



# Staff Advisory Council

## EDUCATION & HUMAN DEVELOPMENT

# COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT STAFF ADVISORY COUNCIL BYLAWS



**Drafts & Edits:** 9/11/2008, 5/9/2011, 3/25/2013, 5/25/2017, 11/10/2018, 9/21/2022,  
10/16/2024, 12/10/2025,

**Approved by SAC:** 12/10/2025

**Approved by All Staff:** 1/16/2026

**Approved by CEHD Deans Council:** 1/21/2026



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# Staff Advisory Council

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### Objective & 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 and recommendations from staff, such as developing ideas, improving community, planning events, and generating further recommendations for the improvement of the College. Staff recommendations will be channeled directly to the Dean of the College of Education and Human Development (CEHD) from the SAC for review and/or approval.

### Membership

Membership of the Council will consist of one elected member from each of the following:

- Departmental Seats: EAHR, EPSY, TLAC, KNSM
- Unit Seats: Dean's Office, Research Staff, Undergraduate Advising, Children's Centers
- At-large Seats: Two 'at-large' staff representatives elected by the college staff.
- Executive Seats: The Chair and Chair-elect will serve as 'at-large' representatives.

Members must have been employed in CEHD for at least six months prior to being elected to the Council and must be employed at least 50 percent or more effort. Centralized staff assigned to the College of Education, such as Technology Services – Education, HROE, Division of Finance, and Facility Services are eligible to obtain membership through election for the Departmental Seat or At-large Seats.

### 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. If a member resigns their seat, a new member will be elected and will serve the remainder of the term.

### 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.



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

### Council Representatives

#### Election

##### **Department and Unit:**

Departmental and Unit elections will be held for the seats occupied by their representative. Names of elected representatives shall be submitted to the SAC Chair by August 1<sup>st</sup> of any given year. Elections should be administered by each Department or Unit. If a Department or Unit is unable to provide a representative, the SAC can facilitate an election for the seat. The election for the Research Staff seat will be conducted by the Chair as outlined in the At-large election process.

##### **At-large:**

Elections for at-large seats will be held each July. Nominations for At-large membership shall be submitted to the Chair by the first week in July. The Chair will distribute a ballot for the election of at-large positions to all staff by July 15<sup>th</sup> with the names of all eligible nominees. The At-large position will not be filled by staff from the same Department or Unit in consecutive years.

##### **Chair and Chair-elect:**

When a Department, Unit, or an At-large member is elected as Chair or Chair-elect, they will then become a representative of the CEHD staff as a whole. The Chair-elect will assume the position of Chair on September 1. During annual elections, appropriate elections will be held to fill the seat previously held by the Chair or Chair-elect, if needed. The new member will serve the remainder of the term of 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.

**Unit Representatives:** Unit representatives are responsible for representing the interests, ideas and opinions of their Unit staff in all SAC proceedings. Unit representatives must fall within the Unit in the name of the seat.

**At-Large Representatives:** At-large representatives are responsible for representing the interests, ideas and opinions of the staff of the College of Education and Human Development in all SAC proceedings.



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### **Ex-Officio Members: -**

**University Staff Council Representative:** This position does not have a specified end date. The position provides information on staff activities and events across the TAMU campus and system campuses. This position does not have voting privileges.

**CEHD and HROE Representative:** This position does not have a specified end date. The position provides information and updates on staff training, TAMU/CEHD events, and provides assistance with the conference as needed. This position does not have voting privileges.

### **Council Officers**

Officers of SAC shall consist of a Chair, a Chair-elect, a Past Chair, a Secretary, and a Treasurer. The Chair-elect will assume the position of Chair on September 1. The Chair-elect position will be elected from current SAC membership by July 1<sup>st</sup>. All remaining positions will be elected by the council members at the September meeting and will immediately assume office.

### **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 they are 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 their 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 September 1 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 their 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



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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.

### Committees

Committee chairs will be determined on an annual basis or 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. A listing and description of all current committees will be posted on the SAC Web site.

### Scholarships and Awards

The Staff Advisory Council Chair oversees the awarding of the Peggy Ritchey Endowed Scholarship and the SAC Staff Awards. Centralized staff areas assigned to the College of Education, such as Technology Services, Human Resources and Organizational Effectiveness, Division of Finance, and Facility Services may be nominated for awards, so long as they meet eligibility criteria as described within each respective award.

#### Peggy Ritchey Endowed Scholarship

The Peggy Ritchey Endowed Scholarship was established to provide undergraduate scholarships for the children or grandchildren of staff members working in the College of Education & Human Development as per the agreement with the sponsor. Calls for nominations go out in late February and the award is distributed the following fall and spring semesters of the upcoming academic year.

#### SAC Staff Awards

The SAC Staff Awards are to recognize and reward staff in the College of Education & Human Development. These annual awards provide special recognition to individuals who have made outstanding contributions to the College of Education & Human Development through their dedication, initiative, achievements, enthusiasm, and attitude in their work. The SAC Staff Awards will be presented at the annual SAC Conference. Each recipient will receive a monetary award and receive a recognition award to commemorate the occasion. The number and compensation amounts will be determined by the SAC in collaboration with the Dean's Office. The call for awards will be disseminated in early Spring and will include all eligibility criteria. Current Voting Members of SAC are not eligible for SAC Staff Awards.



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### **Meetings**

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

### **Absences**

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

### **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 Bylaws**

Amending the bylaws of this organization requires the establishment of a committee by the Chair, composed of at least 50% of the current voting SAC members, 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.