

**BYLAWS OF THE
ALPENA COMMUNITY COLLEGE
BOARD OF TRUSTEES**

The following information is a republishing of Policy 1001, Alpena Community College Board of Trustees Bylaws, from the Alpena Community College Policies & Procedures Manual.

Alpena Community College Board of Trustees
125-C Besser Technical Center
665 Johnson Street, Alpena, MI 49707
(989) 358-7215

1001 Alpena Community College Board of Trustees Bylaws

Adopted February 21, 1980. Revised and Amended March 28, 1996, and May 17, 2007.

These Bylaws are adopted under the authority granted in Act No. 331, State of Michigan Public Acts of 1966, as amended. All business conducted by the Board of Trustees shall be in conformance with current Michigan statutes.

1. Name

The legal name of this college is the Alpena Community College.

2. Membership

A. Selection, Number and Terms

The Board of Trustees shall consist of seven (7) members, elected at large in the Community College District on a nonpartisan basis for staggered terms of six (6) years. The election is held the first Tuesday in November in even-numbered years. The term of office is from January 1 to December 31.

B. Qualifications

Any qualified elector residing within the Community College District of the Alpena Public Schools is eligible to be chosen as a Board member.

C. Duties of Individual Board Members

Each member of the Board of Trustees has the duty to attend the Board meetings, both regular and special; to perform special responsibilities as authorized by the Board and directed by the President or Chair to support the best interests of the College; and to faithfully represent the district in all matters before the public.

D. Vacancies

Whenever a vacancy in the Board of Trustees occurs, the remaining members of the Board by majority vote shall fill the vacancy immediately with a qualified elector of the Community College District. The Trustee so appointed shall hold office until the next regular Trustee election at which time the electors shall fill the office for the unexpired portion of the term. The newly elected trustee shall take office immediately.

3. Functions of the Board

A. Responsibilities

The Board of Trustees, as the legally constituted authority for the governance of Alpena Community College, recognizes its ultimate responsibility for all aspects of the College including the following:

1. Selection and hiring of the President.
2. Establishing the mission and goals of the College.
3. Reviewing and developing policy.
4. Monitoring the College's financial condition to assure a sound financial base.
5. Establishing tuition and fees.
6. Acquiring and conserving College funds and property.

B. Orientation

The Chair and the President of the College shall plan and implement a program to orient new members of the Board in such areas as the following:

1. The mission and goals of the College.
2. The general organization and administration of its programs.
3. The major challenges faced by the Board.
4. Board operations.

The orientation program shall be provided to all new Board members.

C. Professional Growth and Development

The Board of Trustees affirms the need for professional growth and development activities to enhance each member's governing role. These activities may include attendance at and participation in local, state, national and international conferences; visits to other campuses; the purchase of audio, video, and printed materials; and the hiring of consultants as necessary.

Expenses incurred for such activities shall be the responsibility of the College. Expense reports shall be submitted in accordance with established College procedure.

D. Conflict of Interest

Should a conflict of interest or a potential conflict of interest occur for a Trustee, the Trustee shall advise that a conflict exists and refrain from discussion and abstain from voting on the issue.

4. Officers

The officers of the Board shall consist of a Chair, a Vice Chair, and a Treasurer, who shall be members of the Board, and a Secretary. The Secretary shall be a member of the administrative staff and non-voting officer of the Board. The officers shall be elected by the Board of Trustees for a term of two (2) years.

In the event of a vacancy in the office of Chair, Vice Chair or Treasurer, the Board shall fill the vacancy from its members by majority vote at the same meeting at which the vacancy occurs, or as soon thereafter as possible. In the event of a vacancy in the office of Secretary, the Board shall appoint an appropriate administrative member of the College staff to fill the vacancy at the same meeting at which the vacancy occurs, or as soon thereafter as possible.

