Abraham Baldwin Agricultural College
Staff Forum

CONSTITUTION AND BYLAWS

PREAMBLE

Because we serve a common goal through varied methods, and because our diverse duties isolate us from each other; the support staff of Abraham Baldwin Agricultural College finds it to be both desirable and beneficial to draw together into a unified body in order that our joint concerns may be addressed among our peers and stated with a single, strong voice. To that end we declare ourselves to be the Staff Forum of Abraham Baldwin Agricultural College.

Article I - Purpose

The purpose of the Staff Forum of Abraham Baldwin Agricultural College is as follows:

1. **Provide** a sounding board whereby mutual concerns may be identified and presented to the Administration effectively
2. **Secure** greater staff participation in the decision-making process of the college
3. **Recognize** and encourage excellence of performance among staff members
4. **Pursue** fair and impartial treatment of all staff, regardless of position, including equitable work conditions and standards
5. **Support** and enhance the overall mission of the college

Article II - Membership

All employees who are designated by the college as staff and are employed on a regular (not temporary) basis are eligible for membership in the Staff Forum, including supervisors and administrative staff.

Article III Officers

A. Titles of Officers

   The Staff Forum officers’ titles are Chair, Vice-Chair, Secretary and Parliamentarian. All terms of office are for two years. The Vice-Chair will automatically rise to the position of the Chair for the next term of office.

1. The Chair’s duties will be as follows:
   a. Preside over the meetings
   b. Call emergency or special meetings
   c. Attend President’s Cabinet meetings as allowed to report any Staff Forum actions and recommendations
   d. Manage the details of the award and scholarship
   e. Work with HR to organize Staff Development activities
   f. Approve all expenditures/payment requests as the first approver

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2. The Vice-Chair’s duties will be as follows:
   a. Assist the Chair
   b. Assume the responsibility of the Chair in the event of his/her absence
   c. Prepare him/herself during his/her tenure to move to the position of Chair during the term of office immediately following his/her responsibility as Vice-Chair
   d. Approve all expenditures/payment requests as second, or first alternate approver

3. The Secretary’s duties will be as follows:
   a. Maintain a journal of the proceedings of each meeting
   b. Publish and distribute in a timely manner, via ABAC Central website and Staff Forum website, the minutes of Staff Forum after each meeting
   c. Distribute criteria and nomination forms for awards and criteria for scholarship
   d. Report on the financial status (e.g., beginning balance, transactions, ending balance) at each meeting. (Report is provided by Office of College Advancement and may be presented by the fund administrator)
   e. Serve as an alternate approver for expenditures/payments as needed

4. The Parliamentarian’s duties will be as follows:
   a. Rule on any matter of parliamentary procedure based on Robert’s Rules of Order, Revised
   b. Serve as an alternate approver for expenditures/payments as needed

B. Election of Officers

1. Officers will be elected every two years by a majority vote of the quorum at the spring meeting of every odd-numbered year. A nominating committee will present a panel of candidates with at least one candidate for each vacancy. Nominations may be made from the floor.

2. A member who will be absent on official business may submit his/her vote, in writing or by electronic mail, to the Chair or designated representative at least 24 hours prior to the meeting.

3. No officer shall serve in any capacity for more than two full terms of office in succession.

4. The highest-ranking outgoing officer who is not seeking an office will supervise elections. If there is none, then the oldest officer (in terms of service to ABAC) will supervise the election.

5. Any office vacated at any time other than elections will be filled by special election at the next regular session of the Staff Forum following the vacancy.
Article IV Meetings

A. The guidelines for the Staff Forum meetings will be:
   two in the Fall Semester, two in the Spring Semester, and one during the Summer Semester.

B. The Staff Forum Chair will call any needed special meetings.

C. A sign-in sheet will be provided at each meeting to track attendance.

Article V Amending the Constitution

A. This constitution can be amended at any regular meeting of the Staff Forum by a majority vote of the quorum. Also, written ballots are accepted provided the amendment was submitted in writing to the membership prior to the meeting.

B. A member who will be absent on official business may submit his/her vote, in writing or by electronic mail, to the Chair or designated representative at least 24 hours prior to the meeting in which the amendments will be considered.
I. Committees

A. Standing Committees will be as follows:

1. Scholarship and Awards Committee: All conversations and decisions of these committees shall remain secret until the announcement of the winners.

   a. Nominations for the awards will be mailed directly to the chair of the Staff Forum. The officers of the Staff Forum will select staff members to serve on the Scholarship and Awards Committee AFTER nominations have been received. Staff members receiving a nomination cannot serve on the committee.

   b. To equitably represent the campus, officers of the Staff Forum will select employees with at least five years of ABAC employment, to represent areas as described below.

   c. The committee shall include members based on the following areas of representation:

      - Area I - Vice President for Planning and Operations – two representatives
      - Area II - Vice President for Academic Affairs – three representatives
      - Area III - Vice President for External Affairs and Advancement – two representatives

   d. The committee shall include no more than two currently employed past recipients of the Roy Jackson Award from any one area of representation.

   e. The committee shall consist of an odd number of members. The committee chair is the previous year’s winner unless unable to serve. The chair of the committee will facilitate the meeting but have no voting rights except in the event of a tie.

   f. The committee’s duties will include selecting award winners for the Roy Jackson Award for Staff Excellence from nominations and the Staff Forum Scholarship from applications, based on the criteria for the award and scholarship.

2. Bylaws Committee

   a. The Bylaws Committee will consist of five to seven volunteers and/or nominations from the floor of a regular Staff Forum meeting.
b. The duties of the Bylaws Committee will be to study the suitability of revising and/or drafting amendments to the Staff Forum Bylaws as deemed necessary.

B. Special Committees

a. The Nominating Committee will function as a five-person special committee appointed by the Staff Forum Chair during the fall term of enrollment and approved by the Staff Forum at its first regular fall meeting. The chair will give special attention to making the committee representative of the entire staff.

b. The Nominating Committee’s duty will be to provide the Staff Forum with a slate of officers to be voted upon at the first spring meeting of every other year.

II. Fiscal Year
The fiscal year will extend from July 1 through June 30.

III. Quorum

A. A quorum is defined as the number of Staff Forum members attending a meeting.

B. All voting will be based on a majority of the quorum.

IV. Parliamentary Authority

Robert’s Rules of Order, Revised will be the parliamentary authority for this organization.

V. Agenda

An agenda for meetings will be presented in writing to the membership prior to the meetings.

VI. Amendment

Any amendment to these Bylaws may be proposed at any regular meeting, to be adopted by a majority vote of the quorum at the next meeting.