



Staff Advisory Council Bylaws

Article 1 - Name

The name of the organization shall be the Staff Advisory Council, referred to hereafter as "SAC".

Article 2 - Purpose

The SAC serves as an advisory committee to Stetson University's President's Cabinet, servicing the needs and interests of professional staff members at the DeLand and Celebration campuses. The SAC works on behalf of the full-time and part-time staff members at these locations to address issues and concerns and provide input and recommendations to senior administrators. In support of this mission, SAC's guiding principles are:

1. To act as advisers to the President and senior administrators with the aim of creating a positive working environment for all University employees;
2. To facilitate communication between University staff and senior administration; and
3. To provide a forum for input and discussion of issues important to the staff and the University.

Article 3 - History

Created in May 2017 as a response to the 2016 Rankin and Associates Campus Climate Survey, the SAC began formally meeting in August 2017. Originally an eleven-member group, comprised of ten voting members and one non-voting member, the SAC was tasked with working on behalf of the full-time and part-time staff members on the DeLand campus and at the Center at Celebration. In March 2018, an eleventh voting member was added to represent the Enrollment Management division. In May 2019, a twelfth voting member was added to serve in an at-large role, bringing the total membership count to thirteen staff members.

Article 4 - Organization and Membership

4.1 – Definitions

Chair: The Associate Vice President of Human Resources, an ex-officio member.

Former Member: An individual who has completed their term of service to the SAC, left in good standing, and is invited back for participation or is continuing their duties as an ad hoc committee chair.

Non-Voting Member: Non-voting, ex-officio members shall not be eligible to hold elected positions. Ex-officio appointment(s) include:

Associate Vice President of Human Resources

Voting Member: Voting position on the SAC. Full members shall be appointed as outlined in Section 2 below and shall be eligible to hold elected positions.

4.2 – Member Responsibilities

1. Members are expected to attend all meetings and participate in the business of the SAC. In the event a member is unable to attend any regular or committee meeting, they shall notify the Executive Committee or appropriate Committee Chair via email. Absences are excused in cases

of approved sick leave, approved vacation leave, approved funeral leave, or a work-related obligation. The member shall copy their supervisor on correspondence regarding work-related absences;

2. Members shall serve on a minimum of one SAC committee;
3. Members representing a division of the University shall provide, at minimum, quarterly updates to their constituents on the work of the SAC;
4. Members shall solicit feedback from University staff and report back to the SAC; and
5. Members shall be willing to hear concerns, receive information and suggestions, and effectively communicate these to the SAC.

4.3 – Selection of Members

The SAC shall identify divisions of the University and determine the number of staff to be appointed from each division. Representation shall be based upon the number of staff in each division and should be evaluated when there is a major shift of employees or every ten years. The SAC is comprised of one non-voting member, 12 voting members representing their respective University divisions and one at-large voting member. Divisions are as follows:

1. Academic Affairs – 2 Members
2. Athletics – 1 Member
3. Campus Life and Student Success – 2 Members
4. Enrollment Management – 1 Member
5. Finance and Administration – 3 Members, to include adequate representation from non-exempt employees in the Facilities Management department.
6. University Marketing – 1 Member
7. University Relations and Alumni Engagement – 1 Member

The SAC shall make every effort to maintain a diverse membership that is inclusive of all Divisions, full- and part-time status, and exempt and non-exempt classifications. No more than one representative in any single department or equivalent unit may serve at the same time unless one member is serving in the at-large role.

At the discretion of the SAC, a former member may participate in new or ongoing business. A former member shall not have voting privileges nor serve on the Executive Committee or Membership Selection Committee. If chairing an ad hoc committee, former members are permitted to remain in the chair role until the committee is dissolved.

Members serve two-year terms and may serve up to two consecutive terms. This is a University-sanctioned committee and SAC members will be granted release time during their workday to participate in SAC related activities. Staff members who are interested in serving as a member of the SAC should submit their information on the [Stetson University Staff Advisory Council Participation Form](#).

