BYLAWS
ADMINISTRATIVE MANAGEMENT COUNCIL
NEW YORK UNIVERSITY

Adopted . . . 1972
Last Amended . . . March 13, 2018
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1. PURPOSE

The Administrative Management Council (Council) is the organization through which the administrative and professional personnel participate in the governance of New York University. Comprised of elected Representatives from each school and division, it shall function as an initiative, deliberative, and responsive body concerning policy issues affecting the University community. The Council serves as a vehicle for promoting the continued professional growth and development of its constituents and is committed to participation in community services.

2. THE COUNCIL

A. Constituency

The Council shall represent administrative and professional personnel within the University. The constituency of the Council shall exclude deans, general officers, and full-time faculty. Principal assistants to the above with such titles as vice, deputy, associate, assistant, also are excluded. Employees represented by a labor union or collective bargaining agreement, or with a short term contract of less than two years’ duration, also are excluded.

B. Representatives

A Representative shall be defined as an individual from the administrative and professional personnel who is elected by the unit in which s/he is employed.

C. Unit

A unit is defined as a school, division, institute or presidential and vice-presidential area. Two or more units also can be combined in consultation with the Executive Committee and the affected unit Representatives, and with the approval by vote of the Council.

D. Representation

The number of Representatives and Alternates shall be proportionate to the number of administrative and professional personnel in each designated unit except in the case where a unit has only one Representative. In this case, the number of Alternates shall be increased to two as follows:

<table>
<thead>
<tr>
<th>Constituency per Unit</th>
<th>Number of Representatives</th>
<th>Number of Alternates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-19</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>20-39</td>
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<td>2</td>
</tr>
<tr>
<td>40-59</td>
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<td>110-139</td>
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<td>6</td>
</tr>
<tr>
<td>140-169</td>
<td>7</td>
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</tr>
<tr>
<td>170-199</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>200+</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

E. Senators

The Council is represented on the University Senate by seven Senators. One Senate seat and its Alternate are reserved for the Chairperson and Vice-Chairperson of the Council. The Chairperson will hold one of the Senate seats for the duration of his/her term in office. The Vice-Chairperson will hold the Alternate position for the Chairperson. In the event that the Chairperson is no longer able to serve in his/her capacity as Chairperson of the Council, the Vice-Chairperson, assuming the position of Chairperson, shall serve as Senator for the remainder of the academic year.

F. Officers

The Officers of the Council shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer.
G. Council Meetings
The Council shall meet once each month, except September, during the academic year, one week prior to meetings of the University Senate. At other times, the Council may be called to meet by the Chairperson of the Council or, when requested in writing by five members of the Council, the Secretary shall call a special meeting specifying the purpose of the meeting. Council meetings are open to all members of the AMC constituency. Remote attendance by the constituency is allowed.

H. Quorum and Order of Business
At least one-third of the Council Representatives shall constitute a quorum for the transaction of business. The usual order of business shall be as follows:

1. Consideration of the Minutes
2. Reports of Officers
3. Reports of the Committees
4. Unfinished Business
5. New Business
6. Adjournment

3. ELECTIONS
Elections can be by any method recommended by the Nominations and Elections Committee and approved by the Council. The method of voting can be by, but is not limited to, mail-in ballot, show of hands, or electronic ballot. Once a method of voting has been approved, the Nominations and Elections Committee need only inform the Council of the type of voting method to be used for a given election. Approval of the method of voting by the Council will not be necessary unless the Council has an objection to the suggested method of voting. The election results will be retained by the Nominations and Elections Committee and kept in effect for the full term of the election period. In the event an elected Senator cannot complete his/her term of office, the Alternate Senator with the highest number of votes shall be selected from the Alternate Senators chosen at the same election as the Senator and asked to fill the vacated position. A new Alternate shall be selected from the most recent active election results to maintain a full complement of Alternates. In the event a Representative cannot complete his/her term of office, the Alternate Representative with the highest number of votes shall be selected for Representative from the unit’s most recent active election results to maintain a full complement of Representatives for that unit.

