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Staff Advisory Committee to the President

Bylaws

Approved: March 26, 2015

Article I: Definition

Section A. Name

The name of the committee shall be the Staff Advisory Committee to the President.

Section B. Purpose

The Staff Advisory Committee to the President (SAC) has several purposes, including:

1. Advise the President about staff opinions concerning all issues and matters at the College that the committee considers of importance to the staff and to the institution.
2. Receive from the President requests for advice and counsel regarding matters relevant to the staff that may call for action by the President or other members of the administration.
3. Increase awareness of the contributions made by staff to the College of Charleston and promote the recognition of outstanding staff.

The SAC is not intended to act as a representative for the purposes of negotiating terms and conditions of employment for this class of employees or for negotiating the grievances of individual employees or groups of employees.

SAC shall operate within the parameters of all College policies, as they may from time to time exist, including but not limited to the College's Privacy Policy.

Section C. Electorate

All full-time, non-instructional staff members occupying numbered state lines and non-instructional temporary staff members are eligible to vote for regular SAC members, consistent with the provisions of Article II.

Article II: Committee Membership

Section A. Eligibility

Only full-time, non-instructional employees occupying numbered state lines shall be eligible for election to the committee's divisional or at-Large seats. Employees who are full time as non-instructional staff and are also adjunct faculty shall be eligible for election to the committee. Only non-instructional temporary employees shall be eligible for the temporary employee seat.

Members of the roster faculty and College employees with position titles using the words “president” or “provost” are not eligible for election to the committee.

Section B. Regular Members

The committee shall consist of six at-large representatives and eight divisional representatives and one temporary employee representative. The divisions of Institutional Advancement and Marketing and Communications (or their successor divisions) shall each have one divisional representative. The divisions of Academic Affairs, Business Affairs and Student Affairs (or their successor divisions) shall each have two divisional representatives. Each divisional representative must be employed within the represented division.

Section C. Ex-Officio Members

Each of the following shall be a non-voting, ex-officio member of the committee:

1. The Chief of Staff or the President’s designee
2. The Director of Human Resources or the director’s designee
3. The exiting SAC chair for a period of six months.

Section D. Terms

Each divisional representative shall serve a two-year term. Each at-large representative shall serve a two year term. Each temporary representative will serve a one year term.

No individual shall serve for more than four ~~three~~ consecutive years as an elected member of the committee; thereafter, an individual is not eligible for service until at least 12 months have passed.

Section E. Nominations

Any eligible staff member may self-nominate for an at-large and/or an open divisional representative seat. Any eligible temporary staff member may self-nominate for the temporary employee representative seat. Nominations shall be accepted during a 10-working-day period closing at least 10 working days before the divisional representative elections. Nominations and elections will be announced through email and other suitable means of communication.

Section F. Voting

Voting for divisional representatives shall occur in March of every year. The person that receives the most votes shall serve as the divisional representative. Only employees (Article II, Section A) within the represented division may vote for their divisional representative nominees.

1. One divisional representative shall be elected in even-number years for each of the following divisions: Institutional Advancement, Academic Affairs, Business Affairs and Student Affairs.
2. One divisional representative shall be elected in odd-number years for each of the following divisions: Marketing and Communications, Academic Affairs, Business Affairs and Student Affairs.
3. For the first year of SAC, the positions in Article II, Section F(2) shall be appointed by a majority vote of the provisional committee.

Voting for at-large representatives and temporary employee representative shall occur within 10 working days of the conclusion of the divisional representative elections. The person who are employed in pay bands one through four and receive the most votes shall serve as at-large representatives. Of the remaining nominees, the two persons who receive the most votes shall serve as at-large representatives. All voting-eligible employees (Article I, Section C) may vote for the at-large representatives nominees, regardless of their division.

- a. Three at-large representative shall be elected in even-number years.
- b. Three at-large representative shall be elected in odd-number years

- c. For the 2015-2016 SAC, the qualifying three two year at-large positions will be the three employees that receive the most votes.
- d. For the 2015-2016 SAC, the temporary representative will be elected at the first meeting of the 2015-2016 committee.

Regarding all elections: In case of a tie, the employee with the longest term of service shall serve.

Section G. Resignation

Resignations from the committee shall be submitted in writing to the SAC chair.

Section H. Removal

A regular SAC member may be removed from SAC for reasons including but not limited to failure to meet eligibility requirements (Article II, Section A), excessive absences or non-participation, or inappropriate or illegal conduct. A resolution to remove any regular SAC member shall have the support of no fewer than three SAC members and shall only be considered at a regular SAC meeting. The text of a removal resolution shall be conveyed in writing to the member proposed for removal and to all other committee members at least five working days prior to the regular SAC meeting at which the resolution is scheduled for consideration. Approval of a removal resolution requires a two-thirds majority vote of the committee. SAC service is not a property right.

Section I. Replacement

Vacancies shall be filled by the following methods:

1. The person who received the next-highest vote count in the most recent election for the vacant position and who is not already serving on the committee
2. Lacking a willing and eligible person elected under Article II, Section I(1), the committee shall solicit self-nominations from the represented division or all staff, depending on the vacant position, and appoint by a majority vote of the remaining committee members, minus the SAC chair. (The exclusion of the SAC chair is unique to voting for replacing vacancies.)
3. Should a tie result from Article II, Section I(2), the SAC chair shall serve as the tie breaker.

