

# SAC

**STAFF ADVISORY COUNCIL**  
UNIVERSITY OF WEST GEORGIA

## **University of West Georgia** **Staff Advisory Council Bylaws**

**Revised 7/13/22**

**Approved 7/29/22**

### **ARTICLE I: NAME**

The name of the Council shall be the University of West Georgia Staff Advisory Council, hereafter referred to as Council, Staff Advisory Council, or SAC. The Chair of the Council will hereafter be referred to as Chair.

### **ARTICLE II: FUNCTIONS AND POWERS**

- The Council shall act as an advisory body to the University President and shall act on behalf of the staff where there is a need for a uniform policy throughout the University.
- The Council shall endeavor to enhance the flow of communication among all sectors of the University and to make recommendations concerning actions of the University that have an impact on classified staff. All actions of the Council that impact University operations are subject to the approval of the University President.
- The Council will provide an opportunity to market and promote community outreach programs, staff appreciation efforts, and staff development opportunities.

### **ARTICLE III: ORGANIZATION**

The Council shall have the power to create its own bylaws and policies consistent with the Policies of the Board of Regents ([BOR 8.1.2](#)), the USG Staff Council Bylaws, and with University Statutes, and through its Bylaws shall establish appropriate committees needed for the handling of its business.

#### **SECTION I. DIVERSITY AND INCLUSION**

The Staff Advisory Council embraces a culture of diversity and inclusion, recognizing the unique contributions of UWG faculty, staff, and students. The Council acknowledges that its members' differences lend a collective strength that also serves as an outward expression of its values and beliefs. The Council values every member of the UWG community, not in spite of, but because of, its differences in age, color, creed, education, ethnicity, gender expression, national origin, physical and cognitive ability, race, sex, sexual orientation, socioeconomic class, and veteran status.

##### **A. DEI Responsibilities**

- Officers and Members will work to create, support, measure, and deliver DEI initiatives as developed by the President's initiatives as stated through strategic planning, and general institution feedback into all facets of staff roles and as they relate to connections with Faculty and students.

- Officers and Members will create opportunities to support, connect, and recruit members of underrepresented groups of our institution, in a safe, creative, and intellectually exciting environment.
- Officers and Members will work to ensure staff hiring, employment, and overall institutional environment are held to the highest standards of equitable inclusivity, equality, and diversity through the above steps and actions.

## **ARTICLE IV: MEMBERSHIP**

All non-student staff members will be considered members of the Staff Advisory Council based upon the employment status as defined in the Policies of the USG, and in the Personnel and Policies procedures section of the Business Procedures Manual of the USG.

All qualified staff members will be represented by one (1) Divisional Designee and one (1) Alternate Divisional Designees as defined in Section II. Divisional Designees.

### **SECTION I. SAC MEMBERS**

#### **A. General**

Divisional Designees shall represent all staff within a division as the liaison to the SAC Chair and division VP. The Divisional Designee is a voting member of SAC along with the Alternate and Executive Board. Divisional Designee Alternate works to assist and be a backup for the Divisional Designee when needed. The Divisional Designee Alternate will replace the Divisional Designee role should that person be unable to finish a term for any reason stated below.

#### **B. Qualifications**

- Members should have completed their 90 day probationary period
- Cannot be a student employee or graduate assistant

#### **C. Duties**

- Members shall attend as many meetings as possible per year as well as special or called meetings.
- Members should address any and all questions, comments, or concerns with Divisional Designees or at a SAC meeting when needed.

### **SECTION II. Divisional Designees and Alternates**

#### **A. Qualifications**

- Divisional Designee and Alternate must be in regular employment status.
- Divisional Designee and Alternate must have one year of continuous service at the University of West Georgia by May 1 of the election year.

#### **B. Duties**

Divisional Designee

- Divisional Designee shall attend all regular meetings as well as special or called meetings. They will also attend every other SAC Executive Board meeting.
- Divisional Designees are encouraged to create innovative gatherings

- Divisional Designee shall serve on committees of the Council and may be elected as officers of such committees.
- Divisional Designee shall encourage comments and suggestions from their constituents concerning staff related matters and forward them to the Council.
- Divisional Designee shall be allowed time to attend Council meetings as well as a reasonable amount of time to devote to Council work.

#### Divisional Designee Alternates

- Divisional Designee Alternates shall attend all regular meetings as well as special or called meetings. They will also attend every other SAC Executive Board meeting.

### C. Terms of Office

- The term of office for Divisional Designee and Alternate shall begin with the July meeting of the Council. Terms shall be for two years and a Divisional Designee and Alternate can be appointed for a maximum of two consecutive terms.
- However, if a Divisional Designee Alternate fulfills an unexpired term vacated by the Divisional Designee, the individual may serve up to one year in that capacity followed by two additional consecutive terms for a combined maximum of five successive years.

