

Columbus State Community College

Staff Advisory Council Bylaws

I. Membership

- A. Staff Advisory Council (SAC) year is from July 1 through June 30.
- B. The council will accept applications for membership from staff employees who serve in non-leadership roles. Those who wish to become members for the first time or after an absence of a year or more must complete the SAC new membership form posted on the SAC website. The form requires their supervisor's signature of approval and must be submitted to the SEC email address at sac@csc.edu. All staff who submit completed forms and attend at least two (2) meetings within 90 days will be admitted as voting members. All Council members are expected to participate in Council meetings and volunteer activities.

II. Duties and Responsibilities

Each Council member shall:

- A. Be encouraged to serve a minimum two-year term; there is no maximum term limit.
- B. Represent the interests of full-time and part-time staff and maintain communications with all constituents.
- C. Serve on at least one (1) SAC committee.
- D. Have the right to be nominated and run for an officer role.
- E. Have the right to vote at SCA meetings, committee meetings, and assigned as hoc committee meetings.
- F. Have the right to inspect financial records.

III. Officers

- A. Officers shall be elected by a simple majority of the Council every two (2) years, with the exception of the Chair and Chair-elect.
- B. Nominations for officers must be submitted to the Office of Institutional Effectiveness (OIE) by May 1 of each year so that elections may proceed in a timely fashion.
- C. Elections by electronic ballot will be conducted prior to the annual retreat and announced at the retreat. Elected officers are the Chair-elect, Parliamentarian, Treasurer, and Executive Secretary, each of whom must be a Council member.
- D. Chair-elect will serve one year as Chair-elect, one year as Chair, and one year as Immediate Past Chair.
- E. In the case of an absence or removal of the Chair, the Chair-elect shall assume the responsibilities of the Chair. In the event of the removal of the Chair and Chair-elect, the Immediate Past Chair shall assume the responsibilities of the Chair until the next election and the Council shall hold a special election to elect a new Chair-elect.
- F. In the event that the Immediate Past Chair cannot resume the post for the interim, previous Past Chairs will be surveyed for a volunteer to serve in this role until the next election. If all surveyed decline, the role will remain open until the next election.
- G. If any Council member serves in the capacity of Chair, Chair-elect, or Immediate Past Chair, said council member cannot run for any executive office for two years from the end of the last term served. However, remaining on SAC is strongly encouraged.
- H. If any Council member has served as a Parliamentarian, Treasurer, or Executive Secretary, said Council member may run for any executive office.

IV. Officer Duties and Responsibilities

- A. The Chair shall:
 - 1. Preside over meetings of SAC, except during chair removal proceedings.

2. Communicate approved recommendations of SAC to the Executive Sponsor of SAC and all vested parties.
 3. Appoint Council members to ad hoc committees and standing committees as deemed appropriate.
 4. Submit the agenda to the Executive Secretary for distribution within seven (7) business days of the Council meeting.
 5. At the discretion of the President, serve as the ex-officio SAC member to the Board of Trustees and Committee of the Whole meetings.
 6. By the end of June, prepare a summary report for staff, the Executive Sponsor, and the President outlining the SAC accomplishments of the prior year.
 7. Seek the Parliamentarian's advice on matters of parliamentary procedure.
 8. Appoint officers in the case of vacancies according to the procedure under Removal from Office.
 9. Appoint and remove committee and ad hoc committee chairs.
 10. Transition into Immediate Past Chair at the conclusion of their term.
- B. The Chair-elect shall:
1. Preside over Council meetings in the absence of the Chair.
 2. Assume the Chair in the event of resignation, removal of Chair, or after one year of Chair-elect service, whichever comes first.
 3. Compile, update, and forward a list of Council members who serve on College committees to the Communications Committee for publication.
 4. Coordinate with committee chairs on the development and execution of yearly goals.
 5. By the end of May, compile the year-end report from each committee Chair and submit said reports to the Chair for inclusion in the SAC summary report.
- C. The Parliamentarian shall:
1. Advise officers and committee Chairs on matters of parliamentary procedure.
 2. Call attention to any error in proceedings that may diminish or materially affect the substantive rights of any Council member.
 3. Serve as Chair of an ad hoc committee when Charter or Bylaw issues arise.
 4. Record Council meeting minutes in the absence of the Executive Secretary.
- D. The Treasurer shall:
1. Assume responsibility for all financial transactions conducted by Council.
 2. Submit a monthly report to Council outlining current account balance(s), as well as any income or expenditures realized during the preceding month.
 3. Submit, within a reasonable timeframe, detailed financial records to Council members when requested.
 4. Assign a designee when deemed appropriate.
 5. The Treasurer will serve two years as Treasurer. At the conclusion of this term and upon the election of a new Treasurer, the incumbent shall remain available and will support the new Treasurer as needed in order to ensure the financial security and economic welfare of the Staff Advisory Council.
- E. The Executive Secretary shall:
1. Record minutes of Council meetings and prepare the minutes to be posted to the SAC website.
 2. Submit unapproved minutes to Council within ten (10) business days prior to the next Council meeting.
 3. Distribute the meeting agenda to Council members with five (5) business days prior to the next Council meeting.
 4. Keep accurate attendance records.
 5. Submit accurate and approved Council records, according to the record retention schedule.

