



## BYLAWS

### Academic Leadership Committee Las Vegas, NM 7/2/19

#### **ARTICLE I. NAME AND PURPOSE**

##### Section 1 Name

The name of the organization is the Luna Community College Academic Leadership Committee as defined by the Luna Community College Shared Governance policy 1520 as approved December 12, 2017.

##### Section 2 Purpose

The purpose of the organization is:

Provide leadership and vision in the planning, development, and implementation of all academic areas led by the LCC strategic plan—including faculty and support staff development, curriculum, instruction, budget, completion and retention, and institutional analysis.

- A. Exchange Ideas and information about emerging academic issues, trends and problems affecting this institution and higher education in general.
- B. Share resources and expertise on current academic research, policy development, and leadership direction.
- C. Collaborate on regional initiatives and grant-funded activities to expand access to higher education, improve its quality, and address workforce needs.
- D. Work toward consensus on issues that are important to members and the institution and take appropriate action, authorized by the membership, in support of such issues.

#### **ARTICLE II. MEMBERSHIP**

The voting members of the Academic Leadership shall be the Academic Directors, Manager of College and Career Readiness Institute, Satellite Director(s), Library Manager and Institutional Research Director. Member at large will be the Athletic Director. An Administrative Assistant Liaison will serve as minute-taker for the Committee, but will not have voting privileges.

##### Section 1 Term

Will remain members while serving in the designated membership capacity.

##### Section 2 Officers

The officers of the Committee will consist of a Chair and a Vice Chair.

### Section 3 Elections

Once a quorum has been established, the officers of the committee shall be nominated and elected by the voting members of the Academic Leadership Committee. Election shall take place at the June meeting. Directors so elected shall serve a term of one year beginning on the first day of the next fiscal year. Two Members shall be elected to serve as representatives on the Shared Governance Council according to Shared Governance bylaws.

### Section 4 Quorum -1/2 or

A quorum will consist of a half of the membership plus one of the Academic Leadership Committee members. A quorum of the Committee must be present to conduct business.

### Section 5 Regular and Special Meetings

Regular meetings of the Committee shall be held monthly. Special meetings of the Committee may be called at any time by the Chair, Vice Chair, or by three other members of the Committee.

### Section 6 Notice of Meetings

Written notice stating the place, date and hour of any regular or special meeting of the Committee shall be delivered by email to each member (with a minimum of (48) hours for a regular meeting and twenty four (24) hours for a special meeting) prior to the proposed meeting.

### Section 7 Distance-Meeting Participation

Members may participate in a committee meeting via telephone or video conferencing. Participation in meetings pursuant to this section shall constitute presence at such meeting.

### Section 8 Absences/Resignation from Office

If a member is going to be absent, he/she should inform the committee chair of their absence as soon as possible. If the Chair is unavailable for the meeting, the Vice-Chair will conduct the meeting.

If a member who holds an office within the committee wishes to resign their position, he/she must do so in writing to the committee chair or vice chair.

### Section 9 Duties and Responsibilities of Officers

The Officers shall possess such powers and perform such duties as shall be determined by the Academic Leadership Committee Bylaws.

The Chair of the Committee shall:

Preside at all meetings of the Committee.

- A. Schedule the committee meetings and create the meeting agendas.
- B. Review minutes prior to approval.
- C. Represent the Committee at Board of Trustees meetings as needed.

The Vice-Chair shall:

- A. Assist the Chair in his or her duties.
- B. In the absence of the Chair will assume all duties of the Chair.

The Administrative-Assistant Liaison shall:

- E. Create the committee agenda with the Chair's direction.
- F. Attend all meetings and take committee minutes.
- G. Assign a substitute in his/her absence to take the committee minutes.
- H. Prepare minutes for review by Chair and Committee.
- I. Post all Committee meeting agendas and approved minutes on LCC website.

Section 10 Parliamentary Authority

The most recent edition of *Robert's Rules of Order* shall serve as the Parliamentary Authority for the Committee.

**ARTICLE III. AMENDMENTS**

Section 1 Amendments

The Committee shall review the Bylaws annually. In order to amend the Bylaws, notice of the proposed amendment shall be delivered electronically to the Chair at least two weeks prior to the time of the vote on the proposed amendment. The Chair will present proposed revisions for ratification of the bylaws to the Committee at the next regularly scheduled meeting. Bylaws and revisions to shall be presented to the Board of Trustees for approval.

\_\_\_\_\_ Dated: \_\_\_\_\_  
Secretary, Board of Trustees

\_\_\_\_\_ Dated: \_\_\_\_\_  
Chair, Academic Leadership