When a vacancy is filled, the expiration of the term remains the same.

Section J. Divisional Transfer

A divisional representative who is no longer employed in the represented division, but remains eligible for the committee, shall remain the divisional representative until the end of the term year. If another year remains until the expiration of the term, a new divisional representative shall be elected to serve a one-year term.

Article III: Officers

Section A. Nominations and Voting

Officers are elected from among and by the 14 15 regular SAC members. Officers shall be elected by affirmative vote of a majority of SAC. If a plurality results, the two individuals with the most votes shall be presented on a second ballot until a majority is reached. Voting shall occur in the following order: chair, vice chair and then secretary/treasurer. Election of these positions will occur during the first SAC meeting of the elected term.

Section B. Duration of Term

Officers are elected for a term of one year. Officers shall be eligible for reelection to the same office, but may not serve more than 24 months consecutively, after which a 12-month waiting period is required before they may be reelected to that same office.

Section C. Chair

The chair shall preside over the Executive Subcommittee and meetings of SAC, meet with the President of the College, collaborate with representative members of the faculty and students, propose the annual agenda as well as prepare each meeting agenda, and perform such other duties as are associated with this Office.

Section D. Vice Chair

The vice chair shall preside in the absence of the chair, serve as assistant to the chair, complete a term vacated by the chair and perform such other duties as are associated with this office.

Section E. Secretary/Treasurer

The secretary/treasurer shall prepare and distribute the minutes of meetings, maintain SAC records (including mailing lists, minutes and budget records), publish the business conducted at each meeting in an appropriate publication/electronic forum to the staff, record attendance at meetings, authorize disbursement of funds consistent with the approved budget supplied by the College (if any), and perform such other duties as are associated with this office. All agendas, records, distributions and disbursement of funds shall require the approval of the SAC chair.

Article IV: Subcommittees and Committee Membership

Section A. Subcommittee Formation and Procedures

1. SAC shall create such subcommittees as are determined to be necessary to the furtherance of SAC's purposes, including but not limited to the creation of an Executive Subcommittee. SAC shall create such special rules of order as are necessary for the formation and governance of such committees.

The Executive Subcommittee shall make recommendations regarding subcommittee formation, which are then subject to the approval of the full SAC membership.

2. Any subcommittee shall be comprised of a chair and such additional members as are required to achieve its designated purpose.

3. Subcommittees shall act for or on behalf of SAC only with the prior consent of SAC.

4. Subcommittees shall maintain records (written or otherwise) of their official activities. The subcommittee chair shall transfer all subcommittee records to the secretary/treasurer of SAC upon completion or termination of its purpose or activities as determined by SAC or the Executive Subcommittee.

5. A quorum for each subcommittee shall be 50 percent of voting subcommittee members.

6. Special meetings of a standing subcommittee may be called by the SAC chair, the chair of the subcommittee or by written request of three SAC members.

Section B. Institutional Committees

The SAC chair may appoint one or more members of SAC to represent SAC on College of Charleston committees and/or councils when necessary, taking into account the expertise of the member and his or her area of representation. Outgoing members will be asked if they wish to remain part of a communications and resource network. Those wishing to participate will be considered as a potential resource for service on committees. If the appointee is unable to attend meetings and provide activity reports to SAC, the SAC chair may choose a replacement.

Article V: Meetings

Section A. Frequency

SAC meets at least four times during an elected term.

Section B. Scheduling

The SAC chair can call, cancel or postpone any meeting. In addition, a regular or special meeting can be

called by written petition of three or more SAC members.

Section C. Agenda

Agendas should be posted three working days before the meeting date. During the meeting, the agenda can be revised by a two-thirds majority vote.

Section D. Quorum

A majority of regular SAC members, plus either the chair or vice chair, shall constitute a quorum for the transaction of business.

Section E. Action

SAC shall only take action by resolution, a quorum being present. No press statements or press releases shall be made by SAC without prior authorization from the Division of Marketing and Communications (or any successor division).

Section F. Notice of Regular and Special Meetings

Notice of a regular SAC meeting shall be given to committee members and the campus community no less than five working days prior to that meeting. Notice of a special SAC meeting shall be given to committee members and the campus community no less than three working days prior to that meeting. Anyone who appears at a meeting, even if that person did not receive notice, shall be deemed to have waived any notice requirement.

Section G. Meetings and Meeting Records

Meetings and SAC documents are subject to the Freedom of Information Act (FOIA). The Office of Human Resources (or its successor office) shall be the official depository of SAC records.

Article VI: Amending Bylaws

These bylaws shall be amended at any regular meeting of SAC by a two-thirds majority vote of the SAC regular members, provided that the amendment has been submitted in writing at the previous regular meeting and approved by the Executive Subcommittee and the College President.

Article VII: Parliamentary Authority

The rules contained in the most recent edition of *Robert's Rules of Order Newly Revised* shall govern the Staff Advisory Committee to the President (including its subcommittees) in all cases to which those rules are applicable and in which they are not inconsistent with these bylaws, any special rules of order the committee may adopt, and any statutes applicable to the committee that do not authorize the provisions of these bylaws to take precedence.