- F. The Immediate Past-Chair shall:
 - 1. Attend all Council meetings.
 - 2. Serve as Chair in the absences of Chair and Chair-elect.
 - 3. Preside over council during Chair removal proceedings. The Immediate Past Chair shall refrain from vote on this matter; otherwise, they retain voting rights.
 - 4. Serve as a mentor to the Chair and Chair-elect during transitions.

V. Removal from Office

- A. Council members have the right to petition the removal of officers. Council members who wish to remove an officer must submit a written petition outlining specific charges to the officers for review. A removal vote must take place at the next regularly scheduled Council meeting.
- B. The accused retains the right to defend their actions during the next meeting before any removal vote is cast.
- C. Two-thirds of Council members present at the meeting must concur with the removal petition. Voting shall be completed by roll call voting.
- D. Successful removal petitions against officers shall remove the said officer from the Executive Team. The removed officer can remain a Council member.
- E. In the case where the Chair is accused, the Immediate Past Chair shall preside over removal proceedings.
- F. In the event of an officer vacancy, the Chair shall appoint a current member to serve in the role until the next election.
- G. Appointed officers assume all rights and privileges outlined in the Charter and supporting Bylaws.
- H. Appointed officers shall remain in their positions until the next regularly scheduled election.

VI. Removal from Membership

- A. Council members have the right to petition the removal of members. Council members who wish to remove a fellow member must submit a written petition outlining specific charges to the officers for review. A removal vote must take place at the next regularly scheduled Council meeting.
- B. The accused retains the right to defend their actions during a meeting with officers before any removal vote is cast.
- C. Two-thirds of Council members present at the Council meeting must concur with the removal petition. Voting shall be completed by roll call voting.

VII. Resignation

If any Council member or officer resigns, the member or officer is expected to provide a written notice to the Chair.

VIII. Committees

- A. At the beginning of the Council year, the Chair will appoint each committee Chair. The Chair-elect will forward the list of appointed chairs to the Executive Secretary to be placed in the meeting minutes. Each committee Chair is responsible for setting meeting days, times, and agendas.
- B. Committee Chairs are required to retain complete records of their activities. This is used to maintain continuity between Council years. By the end of May, each committee Chair will submit a year-end summary report to the Chair-elect.
- C. All documentation of monetary transactions done by or on behalf of a committee must be submitted to the Council Treasurer or their designee by the next business day.
- D. The Elections and Bylaws Review Committee shall:

1. Follow the procedures and time guidelines outlined under the Elections Bylaw.
 2. Review membership intake forms for completeness and maintain a list of current SAC members.
 3. Maintain a list of candidates for each election along with vote totals.
 4. Ensure the elections of officers.
 5. Review and revise the Bylaws as necessary.
- E. The Activities and Staff Enrichment Committee shall:
1. Conceive, develop, and implement staff enrichment opportunities.
 2. Encourage professional development through the College's Organizational Development and People Analytics office and partner with them when possible.
 3. Plan, coordinate, and execute social activities for the College at large, partnering with other entities when and where possible.
 4. Organize and coordinate Council approved community fundraisers.
- F. The Communications Committee shall:
1. Create, collect, disseminate, and archive official Council communications.
 2. Develop communication processes and procedures.
 3. Collaborate with other committees to determine and facilitate communication needs.
 4. Ensure that the SAC website is up to date.
- G. The Chair or Chair-elect may commission an ad hoc committee for a specific purpose or situation.

IX. Money-Handling Procedures

- A. All money, cash, and check transactions must be recorded in detail on all appropriate financial spreadsheets/documents.
- B. Two Council members must be present when counting funds collected through SAC activities. Both parties are to sign off on the deposit slip that is submitted to the cashier and a receipt should be collected from the cashier for every transaction.
- C. All funds should be deposited by the next business day.

X. Purchasing and Marketing Procedures

- A. Printed publications (posters, postcards, pamphlets, and flyers) pertaining to any advertising for the Staff Advisory Council must be reviewed and approved by the Council.
- B. All payment invoices must be reviewed by the Treasurer and the Executive Sponsor prior to payment.
- C. The Treasurer and Executive Sponsor will work together in making sure all invoices are submitted correctly and that Staff Advisory Council is following policy and procedures established by the College.

XI. Shared Governance

One representative from SAC shall serve a two (2) year term on the College's Shared Governance Committee.