### D. Vacancies

- If a vacancy in a Divisional Designee seat occurs through resignation, expulsion from the Council, or change of employment, the alternate divisional representative becomes the successor.
- A divisional election will be called and follow the procedures under Section II SAC Divisional Designees Nominations and Appointments to elect a new alternate divisional rep
- The new Divisional Designee Alternate will only finish out the current term, but can be reappointed for an additional two terms.

### E. Removal from Office

- A divisional representative's division can remove a divisional designee from office through submission of a signed petition to the Staff Advisory Council Chair and Chair-Elect. Petition should include fifty-percent plus one of division staff calling for the Divisional Designees removal.
- SAC Officers can call for a divisional representative's removal by a majority vote.

## SECTION III. SAC DIVISIONAL DESIGNEE NOMINATIONS AND APPOINTMENT

### A. GENERAL

The Elections Committee shall handle the selection process. The nomination process will begin no earlier than May 1 and end no later than May 31 during a normal divisional representative cycle. In case of a vacancy or removal a call for nominations will be held at the first SAC Meeting following the vacancy or removal. The nomination period will be open for two (2) weeks, and an electronic vote to that division no more than one week after nominations close. The voting period will be open for one week

### B. SELECTION PROCEDURE

- Chair will call for self-nominations for a division's Divisional Designee and/or Alternate Divisional Designee .
- All nominations will need to be approved by the first point of supervision and the divisional VP before they can be added to the election ballot.

## ARTICLE V: OFFICERS & ELECTIONS

## **SECTION I. TITLES OF OFFICERS AND DUTIES**

The officers of the University of West Georgia Staff Advisory Council shall be Chair, Chair-Elect, Secretary, Treasurer, and Immediate Past Chair.

### **A. Chair**

- Preside at all meetings of the Council.
- Maintain and update a calendar of events relevant to the Council.
- Prepare a written annual report and make it available to all University of West Georgia Staff Advisory Council members prior to the July meeting.
- Serve as an ex-officio member on all Council committees.
- Serve as liaison to the University President.
- Serve as SAC Representative as directed or needed by the President.

### **B. Chair-Elect**

- The Chair-Elect will automatically assume the position of Chair at the start of the next business year when the Chair's term ends.
- Assume the duties of the Chair in their absence.
- Assist the Chair in performing leadership responsibilities.
- Assist committees as needed.
- Call a meeting of any committee that is not fulfilling its responsibilities for the University of West Georgia Staff Advisory Council and establish organization by dictum.

### **C. Secretary**

- Record minutes of all Council meetings.
- Distribute minutes of the past meeting and agenda for the upcoming meeting to all Members at least five working days before the next scheduled meeting.
- Notify Council members of dates and times of regular monthly and special or called Council meetings.
- Update the Council website with minutes, events, monthly newsletter, updates etc.

### **D. Public Relations Director**

- Oversee the creation and organization of Affinity Groups
- Attend divisional meetings to discuss staff questions or concerns, if necessary
- Setup and Attend any and all tabling opportunities, not to exceed more than 2 hours per event or 4 hours per month
- Assist Chair and Chair-Elect with messaging and flier designs when necessary
- Assist Secretary with website updates

### **E. Treasurer**

- The Treasurer is the primary liaison between the Council and President's office with regard to Budget and expenditures (Travel, Publications & Printing, Campus/Community Activities).
- Oversee book scholarship and professional growth and development applications

### **F. Immediate Past Chair**

- Act as advisor to the Council.
- Serve as ex-officio member of the Council.

## **SECTION II. OFFICER NOMINATIONS AND ELECTION**

### **A. General**

The Elections Committee shall handle the selection process. The nomination process will begin no earlier than May 1 and end no later than May 31. Elections will take place the first two weeks of June. If there is a tie, then a run-off election will occur for one week following the initial election.

### **B. Election of Officers**

The Council shall announce elected officers (Chair, Chair-Elect, Secretary, Treasurer, and Public Relations Director) at the July meeting. Officers shall be elected by secret ballot. A Council member may not hold more than one of the aforementioned offices at a time. No member may serve more than two consecutive terms in the same office.

### **C. Selection Procedure**

1. Candidates for offices will be presented by the Election Committee who shall be appointed by the current Chair. Nominations will be accepted in advance of the May scheduled Council meeting.
2. Each nominee must consent to having her/his name on the election ballot.
3. The candidates receiving the most votes will be considered the elected officers.
4. New officers will begin their 2-year term at the start of the new fiscal year.