4.4 – Transition of Members

Any voting member, during the second year of their first term, is eligible to apply for a second two-year term. Said member must submit a [Stetson University Staff Advisory Council Participation Form](#) to be reviewed by the Membership Selection Committee, along with the full applicant pool. After the completion of two consecutive terms, the voting member must be off the SAC for at least twelve months before serving again.

The membership of the SAC shall be selected by a Membership Selection Committee consisting of the current Executive Committee and two current voting members.

1. A [Stetson University Staff Advisory Council Participation Form](#) must be submitted to the Membership Selection Committee no later than April 15.
2. The Membership Selection Committee shall review all applications and submit to the SAC members one nominee for each opening and a list of five alternates, which shall stay in place until the next selection process occurs.
3. All nominees and alternates must be approved by the SAC members by a two-thirds majority vote of those present at the meeting. Quorum requirements apply.
4. Chair will send a welcome email to the new members and copy their supervisor and their Vice President.
5. The new members' terms will commence in June.

To fill a vacated position during a term, the Membership Selection Committee will review the list of five alternates in priority order. The Membership Selection Committee will review the five alternates.

The new voting member will complete the term of the voting member they are replacing. This will count as the new voting member's first term. The new voting member is eligible to apply for a second two-year term regardless of the eligibility of the member they replaced.

4.5 – Leave of Absence for Members

Requests for a temporary leave of absence from the SAC shall be submitted to the Chair. Such requests shall be granted whenever possible. Since such leaves are temporary, the resulting vacancy shall not be filled by a new member. Examples of reasons for a temporary leave of absence are, but not limited to, personal or family health problems, the birth or adoption of a child, relief from excessive job stress, loss of a loved one, military service, and jury duty.

4.6 – Member Resignation

A voting member wishing to resign from the SAC shall submit their resignation in writing to the Chair. Voting members may resign at any time.

If the Chair resigns from the SAC, the Executive Vice President/CFO shall appoint an interim replacement from the Human Resources staff.

4.7 – Removal of Members

A member of the SAC may be removed from membership for any of the following:

1. Two absences at full SAC meetings without notification;
2. Non-attendance at committee meetings;
3. Failure to fulfill SAC obligations (quarterly reporting to constituents, committee service, etc.);
4. Other causes as determined by the SAC membership whenever, in its judgment, the best interests of the University would be served by removal.

When informed of non-compliance of any SAC member(s), the Executive Committee will investigate the situation. If the findings indicate that further action should be taken, the Executive Committee will notify the SAC at the first meeting of the following month where:

1. The floor will be opened for discussion of the situation;
2. The member will be afforded the opportunity to respond;

3. A secret ballot will be cast to determine removal from the SAC by a two-thirds majority vote of the members present at the meeting. Quorum requirements must be met to hold the vote.

The Executive Committee will review the votes. If the SAC has voted to dismiss the member, they will be notified in writing by the Chair. If the SAC has voted to permit the member to continue service, the member will be notified of the decision in writing with a list of conditions for continued membership. Failure to abide by the conditions outlined in the written correspondence will result in dismissal from the SAC. Conditions for continued membership will be established by the Executive Committee on a case-by-case basis.

If the member in question is serving on the Executive Committee, they are not permitted to serve in the Executive Committee role during this process and will be temporarily replaced by the longest tenured SAC voting member.

4.8 – Position Changes for Members

If a voting member's job status changes during their term, the SAC shall meet to make sure there is still representation from both exempt and nonexempt members and divisions. If adequate representation remains, the member may complete their term. If the job change causes an inequity in representation, the voting member will be asked to resign from the SAC. They are eligible to reapply to serve again in the next membership cycle provided they are not at their term limit.

4.9 – Nominations

Nominations shall be convened early in spring semester of each year. The SAC shall solicit nominations of new members to fill seats of those ending their terms and to fill the member alternate pool.

In addition, the SAC shall coordinate the election of the Executive Committee as outlined in the Election of Executive Committee section.

Article 5 - Committees and Task Forces

5.1 – Committee Service Requirement

Each member must serve on a minimum of one committee during each year of service. The Executive Committee will coordinate member selection of committee service preference for standing committees at the June meeting each year, confirming committee assignments prior to the July meeting each year.

