



The Universities

AT SHADY GROVE

UNIVERSITIES AT SHADY GROVE STAFF ADVISORY COUNCIL

CONSTITUTION

ARTICLE I: PURPOSE

- A. The purpose of the Staff Advisory Council (SAC) is to form a more unified, solutions-based line of communication from staff to administrative leadership in order to inform, advocate for, and influence change to USG policy and procedures to address areas in need of improvement as identified by the staff. The SAC will promote and encourage a more fulfilling and enriched employment experience through collaboratively exploring opportunities for staff development and recognition, advocating for beneficial staff programs to leadership, and transparently communicating membership and council actions, both laterally and vertically within the institution.
- B. The Staff Council shall only provide input on issues not covered by collective bargaining.
- C. The Chief Operating Officer or their designee, is the Staff Advisory Council sponsor.

ARTICLE II: MEMBERSHIP

- A. The staff council shall be composed of 10 elected members, two from each of the five organizational divisions at USG to include Priddy Library, Office of the Executive Director, Administration and Finance, Office of Advancement, and Student and Academic Services.
- B. Elected positions are available to all full-time exempt and non-exempt staff, part-time staff and Contractual I and Contractual II USG staff as defined by Human Resources.
- C. Cabinet members, student staff, and faculty and administrative staff from any of USG's nine institutional partners are not eligible.
- D. There shall be no criteria of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, source of income, place of residence or business, veteran status or departmental affiliation as qualification for membership in Staff Council.

ARTICLE III: OFFICERS

- A. Staff Advisory Council Leadership is comprised of:
 - a. Chair

- b. Vice Chair
- c. Communications Officer
- d. Logistics Officers

ARTICLE IV: MEETINGS

- A. The Staff Advisory Council shall hold regular meetings as outlined in the bylaws.

ARTICLE V: AMENDMENTS

- A. Amendments to the constitution shall be made in accordance with the bylaws.

BYLAWS

ARTICLE I: ELECTION OF MEMBERS

- A. General elections shall occur yearly in May. Five of the ten seats shall be elected every year. Additional vacancies throughout the year will be filled as part of the special election process outlined below. The nomination period will open for two weeks in the beginning of May. After the nomination period closes, nominees may accept or decline before being added to the ballot. The voting period will run for two weeks at the end of May with the announcement of all members to be made by June 1st.
 - a. If there are not at least 2 candidates from each of the five divisions, then the candidate with the third highest number of votes from any division may serve as a representative for the position.
 - b. Candidates for special elections should first be solicited from the division with the vacancy. However, if no candidates come forward the election may be opened to candidates from other divisions.
- B. Elected members serve a two-year term.
- C. There is no limit on the number of terms, however, an elected member may serve a maximum of two consecutive terms.
- D. The July meeting will serve as an orientation for the transition of new members. Newly elected members officially begin their term on August 1st.
- E. A Staff Council member whose division changes during their term of membership will continue to serve the constituency to which they were appointed for the remainder of the term.
- F. If a member of Staff Council should take university-recognized leave, including but not limited to, parental, short-term disability, or family medical leave, then the other divisional representative shall serve in their absence for the duration of the leave period.

- G. Members may resign their position at any time by submitting the resignation in writing to the Chair.
 - a. If a vacancy occurs with less than 3 months remaining in the term, the other divisional representative may serve in their absence for the remainder of the term.
 - b. If a vacancy occurs with 3 or more months remaining in the term, the Staff Council shall hold a special election to fill the vacant seat.
- H. Past officers of the Council may serve as ex officio members. They may provide input, insight, and clarification and may respond to questions, but shall have no vote.

ARTICLE II: MEMBER EXPECTATIONS AND ATTENDANCE

- A. Members shall make every effort to attend all SAC meetings, be knowledgeable and prepared to discuss the agenda items, and actively engage in all work sessions.
- B. Members shall represent SAC in a manner that models the values of USG and always treat others with dignity and respect.
- C. Failure to adhere to these expectations may be grounds for removal, as may lack of regular attendance or active participation in SAC meetings.

ARTICLE III: OFFICERS

- A. There shall be 4 officer positions to serve as leadership for the Staff Advisory Council: Chair, Vice Chair, Communication Officers, and Logistics Officers. Leadership positions serve a 1 year term.
- B. Officers shall be nominated at the first September meeting of the year following the installation of new members. Voting for all officers are cast via secret ballot, unless a position is uncontested.
- C. The Chair shall be responsible for facilitating regular meetings, coordinating emergency meetings, authorizing financial expenditures, approving all written communications made by the Communication Officer including an annual priorities statement. They shall ensure that all resolutions passed by the council are carried into effect.
- D. The Vice Chair assumes the duties of the Chair, in the absence of the Chair, or at any other time upon request of the Chair, including if the Chair is unable to complete the term of office. The Vice-Chair also acts as treasurer and is responsible for authorizing the collection, distribution, and expenditure of all Council funds, the development of an annual operating budget, facilitating proper budget adjustments, and keeping all financial reports current.
- E. The Communication Officer shall be responsible for all official communications between the SAC and USG staff as well as generating marketing materials and promoting SAC events.

- F. The Logistics Officers shall be responsible for production of meeting agendas, attendance, minutes, and recording all official votes. The coordinators shall also be responsible for the oversight and organization of Staff Council elections as described in Article I.
- G. One member shall be nominated to serve as representative to the Council of University System Staff and will attend all meetings. This member is not precluded from serving in a leadership role.

ARTICLE IV: MEETINGS

- A. The Council will convene regular meetings at least once monthly. The Council will host at least one listening session per year with the entire USG staff.
- B. The Council and the executive director will have regularly scheduled meetings.
- C. A majority of members will constitute a quorum. A quorum must be present to hold a regular meeting.
- D. When a vote is required, a two thirds majority of members present will decide the vote.

ARTICLE V: AMENDMENTS

- A. Bylaws may be amended or repealed at any regular meeting.
- B. Any member of SAC may propose an amendment which must be submitted in writing to the Chair and distributed to all members at least one week prior to the first reading.