### **D. Unexpired Term**

In the event the Chair is unable to complete his or her term of office, the Chair-Elect will assume the office of Chair for the remainder of the term. In the event that the office of Chair-Elect, Secretary, or Treasurer becomes vacant, the Chair will call a special election within 30 days of vacancy, to fill the vacancy as soon as possible.

## **ARTICLE VI: COMMITTEES**

### **SECTION I. STANDING COMMITTEE**

The standing committees will be the Executive Committee, Benefits Committee, Bylaws Committee, Elections Committee, Public Relations Committee, and Staff Development Committee. Each committee shall have one Executive Member or Divisional Designees, and a minimum of three members. Each committee shall elect a Chair and a Secretary.

#### **A. Executive Committee**

The Executive Committee will consist of the Immediate Past Chair, Chair, Chair-Elect, Secretary, Treasurer, and Public Relations Director. The Executive Committee will take action on behalf of the Council or the entire University Staff body in cases requiring urgent action. The Executive Committee will inform the full Council of all such actions taken at the next scheduled monthly Council meeting. The Executive Committee will prepare the agenda, taking into consideration any recommendations for agenda items submitted by SAC members or other groups on campus.

#### **B. Staff Development Committee**

The Staff Development Committee shall consider options for career and professional development, orientation/mentoring, diversity in the workplace, and basic skills development. This committee shall address staff members' concerns regarding benefits and either make a recommendation or refer them to the appropriate office. This committee shall work closely with the Human Resources Department in enhancing and developing Staff Development programs.

#### **C. Elections and Membership Committee**

The Elections Committee shall operate as outlined in Article IV of the University of West

Georgia Staff Advisory Council Bylaws. Additionally this committee shall ensure all Divisional Desginee roles are filled, or if empty will be filled within 30 days of vacancy.

#### **D. Ad Hoc Committees**

Ad Hoc Committees will be established as needed and disbanded when they have fulfilled their purpose for forming the committee.

### **SECTION II. Formed Ad Hoc Committees**

#### **By-laws Committee**

The Bylaws Committee shall operate as outlined in Article VII of the University of West Georgia Staff Advisory Council Bylaws.

### **SECTION III. BASIC GUIDELINES FOR STANDING COMMITTEES**

- Each committee is empowered to investigate issues in its area of responsibility for report to the SAC.
- The initial meeting of each committee will be convened within three weeks of the August meeting of the SAC. Each standing committee will meet at least once every two months.
- Each committee will present a written annual report of its activities to the Executive Committee at the June meeting for inclusion in the Archives of the SAC. The report will include a list of all items placed on the committee agenda and note the disposition of each.
- Reports providing information and results of investigations will be submitted to the Executive Committee for inclusion on the agenda. Each committee will specifically report on the disposition of each item.
- Recommendations to the SAC will be submitted to the Executive Committee for inclusion in the agenda.

## **ARTICLE VII: MEETINGS**

### **SECTION I. GENERAL**

- A meeting of the Council shall be held at least once each semester.
- Notification of the date, time, and place of meetings along with a copy of the agenda for the pending meeting will be emailed to each Council member at least three days prior to the scheduled Council meeting.
- The Chair may call special meetings as the need arises. Notification of the date, time, and place of a called meeting must be mailed to Council members at least five days before the scheduled special meeting. Only business specified in the call of the meeting shall be discussed at special called meetings.

### **SECTION II. ORDER OF BUSINESS**

The order of business shall be:

1. Call to order.
2. Guest Speaker
3. Executive Member and Committee reports.
4. Unfinished business from previous meetings.
5. New business.
6. Miscellaneous (comments, announcements, tributes).
7. Adjournment.

### **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the Officers meetings, general SAC meetings, and committees in all cases to which they are applicable or needed, and in which they are consistent with these Bylaws, any special rules of order the Council may adopt, University of West Georgia policies, University System of Georgia policies, state laws, and/or federal laws.

### **SECTION I. QUORUM**

A simple majority of the Executive Members and Divisional Designee of the Council shall constitute a quorum. A quorum is necessary to conduct any business that requires voting, if voting is in person.

### **ARTICLE IX: AMENDMENTS TO THE BYLAWS**

Staff members may propose amendments to these Bylaws at any time by submitting a petition stating the changes to the Council at a regular Council meeting.

The staff advisory Council will have the power to amend its bylaws providing that such amendments be approved by a two-thirds (2/3) majority of the votes cast at two successive meetings of the council, or through one electronic ballot. Proposed amendments to the Bylaws will be presented in writing, and should be provided to the voting members of the Staff Council ten (10) days before meeting date. A voice vote will be taken unless a paper ballot is requested by a voting member.

### **ARTICLE X: ADOPTION OF THE BYLAWS**

These bylaws shall become effective on the date they are approved by the University of West Georgia Staff Advisory Council.