A. Council Officers
The Council shall annually elect its Chairperson, Vice-Chairperson, Secretary, Treasurer and such other officers as it may determine. The Nominations and Elections Committee shall develop a list of nominees for each office that shall be drawn from the Representatives and Alternate Representatives who are interested in becoming an officer of the Council. The Committee shall present the list of nominees for each office for a vote at the April Council meeting. No name may appear on the ballot for more than one office. The election can be by closed ballot or a show of hands. No person may be elected to the same office for more than two consecutive terms. New officers will officially take office on July 1 following the May meeting.

B. Senators
In March, the Nominations and Elections Committee shall notify the constituents of the need for an election for Senators. Nominees shall be drawn from among the constituency of the Council providing that they are current or former elected members of the Council who have served in good standing within the past two years. Non-Council members who have actively served on Council committees within the past two years also are eligible. All candidates will be required to prepare a written statement regarding their goals and functions as a Senator. In addition, each candidate shall be required to provide a statement about their candidacy at the end-of-year annual Council meeting in May in a format determined by the AMC Executive Committee. The candidates’ written statements and ballots shall be made available to the constituents by a method approved by the Council within one week following the May annual meeting. Ballots must be submitted to the Nominations and Elections Committee within three weeks of the date they become available.

The constituency of the Council shall elect three Senators and four Alternates each year. Each Senator-elect shall assume a position on the Executive Committee of the Council on July 1. New Senators and Alternate Senators
shall officially take office on September 1 following the May election. No individual may hold two Senate seats, whether Alternate or sitting Senator, at the same time.

In the event of an increase in the number of AMC Senators and Alternate Senators between elections, new Senate positions will be filled by the Alternate Senator(s) with the highest number of votes in the most recent Senate election.

C. Representatives
Each February, the Chairperson of the Nominations and Elections Committee will ascertain the total number of constituents in each unit due for an election and determine if the number of constituents in a unit has changed sufficiently to affect the total number of Representatives and Alternate Representatives.

(1) Elections for Representatives should be held in March so that the results of the election will be known prior to the nomination of officers for the Council at the April meeting, but no later than June 1. Elections shall be held for 50% of the units in alternate years. Representatives and Alternates shall serve two-year terms and will assume office on September 1 following the May meeting.

(2) The Nominations and Elections Committee shall, before the September meeting, present to the Secretary of the Council a list of current Representatives and Alternate Representatives. The list will include the Alternates’ standing based on the number of the votes received.

(3) Alternate Representatives will be listed by the number of votes received in their unit. In the event that a Representative needs to be replaced, s/he will be replaced by the Alternate Representative in the unit with the highest number of votes.

(4) A Senior Unit Representative (SUR) is the primary contact for each AMC unit. One elected Representative from each AMC unit serves in this role. The SUR will serve a two-year term concurrent with the terms of its unit.

After each unit’s Representative election, the unit’s elected Representatives will name the unit’s SUR. Each unit will employ the method for choosing its SUR most suitable to its size and requirements. The name of the SUR will be reported to the AMC Vice-Chairperson not later than two weeks after the election.

D. Special Appointments
In order to appropriately represent the Council, a full number of Alternates should be maintained, especially for Senator positions. If the number of Alternates for the Senator or Representative positions falls below the number designated by the Bylaws, the following procedure shall be followed.

(1) Alternate Senator
A new Alternate shall be selected from the most recent active election results to maintain a full complement. The Chairperson of the Executive Committee of the Council shall recommend to the Council the name of an individual who s/he believes can best fill the vacancy. The name of the recommended candidate must be sent to the Council two weeks before a vote is taken for approval.

(2) Alternate Representative
A new Alternate shall be selected from the most recent active election results to maintain a full complement. The Chairperson of the Nominations and Elections Committee shall ask the Representatives from a school or unit that is short an Alternate to select the name of an individual who they feel can best fill the vacancy. All that is required is that a letter be sent to the Chairperson of the Nominations and Elections Committee, signed by the elected Representatives of that school or unit, indicating their preference.

