

BYLAWS

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT STAFF ADVISORY COUNCIL

OBJECTIVE AND SCOPE

The Staff Advisory Council (SAC) shall serve as a deliberative and advisory body to the dean on matters of significant interest and importance to the staff of the college. The SAC shall encourage input of staff, develop ideas, and generate recommendations for improvement of the college. Information will not be channeled through the department head or higher ranking staff in the department. Information will be channeled directly to the dean of the College of Education and Human Development from the SAC for review and/or approval.

MEMBERSHIP

Membership of the Council will consist of one elected member from each of the following: the Dean's Office, CERD (includes all grant support staff), Undergraduate Advising (at large), EAHR, EPSY, TLAC, HLKN, and two at-large staff representatives elected by the college staff. The chair and chair-elect will also serve as at-large representatives. Members must have been employed in the College of Education and Human Development at least six months prior to being elected to the Council and must be employed at least 50 percent or more.

TERMS OF MEMBERSHIP

Terms of SAC membership shall be for two years, unless elected as chair or chair-elect. This two-year term shall commence on September 1.

ELECTION OF COUNCIL REPRESENTATIVES

Departmental/center elections will be held for the seats held by their representative. Names of elected representatives shall be submitted to the chair of SAC by June 1st of any given year. Elections for at-large seats will be held each June. Nominations for at-large membership shall be submitted to the chair by the first week in June. The chair will distribute a ballot for the election to at-large positions to all staff by June 15 with the names of all eligible nominees. The at-large position will not be filled by staff from the same department/center in consecutive years.

When a departmental representative or an at-large member is elected as chair or chair-elect, he/she will then become a representative of the CEHD staff as a whole and serve in the role of ombudsperson for all CEHD staff. Appropriate elections will be held immediately to fill the seat previously held by the chair or chair-elect.

DUTIES OF REPRESENTATIVES

Departmental Representatives: Departmental representatives are responsible for representing the interests, ideas and opinions of their departmental staff in all SAC proceedings. In addition, each representative will serve in the role of ombudsperson for all CEHD staff.

At-Large Representatives: At-large representatives are responsible for representing the interests, ideas and opinions of the staff/centers of the College of Education and Human Development in all SAC proceedings. In addition, each representative will serve in the role of ombudsperson for all CEHD staff.

ELECTION OF OFFICERS

Officers of the Staff Advisory Council shall consist of a chair, a chair-elect, a past chair, a secretary, and a treasurer. All of these positions, with the exception of chair and past chair, will be elected by the council members at the September meeting and will assume office at the September meeting.

DUTIES OF OFFICERS

Chair: This is a one-year at-large term. The chair of the SAC conducts the monthly meetings of the council, sets the agenda for these meetings, oversees the activities of the council, delegates responsibilities as necessary, and calls special meetings of the council. The chair also serves as the staff representative to the Dean's Council, as well as the liaison for CEHD staff with the dean. In addition, the chair appoints *ad hoc* committees

as necessary and can serve as chair of these committees. The chair is a voting member of the council. The chair will assume the position of past chair on September 1 of the year following his/her term of office as chair.

Chair Elect: This is a one-year at-large term. The chair-elect assumes the role of chair and represents the chair when she/he is unavailable. The role of the chair-elect is to assist the chair as needed and to observe. The chair-elect can chair *ad hoc* committees as determined by the chair. The chair-elect is a voting member of the council. The chair-elect will assume the position of chair on September 1 of the year following his/her term of office as chair-elect. The chair-elect is responsible for chairing the annual staff development conference.

Past Chair: This is a one year term ending August 31 of the first year of the present chair. The role of the past chair is to offer guidance and historical perspective and to finish initiatives that began under his/her chair term. The past chair is an *ex officio* member of the council and does not have voting privileges.

Secretary: This is a one-year term. The secretary is responsible for recording and distributing the official minutes of the SAC. The secretary is a voting member of the council and will be either a departmental or at-large representative.

Treasurer: This is a one-year term. The treasurer is responsible for maintaining the financial accounts of the SAC. The treasurer develops and administers the yearly budget of the council. The treasurer is a voting member of the council and will be either a departmental or at-large representative.

FILLING OF VACATED OFFICER POSITIONS

In the event a council officer vacates his/her position, the following will govern the filling of that position.

Chair: The chair-elect will complete the term of the chair, as well as his/her elected term as chair.

Chair-Elect: The SAC will immediately elect a new chair-elect from the current council membership.

Past Chair: This position will remain unfilled.

Secretary and Treasurer: A new election will be held to replace either position from the current council membership.

COMMITTEES

Committee chairs will be determined on an annual basis and as needed. Chairs of these committees do not need to be members of the SAC but will report to the council on a regular basis.

Past committees have included the Staff Development Conference Committee and the Historical Committee. A listing and description of all current committees will be posted on the SAC Web site.

ABSENCES

Members who miss two consecutive meetings without sending a suitable substitute will be in jeopardy of losing their membership on the council. In the event that SAC determines that a replacement is necessary, the department (college for the at-large member) will be asked to elect another representative.

MEETINGS

The regular meeting of the council will be held on a monthly basis on a day to be determined by the council at its September meeting, with the exception of July when a meeting will be held only if necessary. Special called meetings can be held at any time. All meetings of the SAC are open to all members of the CEHD staff.

QUORUM

The presence of 50 percent + 1 of the voting members of the council is required to constitute a quorum and to conduct any official business (i.e. agenda items, budgetary modifications, items from the Dean, etc.) or vote of the council.

AMENDMENT OF COUNCIL BY-LAWS

Amending the bylaws of this organization requires the establishment of a committee by the chair, composed of a representative from each department (Dean's Office, EAHR, EPSY, TLAC, HLKN, CERD, Undergraduate Advising), which will draft the proposed amendment. The proposed amendment will be submitted to the entire college staff for approval. Approval of any amendment will require a simple majority of those voting.