

UNIVERSITY OF CALIFORNIA SANTA CRUZ
ACADEMIC BUSINESS OFFICERS GROUP BYLAWS
ACCEPTED OCTOBER 2008

ARTICLE 1 -- NAME

- 1.1** The name of this organization shall be the Academic Business Officers Group (ABOG) and will be convened at the University of California, Santa Cruz.

ARTICLE 2 – PURPOSE AND OBJECTIVES

- 2.1** The Academic Business Officers Group (ABOG) is an organization of senior business officers from academic departments and research organizations who gather information about, provide input to and comment upon policies and practices affecting the operation of their organizations.
- 2.2** The following are the specific objectives of ABOG:
- 2.2.1 To provide a forum for discussion, to promote communication, and study common concerns and solutions in areas relating to the operations and administrative functions of academic departments.
 - 2.2.2 To provide an effective and informed advisory resource to central administration and campus units.
 - 2.2.3 To study administrative issues for the purpose of finding ways to improve and simplify operations at all levels.
 - 2.2.4 To recognize and promote the professional identity of academic department managers and to offer orientation for new managers.
 - 2.2.5 To collaborate with other University groups on all appropriate matters.
 - 2.2.6 To provide opportunities for professional development through seminars and conferences.
 - 2.2.7 To provide networking opportunities

ARTICLE 3 -- MEMBERSHIP

3.1 The membership shall consist of ____ Assistant III-Supervisors and above (for the purpose of these by-laws referred to as Academic Business Officers) who:

3.1.1 Report directly to an academic department chair or director/head of an academic or research unit and

3.1.2 Are not represented by an exclusive bargaining agent and

3.1.3 Have responsibilities for, or support the operation of, teaching and/or research units and

3.1.4 Have financial and/or supervisory responsibilities, as shown on their unit organizational chart.

3.2 Members-At-Large

3.2.1 Individuals who express an interest and desire to be included in ABOG membership will submit an application to the Executive Board. The Executive Board, in accordance with these by-laws, will determine membership. The Executive Board may make membership exceptions on a case-by-case basis.

3.3 Affiliates

3.3.1 ABOG shall maintain a list of affiliates who will receive general announcements and invitations to attend special meetings and events. Affiliate status must be approved by the Executive Board and cannot be granted to any member of an exclusive bargaining unit. Affiliates may attend annual system wide ABOG conferences if allotments for regular members have not been filled.

ARTICLE 4 - MEETINGS

4.1 General meetings will be scheduled monthly October-June or as called by the Executive Board and will be open to all members.

4.1.1 Membership business meetings will be held twice a quarter.

4.1.2 Professional development meetings will be held once a quarter.

4.2 Executive Board meetings will be held monthly or as needed. Executive sessions will be called when deemed necessary and are open only to Executive Board members

ARTICLE 5 - GOVERNANCE

5.1 Executive Board and Terms of Service

- 5.1.1 The UCSC campus Academic Business Officers Group (ABOG) shall be governed by an Executive Board comprised of the following elected positions: Chair, Vice-Chair (aka Chair-Elect), one representative from each of the five academic divisions (Arts, Humanities, Physical & Biological Sciences, School of Engineering, Social Sciences), and one representative of the members-at-large. The Special Project Analyst will serve as *Ex Officio* member of the Executive Board.
- 5.1.2 Chair shall assume office in March for one year, after serving one year as Vice Chair. The Chair will be invited to serve one additional year (third year) in a non-voting, ex-officio capacity on the Executive Board, following their final year of service as Chair.
- 5.1.3 Vice Chair shall be elected annually in January for a two-year term, serving the first year as Vice Chair and the second year as Chair.
- 5.1.4 Academic division representatives and the representative of the members-at-large shall be elected for a two-year term.
- 5.1.5 The Executive Board shall select the system-wide ABOG representatives from the Executive Board membership.
- 5.1.6 In electing members of the Executive Board, an attempt shall be made to reflect the diversity of the campus interests by the ABOG group.
- 5.1.7 All terms begin in March. No individual may serve in the same elected Executive Board position for more that two consecutive terms, unless an exception by the Executive Board is approved.

5.2 The Executive Board's duties shall include but are not limited to:

- 5.2.1 Convening meetings
- 5.2.2 The Executive Board shall act as the official representative of the campus Academic Business Officer Group for purposes of communicating with campus administrative officers, other campus organization, and their officers.
- 5.2.3 At the Executive Boards' discretion, establish standing committees for specific on-going purposes
- 5.2.4 At the Executive Board's discretion, establish ad hoc committees

- 5.2.5 As necessary or requested by other campus units, the Executive Board will designate representative of the campus ABOG group to serve on campus committees or workgroups.

ARTICLE 6 – ELECTIONS

6.1 Elections will take place annually.

- 6.1.1 Elections will be held in January to elect the Vice-Chair and to replace any representatives who have served two years, with new officers taking office on March 1st.
- 6.1.2 Elections will be held in odd number years to select representatives for the Divisions of Arts, Humanities, and Social Sciences.
- 6.1.3 Elections will be held in even number years to select representatives for the Division of Physical & Biological Sciences, School of Engineering, and Members-at-Large.
- 6.1.4 The Executive Board will conduct the annual elections.

6.2 The candidate slate receiving the most votes will be declared the winner.

6.3 Each ABOG member is entitled to one vote.

- 6.3.1 The full membership (excludes affiliates) of the campus ABOG will be eligible to vote for the Vice-Chair.
- 6.3.2 Members in represented academic divisions may vote only for the representative of their respective division.
- 6.3.3 Members not affiliated with a represented academic division may only vote for the Members-at-Large representative.

ARTICLE 7 -- COMMITTEES

7.1 Ad Hoc Committees

- 7.1.1 Ad Hoc Committees shall be formed at the discretion of the Executive Board from the membership at large.
- 7.1.2 Ad Hoc Committees shall be formed to complete short-term projects

7.2 Standing Committees

7.2.1 Standing Committees shall be formed at the discretion of the Executive Board from the membership at large.

7.2.2 Standing Committees shall be formed for specific ongoing purposes.

ARTICLE 8 -- LEGISLATION AND AMENDMENTS

8.1 The by-laws and other official publications of the Academic Business Officers Group may be approved, amended, or repealed only by a two-thirds majority of the voting members in attendance

8.2 The by-laws will be reviewed by the Executive Board every two years, although the general membership may propose modifications at any time.

8.3 No proposal relating to introduction, amendment, or repeal of Group legislation may be presented for vote of the general membership unless:

8.3.1 Such a proposal shall have previously been reviewed and approved by the Executive Board or a designated Ad Hoc committee whose authority shall be limited to matters of form and the coordination of related changes in the by-laws and other official publications of the Group; and

8.3.2 The membership of the Group has received written or electronic notice of a proposal fifteen (15) working days prior to the established date for the vote.

8.4 Whenever a question of procedure cannot be settled within reasonable time as determined by the Chair, Robert's Rules of Order (current edition) shall govern the Administrative Business Officers' Group.