

Rules of Operation

ASSOCIATION OF SOUTHERN ACADEMIC PROGRAMS

**Academic Programs Section
Board on Agriculture Assembly
Association of Public and Land Grant Universities
Adopted November 11, 2019**

Article I - Name

The name of this organization shall be the Association of Southern Academic Programs as is stated above and hereinafter called the Association of Southern Academic Programs (ASAP). The association is one of four regional organizations of the Academic Programs Section of the Board on Agriculture Assembly (hereinafter referred to as Academic Programs Section or APS). The organization is established in conformity with the constitution of the **Association of Public and Land Grant Universities (APLU)**.

Article II - Purpose

The Association of Southern Academic Programs shall represent the administrators of the academic programs of the colleges of food and agriculture sciences in the Southern Region in their collective dealings. The primary purpose of the ASAP is to provide a forum whereby ideas in the academic world related to food and agricultural sciences may be developed and exchanged, and priorities and strategic visions for higher education can be established. [Food and agricultural sciences: Denotes the production, processing, marketing, distribution, conservation, consumption, research, and development of food and agriculturally related products and services, inclusive of academic programs in agriculture, natural resources, forestry, veterinary medicine, human sciences/ family and consumer sciences, and other, closely allied fields.]

On matters to be ratified by, reported to, or recommended to APS, the consensus of ASAP shall be conveyed to the Chair, Academic Programs Section of the Board on Agriculture Assembly by the Chair of ASAP. The ASAP shall conduct its affairs in conformance with the stated objectives and procedures of the Rules of Operation of APS and the Board on Agriculture Assembly of the APLU.

The ASAP, with the other such Regional Associations, is an integral part of the Academic Programs Section. It provides, through its business meetings, a means by which the views of the administrators of academic programs may be determined formally and transmitted to the Academic Committee on Organization and Policy (ACOP) and the Academic Programs Section (APS) on matters either of its own origin or on matters referred to it by ACOP or APS. The ASAP also provides a forum for the exchange of information and for discussion and debate among members and guests on matters of common concern that may not require formal action, and a means by which the ASAP may take action that is limited to the Southern Region.

These and other functions of the ASAP are spelled out more completely, as follows:

- A. Arranges for and conducts its own affairs, makes recommendations to ACOP and to the APS, reacts to proposals of ACOP and APS and participates in the handling, when appropriate, of interim business of the APS;
- B. Participates with United States Department of Agriculture - National Institute of Food and Agriculture (USDA-NIFA), other Regional Associations and other states in the region in the programming and conducting of cooperative integrated multistate academic activities;
- C. Facilitates cooperation among its member programs and universities, with federal and other state agencies, with state governments, and others in the planning, programming, financing, implementing and performing of academic activities;

Article III - Membership

- A. The members of the Association of Southern Academic Programs shall be the Directors/Deans/Associate Deans/Assistant Deans (or duly authorized representatives) of member 1862, 1890 and 1994 Land-Grant Institutions in the region (Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, U.S. Virgin Islands, Virginia); regional Non-Land Grant Agriculture and Renewable Resources Universities (NARRU) who are members of APLU; and other regional universities in Canada and Mexico, as approved by APLU. The Administrative Heads of the member institutions of the ASAP shall also be members. The National Executive Director for Academic Programs of the APLU shall be an *ex-officio*, non-voting member of the ASAP.
- B. The voting members of the ASAP shall consist of the Directors/Deans/Associate/Assistant Deans (or duly authorized representatives) of the member institutions, as defined above, in good standing. Voting shall be limited to only one vote per institution.
- C. Affiliate, non-voting members are Directors/Deans/Associate Deans/Assistant Deans of regional Non-Land Grant Agriculture and Renewable Resources Universities (NARRU) which are not members of APLU.
- D. Members in good standing shall be defined by the Rules of Operation of the Board on Agriculture Assembly: http://www.aplu.org/members/commissions/food-environment-and-renewable-resources/board-on-agriculture-assembly/baa_rules_of_operation.pdf

Article IV - Meetings

There shall be two annual business meetings of the ASAP held in conjunction with annual meetings of APS. Other meetings will be determined by the ASAP members and/or its Executive Committee.

