Bylaws
Staff Advisory Committee
Furman University

Article I.

Name

This organization shall be known as the Staff Advisory Committee (StaffAC).

The StaffAC, formed in 1998, is a permanent committee comprised of staff representing all major areas of the university. The main focus is to establish and enhance communications between the staff and administration. This committee meets monthly to discuss matters of interest, conveys staff questions and concerns, as well as recommends improvements.

Article II.

Mission

The StaffAC's mission is to be an effective "voice of the staff" with the following priorities:

- To increase communication between staff and the administration
- To enhance staff morale
- To promote a sense of campus community
- To increase levels of awareness and understanding

Article III.

Purpose

The purpose of the StaffAC shall be to advise the Assistant Vice President of Human Resources and, as appropriate, Senior Administrators in matters of interest to the staff, and to develop workplace relationships within this group. The StaffAC shall provide the staff* a voice in campus issues. Whenever possible, the decisions of the StaffAC shall be reached by consensus, supported by parliamentary vote.

* For the purposes of these bylaws, “staff” shall refer to non-temporary employees of Furman University who have one-year of continuous employment.

Article IV.

Membership

Section 1. The Staff AC shall be comprised of 18 members of the staff who do not serve as University President or members of the Senior Administration. All such staff shall be eligible to serve on the StaffAC.

Section 2. The membership of the StaffAC shall consist of 12 elected members and 6 appointed members. The appointed members shall represent Finance & Administration, Marketing and Public Relations, Development, Athletics, Student Life and Financial Aid/Admission.

Section 3. Members shall serve three-year terms, with one-third of the terms expiring each year.
Section 4. Members may serve two consecutive full terms. One year after the expiration of the second full term they shall be eligible for reelection.

Section 5. Elections shall be by paper ballot (located at Facility Services and the library) or on-line by all the eligible staff. Candidates may nominate themselves (via the on-line form) or be nominated by other staff.

Section 6. Elections will take place annually in April.

Section 7. Management of elections shall be the responsibility of a standing Membership Committee, chaired by the Parliamentarian.

Section 8. Members shall assume their positions at the first regular meeting in July following their election, however, they are encouraged to attend meetings in advance of their assuming office. Members are expected to attend all meetings, and the committee meetings on which they serve, and notify the Secretary of anticipated absences. Irregular attendance may be reviewed by the Executive Committee and members who cannot meet the attendance expectation may be asked to withdraw. If a member is absent (unexcused) from three regularly scheduled Staff AC or Committee meetings in a row, he or she will be replaced. Excused absences are for work-related conflicts, illness, injury or vacation and must be related to the Secretary prior to the scheduled meeting.

Section 9. In the event any member feels that he/she cannot fulfill his/her Staff AC responsibilities, it is his/her obligation to notify the Chair immediately.

Section 10. Members should report any change in member information (ie. office phone, home phone, employment status, job title, etc.) immediately to the Chair.

Section 11. Midterm vacancies shall be filled by appointment of the Chair (see Article IV.) for the remainder of the election year. The decision will be confirmed by the members. In the next election the position will be filled by election for the remainder of the term.

Section 12. A member of the Human Resources department, appointed by the Assistant Vice President for Human Resources, and a member of the Furman University Marketing and Public Relations Department in charge of internal communications will serve as ex-officio members. The Chair will serve as an ex-officio member for one year following serving in the aforementioned position. They may provide input, insight, and clarification; may respond to questions; and may otherwise participate in deliberations, but shall have no voting rights.

Article V.

Officers

Section 1. The officers shall be a Chair, a Chair-Elect, Secretary, Treasurer and a Parliamentarian. These officers make up the Executive Committee.

Section 2. The officers shall be elected by the members. These elections shall take place at the June meeting.

Section 3. The officers will take office at the July meeting, and serve a one year term. Any executive committee officer, with the exception of the Chair and Chair-Elect, may be re-elected during their remaining term. The Chair-Elect must have at least 2 years remaining on their term.
Section 4. Duties of the officers

a) The Chair shall preside at all meetings of the Staff AC and the Executive Committee (see Article VI.), serve as the Staff AC’s liaison to the President’s Council, and shall, in general, perform all the duties of the office of Chair. The Chair shall vote only in instances to break a tie vote.

b) The Chair-Elect shall, in the absence of the Chair, possess all the powers of and perform all the duties of the Chair. The Chair-Elect shall serve a term of one year, following which the Chair-Elect shall assume the office of Chair.

c) The Secretary shall keep the minutes and is responsible for the accuracy of the minutes for all meetings, attendance, maintenance of the website, and records of the Staff AC and Executive Committee meetings, shall keep an accurate registry of member and for overseeing attendance, including recording and reporting absences.

d) The Treasurer shall be responsible for all financial matters, including deposits and disbursements of funds in accordance with university practices, development and oversight of budget, and the Staff AC scholarship fund. The treasurer will be the chair of both the Budget and Staff Scholarship Committee.

e) The Parliamentarian shall provide parliamentary guidance to meetings and chair, the Bylaws and Election, and ad hoc committees. The Parliamentarian will chair an annual review of the Bylaws with the Executive Committee.

f) The Executive Committee may, in an emergency, vote to take action on Staff AC business. Decisions of the Executive Committee must be brought before the full Staff AC for ratification at the next regularly scheduled meeting. Officers shall have other powers and duties as prescribed by the members.