(3) Vice-Chairperson
If the Vice-Chairperson is no longer able to serve in that position, the Chairperson shall recommend to the Council the name of an individual chosen from the elected Representatives who s/he believes can best fill the vacancy to serve for the remainder of the current term. The name of the recommended candidate must be sent to the Council at least two weeks before a vote is taken for approval.
Secretary or Treasurer
If the Secretary or Treasurer is no longer able to serve in that position, a new Secretary or Treasurer chosen by the Chairperson from the elected Representatives shall be appointed to serve for the remainder of the current term.

4. FUNCTIONS OF COUNCIL OFFICERS

A. Chairperson
The Chairperson of the Council shall preside at all meetings of the Council and shall perform the duties pertaining to said office. The Chairperson shall adhere to the Council Bylaws and shall see that all orders and resolutions of the Council are carried into effect.

(1) The Chairperson shall attend Senate meetings, participate in Senate activities, and represent the Council in his/her capacity as Chairperson by conveying to the Senate the expressed interests and concerns of the Council.
(2) The Chairperson shall serve as an ex-officio member on all Council committees.
(3) The Chairperson shall be responsible, in consultation with the Executive Committee and incorporating recommendations from Council Representatives, for the development and approval of the agenda for all Council meetings.
(4) The Chairperson shall inform voting units that are not being properly served by their elected Representatives.
(5) If at any time a new unit is formed and added to the University, the Council Chairperson shall direct the Chairperson of the Nominations and Elections Committee to conduct an election to insure representation of that unit.

B. Vice-Chairperson
(1) The Vice-Chairperson shall preside at Council meetings in the absence of the Chairperson. If the Chairperson is no longer able to serve in that position, the Vice-Chairperson shall serve as Chairperson for the remainder of the term. Election of a new Vice-Chairperson shall follow the procedure specified in Elections, Section 3D(3) of these Bylaws.
(2) The Vice-Chairperson shall assist the Chairperson, as requested, in performing the duties pertaining to the Chairperson’s office and in performing other duties as assigned.
(3) The Vice-Chairperson shall serve as the Chairperson of the Senior Unit Representatives group and as liaison between the Senior Unit Representatives and the AMC Executive Committee.

C. Secretary
(1) The Secretary shall attend all meetings of the Council, take notes, and write minutes and distribute them to each Council member.
(2) The Secretary shall be responsible for the preparation and distribution of the agenda for Council meetings.
(3) The Secretary shall take attendance at each Council meeting, keep formal attendance records, and notify the Chairperson of any unit whose Representative(s), or Alternate(s) filling in for the Representative(s), have been absent from two meetings in an academic year.
(4) The Secretary shall answer or refer to the appropriate member or committee chairperson correspondence addressed to the Council.
(5) The Secretary shall be responsible for maintaining and distributing to the Council a current list of Representatives and Alternates throughout the year, and for maintaining a current list of the constituency throughout the year.
(6) The Secretary shall coordinate all updates to the Council website and other communications.

D. Treasurer
(1) The Treasurer shall be responsible for developing the budget, in consultation with the Executive Committee.
(2) The Treasurer shall be responsible for approving all expenditures.
(3) The Treasurer shall keep a true record of all financial matters and make a report at least twice a year to the Council (preferably in December and May) on the status of the Council’s budget, including an accounting of all expenditures.
5. FUNCTIONS OF SENATORS/ ALTERNATE SENATORS

A. Attendance at Meetings
   (1) The Senators shall attend all Senate meetings and convey to the Senate the expressed interests and concerns of the Council.
   (2) The Senators shall attend all meetings of the Council and present, at each Council meeting, a report on the actions and activities of the Senate.
   (3) The Senator who serves on the Senate Financial Affairs Committee will serve as an ex-officio member of the Council’s Compensation and Benefits Committee. This Senator must attend the Compensation and Benefits Committee meetings to accurately present and defend, to the Senate Financial Affairs Committee, all benefits and personnel policies recommended by the Council.

B. Alternate Senator’s Duties
   (1) Alternate Senators shall serve as liaisons to the University Senate and its committees and shall convey to this body the express interests, concerns, and decisions of the Council.
   (2) The Alternate Senators shall attend Senate meetings, and in the absence of the Senator for whom they are the Alternate, shall exercise the privileges of the absent Senator in accordance with Senate Bylaws.
   (3) Alternate Senators shall give periodic reports to the Council as determined by the Council Chairperson.
   (4) An Alternate Senator, if not a Council Representative, is allowed to participate at the monthly Council meetings as a member, but may not vote.