Article V - Officers

- A. The Officers of the ASAP shall be a Chair, Chair-Elect/Secretary, and Past Chair. A person will serve in each position for one (1) year; each term begins and ends with the close of the ASAP business meeting held at the annual meeting of the APLU. The officers progress through the positions in a sequential fashion.
- B. Elections shall be held at the ASAP business meeting during the annual APLU meeting in the fall. A Chair-Elect/Secretary shall be elected for the coming year. The Chair-Elect/Secretary must be selected from the current voting members of the ASAP and must have been an APS member for at least one year. Nominations will be assembled by the Past Chair and will also be taken from the floor; voting will be by ballot. A simple majority of those present at the fall annual meeting is required. In the event that the Chair-Elect/Secretary resigns or is unable to complete his/her term, the remaining members of the Executive Committee shall arrange a special election for a new Chair-Elect/Secretary.
- C. Duties. The Chair shall preside at business meetings of the ASAP, at meetings of its Executive Committee and on all other occasions where the head of the association is to be recognized. He/She is the chief executive officer of the ASAP and assigns the duties and directs the activities of the ASAP. The Chair is a member of the Academic Programs Committee on Organization and Policy (ACOP).

The Chair-Elect/Secretary assures that the secretarial duties of the ASAP are fulfilled; he/she also serves as the official Secretary of the Executive Committee. The Secretary of the ASAP shall bear the official responsibility on behalf of the ASAP for compiling all actions and communications and submitting any required documents to the National Executive Director. The Secretary shall communicate all minutes to the ASAP members. The Chair-Elect/Secretary shall serve in the absence of the Chair and shall also undertake additional duties as the Chair directs.

The Past Chair assists the Chair and Chair-Elect/Secretary as assigned, shall organize nominations for the annual election and conduct the voting process. The Past Chair shall reach out to new members of the region and provide support for on-boarding into their position and integration into the ASAP and APS. He/She shall become Chair for the remainder of the term if the Chair should resign or for any reason be unable to serve.

Officers and other designees of the ASAP are expected to exercise their own judgments in the execution of their roles and duties subject to prior policy guidance and/or policy review by the ASAP.

All officers and other designees of the ASAP are responsible for maintaining and then passing on to their successors complete sets of official documents of a continuing directive nature.

Article VI -Executive Committee

The Executive Committee shall be composed of the Chair, Chair-Elect/Secretary, and Past Chair.

The Executive Committee through the Chair executes the programs of the ASAP. The Executive Committee also is empowered to handle the interim affairs of the ASAP between business meetings.

Article VII - Committees and Designees

The Chair, in consultation with the Executive Committee may appoint or discontinue committees and liaisons as he/she sees fit. The tenure of a committee may long-standing or *ad hoc*. Committee Chairs shall make written reports of activities to the Chair on at least an annual basis or when requested. The Chair-Elect/Secretary shall maintain records of committee membership.

Article VIII -Quorum

For purposes of carrying out business of the ASAP, a quorum shall consist of a minimum of six (6) members in good standing or their officially designated representatives present and voting at any duly called meeting where written notice is sent out at least 30 days in advance of the meeting. A simple majority resolves all issues except amendment of the Rules of Operation.

Article IX - Parliamentary Authority

The emphasis in all meetings shall be on orderly process to achieve an objective decision by those present and voting. Should there be a parliamentary challenge, however, it shall be answered by reference to Roberts Rules of Order.

Article X - Amendment of Rules of Operation

These Rules of Operation may be amended at any business meeting of the ASAP provided the proposed amendment has been mailed to all members at least 30 days in advance of the meeting and is passed by a two-thirds majority of the voting members present at the meeting. Alternatively, Rules of Operation amendments may be approved via a confidential email/web voting process and are passed by a two-thirds majority of the voting members who cast a vote.

Article XI - Repository of Documents

The Office of the National Executive Director will serve as a repository of documents of the ASAP.