Staff Advisory Committee to the President

Bylaws


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 organizational 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 state position titles using the words “president,” “provost,” or Senior Administrative Officers, are not eligible for election to the committee. [RV 11.12.2020]

Section B. Regular Members

The committee shall consist of the following representatives of these defined organizational units (or their successor organizational units) for a total of 21 members.

SAC shall consist of one representative for each of the following thirteen (13) units (or their successors):

1. **Temporary Employees** (any unit)
2. **Academic Schools** (only) within Academic Affairs/Provost
3. **Other Academic Affairs/Provost** units; excluding Academic Schools
4. **Public Safety** (only) within Business Affairs
5. **Building & Grounds** (only) of the Facilities Management unit within Business Affairs
6. **Other Facilities Management** units; excluding Building & Grounds units
7. **Other Business Affairs** units, including Campus Services, Fiscal Services, Human Resources, Internal Auditor, Procurement and Supply Services; excluding Public Safety, Facilities Management and Building & Grounds
8. **Information Technology**
9. **Student Affairs**
10. **Institutional Advancement**
11. **Athletics** (only)
12. **University Marketing and Enrollment Planning** (only)
13. **Other Executive/President** units, including the Office of the President, Institutional Events, University Communications, and Office of the Board of Trustees; excluding Athletics and University Marketing and Enrollment Planning

Additionally, eight (8) at-large representatives from any unit will serve as members of SAC. Both permanent and temporary employees may be elected to at-large seats.

Prior to SAC elections each year, the College organizational chart shall be reviewed to align organizational structure with current Committee representatives to ensure all units receive equitable representation. Organizational representation is designed with intentionality to capture a variety of staff perspectives. Representatives should be able to connect with and advocate for staff members within their unit. Adjustments to the makeup of the Committee shall be made in conjunction with yearly elections and according to the provisions outlined herein.

To account for a change of bylaws during the 2020-2021 term, organizational units with multiple elected representatives will phase out their duplicate members starting with the term ending in 2021.

Seats beyond the one (1) allocated seat per organizational units will turn into an at-large seat. The remaining representative(s) will serve out the duration of their term(s) until each organizational unit has only one (1) elected representative.
In the voting process and interactions with its constituents, SAC will encourage and support the core values and framework of the College’s Strategic Plan which includes, but is not limited to:

- Diversity, Equity & Inclusion: We will create and nurture a diverse and inclusive community demonstrated through our thoughts, words and actions. We value and respect the unique perspectives, backgrounds and experiences every individual has to offer.
- Employee Experience and Success: Create an inclusive workplace that inspires excellence and innovation resulting in a thriving faculty and staff community. (Rev 11/13/20)

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 organizational representative shall serve a three-year term. Each at-large representative shall serve a three-year term. Each temporary representative will serve a one-year term.

No individual shall serve for more than six 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 organizational 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 organizational representative elections. Nominations and elections will be announced through email and other suitable means of communication.

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

Voting for at-large representatives and temporary employee representative shall occur within 10 working days of the conclusion of the divisional organizational 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 organizational unit.

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 committee shall hold a special election to replace the vacant member. Current members in at-large seats may self-nominate for the vacant position.
2. Lacking a willing and eligible person elected under Article II, Section I(1), the committee shall solicit self-nominations from the represented division organization 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
4. For replacement representative elections, self-nominations shall be accepted during a seven-calendar day period. Votes for replacement elections will occur over a seven-calendar day period.

(Rev 11/13/20)

The newly selected member who is elected to the vacant position will assume the remaining term of that vacant position.

Section J. Organizational Transfer
An organizational representative who is no longer employed in the represented organization, but remains eligible for the committee, shall remain the organizational representative until the end of the term. If another year remains until the expiration of the term, a new organizational representative shall be elected to serve a one-year term.

Article III: Officers

Section A. Nominations and Voting
SAC will elect a chair, vice-chair, and secretary/treasurer. SAC members can self-nominate or accept nominations from peers. Officers are elected from among and by the 21 regular SAC members. Officers shall be elected by affirmative vote of a majority of SAC. If the vote results in a tie, 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.
2. The Executive Subcommittee shall make recommendations regarding subcommittee formation, which are then subject to the approval of the full SAC membership.
3. Any subcommittee shall be comprised of a chair and such additional members as are required to achieve its designated purpose.
4. Subcommittees shall act for or on behalf of SAC only with the prior consent of SAC.
5. 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.
6. A quorum for each subcommittee shall be 50 percent of voting subcommittee members.
7. 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.

Section D. Quorum
A majority (fifty percent or more) 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 University Communications (or any successor organization).

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.

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.