

UCSB Academic Business Officers Group (ABOG)

Mission Statement:

ABOG's mission is to advance the business practices of UCSB, provide networking opportunities that will enhance the professional development of its members, foster the celebration of diversity among members' constituents and promote an inclusive campus environment.

By-Laws

Article I -- Name

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

Article II - Purpose and Objectives

The Academic Business Officers Group is an organization of principal business and administrative officers primarily from academic departments, organized research units and administrative units, who consider information about, provide input to, and comment upon, policies and practices affecting the operation of their organizations. Members seek opportunity to exchange knowledge and gain skills necessary to achieve their professional goals, and to cultivate and inspire progressive leadership styles.

The following are the specific objectives of ABOG:

- A. To effect improved communications among teaching, research, service, and administrative offices of the Santa Barbara campus.
- B. To provide a forum for discussion of common concerns.
- C. To evaluate administrative problems for the purpose of recommending ways to improve and simplify operations at all levels.
- D. To provide the administration with a broad-based planning resource group that is closely involved with campus issues, and that is available to vet new initiatives, changes, and visions for the campus.
- E. To assist members in improving the operation and management of their departments and units.
- F. To orient new ABOG members in campus operations, policies, and procedures.
- G. To promote and enrich the professional identity and leadership value of department and unit administrators and managers.
- H. To cooperate with other University groups (e.g., Staff Assembly, CSAC, PWA) on all appropriate matters.
- I. To encourage and support a campus climate that honors and respects diversity and inclusion.

Article III -- Membership

Membership will consist of regular members and ex officio members, all of whom are staff employees.

The regular membership shall consist of career staff Analyst I- Supervisors and above (for the purpose of these by-laws referred to as Senior Business Officers) who:

1. Report directly to an Academic Department Chair, Administrative Support Center Director, Administrative Executive Director, and/or Director/Head of an Organized Research Unit.
2. Are not represented by an exclusive agent.
3. Have responsibilities for, or support the operation of, teaching, research and administrative units.
4. Have financial management and staff supervisory responsibilities as shown on their unit organizational chart.

Ex Officio membership shall include, but not be limited to, the Assistant Deans of Colleges, the senior managing administrative officers of University Extension, College of Letters and Science Undergraduate Education, Office of Student Life, Graduate Division, Office of Research, Student Affairs, Instructional Development, and Enterprise Technology Services, and others whose primary responsibilities are business and financial management in support of academic and research units and who are not represented by an exclusive agent.

Rights of Regular Membership:

1. attends and participates in ABOG sponsored activities;
2. serves on the committees described in Article VII; and,
3. votes in ABOG elections

Rights of Ex Officio Membership:

1. attends and participates in ABOG sponsored activities
2. serves on the committees described in Article VII

Individuals who express an interest and desire to be included in ABOG membership will submit an application and a job description to the Executive Board. Membership will be determined by the Executive Board, in accordance with these by-laws. Membership exceptions may be made on a case by case basis by the Executive Board.

Article IV -- Meetings

General meetings will normally be held once a month from October through June, and otherwise when deemed necessary and appropriate by the Executive Board.

Article V -- Government

- A. The Academic Business Officers Group shall be governed by an Executive Board consisting of a Chair, Vice Chair (Chair-Elect), and three to five members- at-large.
 1. The Executive Board's duties shall include but not be limited to:
 - A. Calling meetings.
 - B. Establishing committees and designation of committee members.
 2. The Executive Board shall act as the official representative of the Academic Business Officers Group for purposes of communicating with campus administrative officers, other campus organizations, and their officers.

3. No individual may serve on the Executive Board for more than two consecutive terms, with the exception of the Vice Chair.
4. In electing members of the Executive Board, an attempt shall be made to reflect the diversity of campus interests by the ABOG membership.

B. Chair

1. The Chair will assume office in April for one year, after serving one year as Vice Chair. If the Chair is not able to fulfill his/her duties for the entire term, the Vice Chair will assume the Chair position. The Chair shall also serve on the statewide steering committee during this term. If the Chair is unable to serve on the statewide committee, he/she shall ask another member of the Executive Board to serve in his/her stead.

C. Vice Chair

1. The Vice Chair will be elected annually for a two-year term, the first year as Vice Chair, the second year as Chair. If the Vice Chair is unable to fulfill his/her duties for the entire term, a member of the Executive Board will be named by the Board to take the post for the remainder of the unexpired term. The Vice Chair position will then be open to nominations and voting as usual during the following March meeting. The individual serving out such unexpired term shall be eligible to succeed themselves in that office in a subsequent year.. The Vice Chair shall also serve on the statewide steering committee. If the Vice Chair is unable to serve on the statewide committee, he/she shall ask another member of the Executive Board to serve in his/her stead.

D. Members-at Large

1. The term of office of members-at-large will be two years, with these individuals elected annually.
2. A member-at-large unable to continue serving on the Executive Board shall be replaced by the first runner-up in the election until the normal term has expired.

Article VI – Elections

Elections will be held in March to elect the Vice Chair and members-at-large, with new officers taking office in April. In order to vote on elections or initiatives, members must either be present at the March ABOG meeting to vote in person, or send a signed ballot to the ABOG Chair by mail or email in advance of the meeting at which voting is to take place. A simple majority of those voting will be required for election. The full regular membership will be eligible to vote for the Vice Chair (Chair-Elect) and the Executive Board's members-at-large. In the case of a tie, another vote must take place.

Article VII -- Committees

A. Ad Hoc Committees

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

B. Standing Committees

1. Standing Committees shall be formed at the discretion of the Executive Board from the membership at large.
2. Standing Committees shall be formed for specific ongoing purposes.

Article VIII -- Legislation and Amendments

- A. The by-laws and other official publications of the Academic Business Officers Group may be added to, amended, or repealed only by a two-thirds majority of the members voting.
- B. No proposal relating to introduction, amendment, or repeal of ABOG legislation may be presented for vote of the general membership unless:
 - 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 ABOG; and
 - 2. The membership of the ABOG has received written notice of a proposal fifteen (15) working days prior to the established date of the vote.