5.2 – Committee Chair Role

Each committee will elect a Chair. Committee Chairs will preside over their committee activities, provide progress reports to the Executive Committee prior to each SAC meeting.

5.3 – Committee Expectations

Committees shall meet as necessary to accomplish business as assigned by the SAC. Committees are also encouraged to bring issues forward to the SAC. Written committee reports are due to the Chair a minimum of five business days before each general SAC meeting.

5.4 – Executive Committee

The Executive Committee is comprised of the Chair and two elected voting members. The Committee shall conduct the business of the Council between meetings, review all committee activities and reports, plan SAC meeting agendas, manage the SAC budget, and direct the agenda for strategic planning, goals, and objectives.

5.4.1 – Election of the Executive Committee

Election of the Executive Committee shall be held by secret ballot as follows: in April each year, the Staff Advisory Council shall distribute to all voting members of the council a list of eligible voting members and solicit nominations from that list. To be eligible, the voting member must have at least one year remaining in their current term of service. The Chair shall then check with each nominee to ascertain if the individual is willing to serve. During a designated election meeting, the Chair shall present a slate of a minimum of two nominees for service. Nominations of additional members from the floor shall be accepted at that time. Upon finalization of the slate, a ballot shall be sent to all voting members. All ballots are to be returned within five business days to the Chair via email. Results of the balloting are to be communicated to the membership by the Chair. The election process should conclude by the time of the May meeting each year. The term of the current Executive Committee voting members will end May 31 of the current year and the term of the newly elected Executive Committee will commence June 1 of the current year.

5.5 – Membership Selection Committee

The Membership Selection Committee is comprised of the Executive Committee and two additional voting members. The purpose of the Membership Selection Committee is to recruit and vet prospective members, review applications, and submit voting member and alternate recommendations to the SAC membership.

5.6 – Policies and Procedures Committee

The Policies and Procedures Committee is comprised of four voting members. The committee reviews and recommends changes to existing University policies, recommends new University policies that will add value to staff work experiences, and advances the work environment by identifying current procedural challenges and providing recommendations for improvement.

5.7 – Staff Welfare Committee

The Staff Welfare Committee is comprised of four voting members. The committee will review and make recommendations on matters relating to staff welfare, including compensation, benefits, health and safety, and quality and equity of work issues.

5.9 – Ad hoc Committees

At the discretion of the Executive Committee, the SAC may establish ad hoc committees to address topics that are beyond the scope of a single standing committee. Ad hoc committee chairs shall be members of the Council for the duration of the committee's existence. After an ad hoc committee has submitted its report and recommendations to SAC, the committee shall be abolished.

Article 6 - Meetings

6.1 – Meeting Schedule

The SAC meets monthly, on the third Tuesday, from 1:30 p.m. to 3 p.m. SAC meetings are restricted to current members, non-voting members, and guests on an as approved basis.

The Executive Committee shall be authorized to call special meetings. The purpose of the meeting will be stated in the call. Except in the case of an emergency, five business days' notice shall be given to all members. Committee meetings will meet on an as needed basis as determined by the Committee Chair.

The Chair will preside over SAC meetings. In their absence, the longest tenured SAC member on the Executive Committee will preside over SAC meetings.

Agenda items shall be submitted to the Executive Committee five business days prior to the meeting for general SAC meetings. Committee agenda items shall be submitted to the Committee Chair five business days prior to the committee meeting. Late agenda submissions for general SAC meetings will be considered on a case-by-case basis by the Executive Committee. Late agenda submissions for committee meetings will be considered on a case-by-case basis by the Committee Chair. If late submissions are not added to the agenda, they will need to be resubmitted as an agenda item for the next meeting.

6.2 – Order of Business

- Call to order
- Guest speaker(s)
- Approval of previous meeting's minutes
- Committee reports
- Unfinished business
- New business
- Miscellaneous (comments, announcements, etc.)
- Adjournment

6.3 Open Meeting

The SAC will host an open meeting periodically to encourage participation, feedback, and discussion from all staff members. The order of business for the open meeting will be determined during the planning process for the meeting.