6. FUNCTIONS OF REPRESENTATIVES/ ALTERNATE REPRESENTATIVES

A. Attendance at Council Meetings
   A Representative is responsible for representing his/her unit at the monthly Council meetings in person. Remote participation is allowed for Representatives located in a global academic center or portal campus, if coordinated in advance with the Secretary. If a Representative is absent from three Council meetings annually without the representation of an Alternate, the Chairperson of the AMC may, with two-thirds approval by the Council, remove that person from office. The first Alternate would then complete the remainder of the term.

B. Voting at Council Meetings
   It is expected that Representatives will duly represent their constituents in the event they are asked to vote on issues that would affect or alter any personnel policies, salary considerations, benefit changes or any other issues - that would directly affect the personal and/or professional well-being of administrators.

C. Feedback from Constituents
   Each Representative shall inform his/her constituents of the issues covered at each Council meeting by a methodology appropriate to that particular unit, including but not limited to memoranda, meetings, telephone, email or by the distribution of the official Council minutes.

D. Senior Unit Representatives
   Senior Unit Representatives’ general responsibilities may include: coordinating the filling of unit Representative and Alternate Representative vacancies; reporting all changes to the unit’s Representatives and Alternate Representatives to the Chairperson of the Nominations and Elections Committee; liaising with the AMC Secretary regarding unit Representative attendance at all Council meetings; organizing requests for funding for unit-based AMC activities; sharing information about upcoming AMC events with the unit; encouraging the unit’s AMC constituency to volunteer and participate in AMC-sponsored events; and serving as liaison between the AMC Executive Committee, through the Vice-Chairperson, and the unit.

7. COMMITTEES

It is the function of committees to study and make recommendations on matters within their respective areas of responsibility in order to help the Council arrive at decisions. Any reporting member of a Standing or Ad Hoc
Committee is empowered to present a motion on behalf of his/her committee to the Council. One-third of the membership of a Standing Committee shall constitute a quorum. The Chairperson of the Council shall appoint committee chairpersons from the pool of Representatives or Alternate Representatives as soon as possible after s/he takes office. Appointments shall be subject to confirmation by the Representatives at the first meeting following the election of officers. A committee chairperson may be relieved of his/her responsibilities by the Council Chairperson. Committee Membership shall be drawn from those constituents of the Council (including, but not exclusive to the Representatives to the Council) who indicate a desire to serve on a committee. Each committee Chairperson is required to report to the Council on activities on a regular basis, and is expected to make recommendations to the Council for approval. Each committee chairperson is responsible for calling committee meetings as necessary, creating the committee agenda, and maintaining a list of committee members.

The Standing Committees of the Council shall be as follows:

A. **Bylaws Committee**
   The Bylaws Committee shall review the Bylaws to address the changing needs of the Council, to eliminate ambiguities, and shall suggest updates as appropriate. The Parliamentarian shall Chair the Bylaws Committee. S/He, with the assistance of the Committee as necessary, shall be responsible for assisting the Council in interpreting the Bylaws and in suggesting resolutions to problems directed to it by the Council.

B. **Nominations and Elections Committee**
   The Nominations and Elections Committee is responsible for receiving the nominations and administering elections for the following officers of the Council: Chairperson, Vice-Chairperson, Secretary, and Treasurer, and for Senators and their Alternates. The Nominations and Elections Committee also will administer the elections for Representatives and their Alternates. Each September, the Nominations and Elections Committee shall complete an official membership census of the AMC constituency for general notification purposes. By February 15 of each year, the Nominations and Elections Committee shall complete an official census update to determine unit representation levels, to assure that the proportionate representation of all units on the Council is accurate, and to confirm the eligible voting members for the subsequent election process.

C. **Compensation and Benefits Committee**
   The Compensation and Benefits Committee shall serve in an advisory role to facilitate the Council’s participation in the University governance process with respect to matters of personnel policy and shall make recommendations based on the Council’s suggestions.