A. Duties of the Chair

The principal duties of the Chair shall be to:

1. Provide leadership in planning the work of the Board.
2. Consult with the President regarding the preparation of the Board agenda.
3. Preside at meetings of the Board.
4. Consult with the President on matters suggested by other members of the Board.
5. Act for the Trustees when such action is required by law in signing contracts and other official documents.
6. Represent the Board or designate a representative on occasions when such representation is deemed desirable.
7. Perform such other duties as may be prescribed by law or State regulation or determined by the Board.

B. Duties of the Vice Chair

The Vice Chair shall be elected by the Board from its membership. The Vice Chair shall assume the duties of the Chair during the absence of the Chair.

C. Duties of the Secretary

The principal duties of the Secretary of the Board shall be to:

1. Maintain records of all meetings of the Board of Trustees.
2. Post all legal notices.
3. Sign all regular documents as required by statute.
4. Maintain all records of the Board for public inspection.
5. Send each member of the Board, prior to the regular meetings, a copy of the minutes of the preceding Board meeting(s).
6. Notify Trustees of all meetings.
7. Conduct all elections for the College.
8. Perform such other duties as the Board may direct.

D. Duties of the Treasurer

The principal duties of the Treasurer of the Board shall be to:

1. Sign all regular documents as required by statute.
2. Audit the President's expenses on a quarterly basis.
3. Perform such other duties as may be prescribed by law or State regulation or determined by the Board.

5. Meetings

A. Regular

The Board shall establish the date, time and place of its regular meetings. A regular meeting of the Board may be changed by a unanimous vote of the members present at the regular monthly meeting preceding the change.

B. Special

Special meetings may be called by the Chair, or the Secretary must call a special meeting upon the request of three Board members. Special meetings must be called for a specific purpose. Additional items may be considered upon concurrence of a majority of the Board. Public notice of special meetings must be given within eighteen (18) hours before the meeting. The Board may meet in emergency session without compliance with public notice requirements when 2/3 of the Trustees decided that delay would be detrimental to any efforts to respond to the matter under consideration.

C. Retreat

The Board of Trustees acknowledges its role in planning for the future of the College. Therefore, at least one annual retreat or workshop shall be held with appropriate College Staff, headed by the President, to review the short and long-range plans of the College and other such timely items that the President or Trustees determine should be included on the agenda.

D. Quorum

A majority of four members of the Board of Trustees is a quorum. No act is valid unless voted on at a meeting of the Board by a majority vote of the members of the Board and a proper record made of the same.

E. Open Meetings Act Compliance

The Board of Trustees shall conduct its meetings and business in conformance with Act No. 267, State of Michigan Public Acts of 1976, the “Open Meetings Act.”

F. Procedures

Robert’s Rules of Order, Revised shall govern the procedures of all meetings of the Board of Trustees.

G. Committee

1. Ad Hoc Committees

The College President or Chair of the Board of Trustees may establish and appoint committees as necessary for the conduct of Board business and shall establish the charges to these committees.

2. Community Committees

The College President or Chair may appoint a Trustee(s), with the approval of the Board, to serve on community committees or with off-campus organizations where Board representation would be in the best interest of the College. The appointee(s) shall represent the interests of the Board and be required to make periodic reports to the Board.

H. Agenda

The President of the College is responsible for preparing the agenda for each meeting of the Board of Trustees. A copy of the agenda and supporting materials for each meeting shall normally be mailed or delivered to each Trustee at least forty-eight (48) hours before the meeting.

I. Media

The media are invited to attend all regular and special meetings of the Board of Trustees.

J. Citizens

Individuals and delegations are welcome to attend any regular or special meeting of the Board of Trustees. The chair shall allot each individual or delegation a set period of time to address the Board.

6. Amendments

Amendments to the Bylaws must be submitted in writing to the Board of Trustees before the regular Board meeting at which time they will be reviewed and discussed. Adoption of amendments to the Bylaws shall be considered at the next official Board meeting. A vote of five (5) members of the Board is required for the adoption of amendments.

The Board shall have the power to suspend a particular Bylaw temporarily by unanimous vote, provided that all members are present and voting.

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