

CONSTITUTION OF THE SUPPORT PERSONNEL ADVISORY BOARD

CALHOUN COMMUNITY COLLEGE

Article I. Name

The organization will be called the Support Personnel Advisory Board of Calhoun Community College.

Article II. Purpose

The Support Personnel Advisory Board is responsible for considering issues that concern support personnel in the Community College, representing support personnel on the College Planning Council, serving as a forum for discussion of issues of concern and serving as a communication medium for support personnel.

Article III. Membership

The membership of the Support Personnel Advisory Board will be as follows:

A. Composition of Support Personnel Advisory Board Membership

The Support Personnel Advisory Board will consist of twelve (12) elected members, three (3) from each voting group. Each member will serve for a three (3) year term. Beginning April 1999, an annual election will be held to replace members rotating off of the current advisory board. The groups are:

Group I	Math Science Building, Security and Maintenance E and H salary schedule personnel
Group II	Student Center E and H salary schedule personnel
Group III	Decatur E and H salary schedule personnel
Group IV	Huntsville and Limestone E and H salary schedule personnel

B. Nominations and Elections

1. Nominations by the Support Personnel should be submitted in writing.
 - a. Nominations must be made by April 15.
 - b. Nominations consist of a nomination form completed and signed by the nominator and the nominee.
 - c. In the event no nominations are received for a specific group, the Chair will appoint a representative for that group.
2. The election will be held in May.
 - a. Election will be by written ballot.
 - b. Election will be by majority vote.
 - c. If no candidate receives a majority of the votes on the first ballot, an immediate run-off between the two top candidates will be held.

C. Vacancy

Should a vacancy occur, the chair will appoint a representative from the appropriate group to serve on the Support Personnel Advisory Board for the remainder of the term.

D. Attendance

All Support Personnel Advisory Board members are encouraged to attend all meetings. Should more than three (3) unexplained absences occur within one (1) year, the chair reserves the right to appoint a replacement representative from the appropriate group to serve on the Support Personnel Advisory Board for the remainder of the term.

Article IV: Officers

The officers of the Support Personnel Advisory Board will be a chair, vice-chair, a treasurer, and a secretary.

A. Chair

1. Presides at all board meetings.
2. Provides leadership for and serves as the official voice of the Support Personnel Advisory Board.
3. Prepares agenda for meetings.

B. Vice Chair

1. Assumes duties of the chair in the absence of the chair.
2. Assumes other duties assigned by the chair.

C. Secretary

1. Keeps a permanent record of the proceedings of the Board.
2. Notifies Board members of all meeting times.
3. Keeps minutes of all Board meetings.
4. Distributes minutes of Board meetings to Board members.

D. Treasurer

1. Responsible for maintaining annual budget for the Support Advisory Board.
2. Responsible for providing financial report at each board meeting.

E. Planning Council Representatives

1. Three representatives will be elected by two-third's majority of all Board members.
2. Representatives will serve a 2-year term beginning in the fall semester.
3. Representatives should have sufficient years remaining on the Advisory Board in order to fulfill two year appointment to the Planning Council.
4. There must be at least one representative from each campus.