D. **Community Service Committee**
   The Community Service Committee shall identify and coordinate community service opportunities for the administrative population at the university, such as fundraising efforts and community relief collections.

E. **Special Events Committee**
   The Special Events Committee shall provide programs which enrich the professional and personal lives of administrators at New York University, such as clubs, shows, and regular and special gatherings.

F. **Communications Committee**
   The Communications Committee, through the AMC website and newsletter, will provide updates of AMC activities and events as well as information of general interest. The Committee welcomes new ideas, input, and feedback from AMC members on an ongoing basis.

G. **Committee on Professional Development**
   The Committee on Professional Development aims to help assimilate newly hired administrators, foster cross-school collaborations, and provide developmental opportunities for all NYU AMC-eligible administrators. The Committee sponsors a voluntary peer mentoring program and related programming developed in cooperation with existing University resources.

H. **Inclusion, Diversity, and Equity Committee (AIDE)**
   The AMC Inclusion, Diversity, and Equity Committee engages administrators dedicated to fostering a University environment that affirms and respects the diversity in our community. To create a more inclusive, diverse, and
equitable University, the AIDE Committee will facilitate communication and partner with University Leadership to monitor progress, provide policy recommendations, and strengthen initiatives that focus on workplace climate, diversity in hiring, pay equity, promotion, and retention; and encourage participation by administrators in professional development activities meant to strengthen community, increase awareness, and develop allyship.

I. Executive Committee

(1) Executive Committee Charge
   a. The Executive Committee shall assist the Chairperson with the administration of the Council.
   b. The Executive Committee shall provide leadership to the Council by executing the decisions of the Council.
   c. The Executive Committee cannot propose to the University Administration formal changes on any policy issues affecting administrators without first consulting and obtaining the approval of the Council’s Representatives.
   d. The Council Chairperson shall serve as spokesperson for the Council in meetings with members of the University Administration to convey the expressed interests, concerns, and decisions of the Council.

(2) Executive Committee Members
   The voting members of the Executive Committee shall consist of:
   a. The current Officers of the Council
   b. The Senators
   c. The Chairpersons of the Standing Committees
   d. The Chairperson(s) of the Ad Hoc Committee(s)
   e. The Parliamentarian
   The Chairperson may invite other administrators to attend one or more Executive Committee meetings in a non-voting capacity.

J. Ad Hoc Committees
   Ad Hoc Committees may be established at any time by a majority vote at any Council meeting. Any Ad Hoc Committee will be disbanded once its charge has been accomplished satisfactorily or its reason for functioning ceases to exist. Once an Ad Hoc Committee has existed for at least two full consecutive years, the Chairperson of the Council may request that such committee be converted to a Standing Committee. The request must be approved by two-thirds of the Council. At that time, the function of the new Standing Committee shall be described in the “Committees” section of the Bylaws.

8. ADMINISTRATIVE COORDINATOR

   The Administrative Coordinator is a half-time employee of the Administrative Management Council under the direction of the AMC Chairperson. The Administrative Coordinator is responsible for supporting the AMC’s Executive Committee in its various activities as necessary, including but not limited to its council officers, committee chairpersons, and other elected or appointed individuals. In order to avoid an actual or perceived conflict of interest, the Administrative Coordinator is not eligible to hold an AMC elective office or an AMC appointed position at any level.

9. RULES OF PROCEDURE: BYLAWS

   The Council shall adopt rules of procedure, called Bylaws, for its governance consistent with the University Charter and University Bylaws. Meetings of the Council shall be governed by Robert’s Rules of Order, Newly Revised, except when inconsistent with those Bylaws.

   A. Suspension of the Bylaws
      The Bylaws may be suspended by a two-thirds vote of the Representatives to the Council or their Alternates who are present and voting at any meeting of the Council, provided there is a quorum as defined in Section 2H of these bylaws.

   B. Amendment of the Bylaws
      The Bylaws may be amended by a two-thirds vote of the Representatives to the Council or their Alternates who are present and voting at any meeting of the Council, provided there is a quorum as defined in Section 2H of these bylaws. Written notice of the proposed amendment must be circulated to the Council members at least one week prior to the next scheduled meeting, at which time the motion can be considered.