Section 5. Midterm vacancies of the office of Chair shall be filled by the current Chair-Elect. Midterm vacancies for Chair-Elect, Secretary, Treasurer and Parliamentarian shall be filled by the election of new officers who shall serve the remainder of the term.

Section 6. The Executive Committee shall perform the following functions:

a) Define the working agenda and operational procedures for the Staff AC.

b) Represent the Staff AC in communications with the Chair.

c) Create special ad hoc committees as needed. Such committees shall be authorized by the Staff AC as to membership, purpose, and duration.

d) Receive resolutions, reports, and proposed actions made by the Standing Committees or by individuals, and refer them, by majority vote of the Executive Committee, to the Staff AC.

Article VI.

Meetings

Section 1. Regular monthly meetings shall be called by the Chair. Meetings should not last longer than 90 minutes.
Section 2. Special meetings may be called by the Chair as needed and upon the petition of a majority of the members.

Section 3. A voting meeting requires a quorum, represented by at least half plus one member.

Section 4. Meetings are normally open for observation to all members of the staff. Upon decision of the Chair, the members may convene in an executive session.

Section 5. The agenda for any regular meeting shall include the call to order, roll call, approval of minutes, unfinished business, committee reports, new business, announcements and adjournment. Only items appearing on the agenda may be considered at a meeting of the Staff AC.

Section 6. The October Staff AC meeting will be designed as the “Staff Forum”. This meeting will be open to all University staff members, Senior Administrators and guests. This meeting will last for 2 hours.

Section 7. Meeting locations and starting time are up to the discretion of the Chair.

Section 8. The members shall approve or disapprove actions and resolutions brought to the floor by the Executive Committee or in accordance with Article V. Section 5.

Section 9. The Staff AC shall report to the entire staff regularly.

Section 10. The definition of voting is yea or nay; abstentions are noted in the minutes.

**Article VII. Participation**

Section 1. Supervisors and managers shall support participation by permitting reasonable release time for Staff AC activities, including general meetings, committee activities and special events. Staff AC members and alternates engaged in scheduled Staff AC activities during regular work schedule will report such activity as work time.

Section 2. All Staff AC members and University staff are encouraged to participate in activities, although these activities should be coordinated with their immediate supervisors and/or department heads so that the critical operations of the University are not disrupted.

**Article VIII.**

*Committees*

Section 1. The StaffAC shall have six(6) standing administrative committees: community service, membership, employee recognition, finance, human resources, and staff professional development. Motions for administrative committee chairs not designated in the bylaws will be held at the July meeting.

Section 2. Committee membership may include at least two members of the Staff AC, one of whom shall serve as Chair, and may include up to three (3) other members of the university community. A member may serve on more than one committee.

- **Community Service Committee.** This committee shall seek out and coordinate community service and volunteer opportunities, including collaborative efforts with student organizations, to involve as many staff as possible.
o **Membership Committee.** The Membership Committee chair is the Parliamentarian. The Membership Committee will be selected from the members not seeking re-election in the next year and will be approved by the members at the November meeting. The committee is responsible for conducting elections and securing ballots before tallying and archiving ballots for one year following elections. New member orientation is also the responsibility of the Membership Committee. New member orientation is to be reviewed and updated yearly.

o **Employee Recognition Committee.** The Employee Recognition Committee is responsible for programs designed to boost the morale of Staff, including the Employee of the Quarter, Employee of the Year, and other events.

o **Finance Committee** – This committee shall coordinate the financial aspect of Staff AC including budget development and requests, endowed scholarship submission, review and awarding or other scholarships as they are established, and Staff AC fund raising in accordance with policies and procedures of the scholarships as approved by the Staff AC member.

o **Human Resources Committee.** This committee is responsible for becoming acquainted with human resources policies and procedures, and other staff issues of importance. The committee shall act as liaison with the Human Resources Office (HR), and members of this committee shall sit on HR Committees, such as Fringe Benefits, Grievance, Staff AC Publications & Information and others.

o **Staff Professional Development.** This committee shall research and develop recommendation about programs for staff development and training opportunities and needs for programs on career and professional development, orientation/mentoring, workplace diversity, and basic skills development. This committee also serves as an advisory committee working closely with the Office of Human Resources in enhancing and developing staff development programs.

**Article IX.**

*Parliamentary Authority*

The Parliamentary Authority for the Staff AC shall be the current edition of Robert’s Rules of Order, unless superseded by these bylaws.

**Article X.**

*Amendments to the Bylaws*

Section 1. Any portion of these Bylaws may be amended by a written proposal adopted when the following steps have been completed:

a. Staff may submit a written amendment proposal to the Parliamentarian.

b. The Executive Committee reviews the amendment revision proposal for submission to the members.

c. Two-thirds of the Staff AC members must be present to vote on an amendment to the Bylaws. A simple majority vote is required to approve any amendment to the bylaws.

d. A record of bylaw amendments and dates of amendments shall be kept as part of the minutes.