Article 7 - Procedures for Handling Issues

In order for the SAC to respond to staff concerns, feedback is needed from University staff. In addition to open meetings, employees are encouraged to share their recommendations with SAC members. Employees can email recommendations to staffadvisorycouncil@stetson.edu, speak directly with a SAC member, submit the online Suggestion Form or send correspondence via campus mail to Staff Advisory Council, Unit 8327. The staff member's name will be held in confidence by the council member receiving the issue. If an employee would like to send anonymous comments, the recommended method is via campus mail or through the online Suggestion Form.

The review process of topics brought before the SAC will include the following procedures:

1. Staff member submits recommendations, input, or concerns to the SAC through an approved method listed above.
2. The SAC member receiving the recommendations, input, or concerns will provide the information to the Executive Committee.
3. The Executive Committee will determine whether or not the topic falls into the jurisdiction of SAC and aligns with the purpose of SAC.
4. If the Executive Committee deems the topic to be within SAC's jurisdiction and purpose, the topic will be added to the agenda for the next general meeting.

- a. Topics will be assigned to the applicable committee for further review. The committee will present findings and recommendations to the SAC.
 - b. SAC membership, following quorum requirements, will vote to accept or deny the committee recommendations.
 - i. If the SAC accepts the committee recommendations by a two-thirds majority vote, the recommendations will be submitted to the appropriate campus department for consideration.
 - ii. If the SAC denies the committee recommendations, the topic will be referred back to the committee for additional revisions or postponement.
 - iii. The SAC, through the Executive Committee, will notify the submitter of the committee's proceedings and recommendations, if not anonymous.
5. If the Executive Committee deems the topic to be outside of SAC's jurisdiction and purpose, the topic will be diverted to the correct campus entity. The diverted topic will be addressed in the miscellaneous portion of the general SAC meeting.

Article 8 - Quorum

A simple majority (50% + 1) of the voting members of the SAC shall constitute a quorum authorized to conduct any business duly presented at any meeting of this SAC. Quorum is not applicable for Executive Committee business, all Executive Committee members not on an approved leave must be present to conduct business. A simple majority (50% + 1) of any specially appointed committee shall constitute a quorum of such committee. In case of hardship, electronic participation in meetings, to include voting, shall be allowed, but these exceptions should be unusual and clearly documented. No member may vote by absentee ballot.

Article 9 - Confidentiality

By accepting the service role with SAC, all members agree to maintain confidentiality of information obtained through this role, from constituents, or from discussion amongst the council unless the maintaining confidentiality is in direct conflict with the member's duty as a mandated reporter/responsible employee. Information discussed at open meetings is not confidential.

Article 10 - Amendments to 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 SAC in writing at ten business days prior to a scheduled meeting. Members who will not be present for the meeting shall be invited to mail or email discussion items and feedback to the Chair prior to the meeting.

An amendment to these bylaws shall be adopted by a ballot vote of two-thirds of the SAC members with voting privileges. Votes shall be submitted via ballot to the Chair within ten business days of the meeting at which the amendment was discussed.

Article 11 - Appendix

The founding SAC members were selected by the Quality of Service Council in collaboration with Human Resources. Terms were initially established as three years in length, however, to ensure continuity, five members were initially appointed for two-year terms and five members were appointed for three years. The original service limit was set at six consecutive years. Meetings were to be held at minimum, on a quarterly basis with additional meetings scheduled as necessary. Meetings are currently held on a

monthly basis. When the creation of SAC was announced, the Director of Human Resources and the Assistant Director of Total Rewards were designated to serve as ex-officio members.

Revisions:

Revision Date	Author	Description
2019-10-15	Elise Paulson, SAC Voting Member	Bylaw Draft Submitted to SAC membership for review
2019-12-17	SAC	SAC voted to approve
2020-04-28	SAC	SAC voted to approve amendments to 4.2, 5.1, 5.4.1, 5.6, 6.1, and 7
2020-11-17	SAC	SAC voted to approve an amendment to 6.1 and the addition of 6.2