; a general period in which previously considered matters may be discussed and new matters may be introduced; a voting period for officially determining motions, resolutions, and other relevant business; and a period in which to outline the agenda for the next Council meeting.

## C. COUNCIL VOTING

Resolutions and other matters requiring a vote of the Council shall be decided by a majority vote of present Council members, provided that at least three favorable Council member votes shall be required for any decision to constitute an official action of the Council.

## V. ELECTION AND REFERENDUM PROCEDURE

The Council shall by resolution adopt a procedure and schedule for the election of Council members, a procedure for the election of Council officers, and a procedure for holding referenda to determine matters by a direct vote of the Administrative Faculty.

## VI. CENSURE AND DISMISSAL OF COUNCIL MEMBERS

The Council may by resolution adopt a procedure, including criteria, for censure and dismissal of Council members who fail or refuse to perform their duties in a responsible manner. Such procedure may include the imposition of suspensions from eligibility to serve on the Council.

## VII. COUNCIL VACANCIES

Vacancies on the Council for a period of one year or greater shall be filled by an election held pursuant to Article VIII of the Articles of the Organization. Vacancies on the Council for a period of less than one year shall be filled by the chair.

## VIII. ADMINISTRATIVE FACULTY MEETINGS

Upon the provision of reasonable notice, the Council may, on its own initiative or in response to a request from an administrative faculty member, convene a meeting of the Administrative Faculty for a group discussion of any important issue.

## IX. BYLAWS AMENDMENT PROCEDURE

An amendment to the Bylaws may be enacted by a vote of the Electors of the Administrative Faculty, as such term is defined in the in the Articles of the Organizations, at any general or special meeting. In order to be adopted, a proposed Amendment to the Bylaws must receive a favorable majority of the votes cast. Once enacted, an Amendment shall be effective on the date specified therein.

Adopted 1994; Amended May 2007