THE COLLEGE OF ARTS AND ARCHITECTURE

STAFF ADVISORY COUNCIL BYLAWS

**Article I - Purpose**

The College of Arts and Architecture Staff Advisory Council represents the staff and serves a consultative role to the Dean and Executive Council on issues that relate to the staff in the College, or in other functions as requested by the Dean. Issues such as staff policies and practices, continuous quality improvement, diversity, professional development, university, college, and unit staff events, customer service, or other similar matters are addressed.

**Article II - Membership**

Section 1 - Definitions

Ex-officio member: non-voting position with the Council. Ex-officio members are not eligible to hold elected positions. Types of ex-officio appoints appointed to date include:

* Past Chair
* Human Resources Coordinator

Member: voting position with the Council. Full members are appointed as outlined in Section 2 below and are eligible to hold elected positions.

Section 2 - Appointment of Members

The Staff Advisory Council shall be composed of one exempt or nonexempt staff representative from each unit except the offices with over 20 full-time staff, CPA and the Dean and administrative offices (Dean’s office and from service units) which provide two representatives each.

Members are appointed by their respective units to serve a three-year term commencing on June 1. An exception to the three-year term may occur for the Chair and Chair-Elect officers, who may hold a longer term depending on the year they are serving when they are nominated to the position. Members may be reappointed to consecutive terms at the discretion of their units. Each unit will appoint a member in the manner it finds most practical.

 Section 3 - Leave of Absence for Members

Requests for a temporary leave of absence from the Council may be submitted to the Chair. Such requests shall be granted whenever possible, but shall not exceed three consecutive months. A staff member from the same unit as the member requesting the leave shall temporarily fill the resulting vacancy.

Section 4 - Member Resignation

Resignation from the Council will be submitted to the Chair, who shall contact the department/unit head/school director/director for appointment of a new member for the remainder of the designated term.

Members missing three regular meetings during any academic year may be declared inactive by the chair and may be asked to resign, subject to review by the Council.

Replaced members will finish the term of the absent // missing members before starting their own term period

**Article III - Elected/Appointed Positions**

Section 1 – Officers

Chair

The Chair shall be the presiding officer of the Staff Advisory Council. The Chair shall be elected for a 3-year term commencing on June 1, serving first year in Chair-Elect capacity and second year as Chair and third year as Past Chair. The duties of the Chair are to preside over all meetings; to have general and active management of the business of the Council; to see that all orders and resolutions of the membership are carried into effect; to respond to and initiate communications with the Dean and with any external constituencies on behalf of the Council; and to perform all duties and exercise all authority usually associated with the office of the Chair or prescribed by the membership.

Chair-Elect

The duties of the Chair-Elect are to assist the Chair in the management of the Council, to preside in the absence of the Chair, to record and distribute the minutes of the Council meetings, and to update the website.

In the event that the Chair resigns or is unable to serve, the Chair-Elect shall assume that position immediately. The Chair-Elect position will be refilled during the next scheduled election for the position, or sooner at the request of the Council.

Past Chair

The Past Chair shall serve the council in an advisory capacity. The Past Chair is invited to attend the monthly meetings as an ex officio member, but attendance is not required. This position does not preclude membership representation of the Past Chair’s unit.

Section 2 - Elections

Election of the Chair-Elect shall normally be held by secret ballot and shall be conducted as follows:

In June, the current Chair shall solicit nominations for Chair-Elect. The Chair will then ask each member nominated if he or she is willing to serve. Two weeks before the July meeting the Chair will present a list of nominees to the Council. At the regularly scheduled July meeting each member will be asked to vote by secret ballot and to submit the ballot to the Chair. The Chair will then count the votes and determine the next Chair-Elect.

In the absence of an incoming Chair or Chair-Elect, the present serving executive may be permitted by vote to extend their tenure by up to a year.

**Article IV - Meetings**

Regular meetings of the College Staff Advisory Council shall be held once a month. Special meetings, for any purpose or purposes, may be called at any time by the Chair. A quorum of one-half the voting membership plus one must be present at all meetings in order for any official actions to be taken in the name of the Council. Council meeting time is usually during normal University hours and is considered College business.

**Article V – Reviews and Amendments**

Section 1 – Review of the Bylaws

The Council shall review these Bylaws on even years.

Section 2 – Amendments to the Bylaws

These Bylaws may be altered or amended at any time in accordance with the following procedure:

Amendments must be presented to all members of the Council in writing at least fifteen days prior to a scheduled meeting. All proposed amendments must be discussed by the Council. Individuals who will not be present for the meeting are invited to send discussion and their vote to the Chair prior to the meeting. If approved by majority vote of the members present and those who voted in absentia, provided that a quorum exists, amendments shall be submitted to the Dean for approval. Amendments approved by the Dean shall be adopted by the Council.

**Article VI – Dissemination of Information Discussed at Meetings**

Requested confidentiality on the behalf of a staff member reporting an issue shall be stated at the onset of the meeting prior to communicating the matter to the rest of the council. In such an event, identities will remain permanently confidential, even after a recommendation, resolution, conclusion, or policy is agreed and voted upon. If an issue arises that dictates a request for feedback from staff members outside of the council, details (such as names or identities) shall not be shared, even if confidentiality was not specifically requested. In all other matters, the council strives for transparency.

**Amendments**

Adopted June 19, 2002

Amended August 18, 2010

Amended July 21, 2016

Amended June 2, 2022

Article VI added - October 2010

Article II, Section 1 edited to add the role of Past Chair as an ex officio officer - July 2016

Article II, Section II edited to reflect the exceptions to a two year term – July 2016

Article III, Section I edited to redefine the role of Past Chair and to include an additional responsibility to the role of Chair-Elect – July 2016

Article III, Section II edited to reflect the new dates for officer nominations – July 2016

Article VI edited to reflect concerns about confidentiality and transparency – July 2016

Article II, Section II to add membership between the Deans office and related administrative offices reflecting the number of staff represented – June 2022

Article II, Section II increased the tenure of membership from two years to three to stagger department memberships for objective continuity – June 2022

Article III, Section II updating the procedure and apparent necessity to have longer serving Chair or Chair-Elect in the absence of memberships - June 2022

Article IV, amended to reflect meeting once a month instead of a designated day – June 2022

Article V, Section I amended to be reviewed on even years instead of every year – June 2022