

ARTS AND SCIENCES DEAN'S STAFF ADVISORY COMMITTEE BYLAWS

Current revisions approved by a vote of at least two-thirds of the committee on May 20, 2021. *Dean Jim White ratified the May 20, 2021 SAC bylaw revisions on May 25, 2021.*

ARTICLE I: Name

The name of this committee shall be Arts and Sciences Dean's Staff Advisory Committee. The business of the committee may also be conducted as A&S Staff Advisory Committee or Dean's Staff Advisory Committee.

ARTICLE II: Mission

The mission of the A&S Dean's Staff Advisory Committee is to address issues of importance to and advocate for Arts and Sciences staff; to give timely feedback on such issues and make recommendations to the Dean; to facilitate communication within the College; and to build community among Arts and Sciences staff and faculty.

ARTICLE III: Authority and Action

Section 1: Actions

The Committee is permitted to take action to fulfill the committee's mission. Actions may include, but are not limited to:

- a) determining annual committee projects and goals
- b) communicating directly with the Dean of the College of Arts and Sciences, as well as other college representatives, about staff matters and college business
- c) raising concerns of collective and/or individual A&S staff members to the college and/or other campus entities
- d) conducting surveys of A&S staff
- e) communicating directly with A&S staff via electronic methods, at staff meetings, via paper communications, etc.
- f) writing white papers and response papers regarding A&S and campus business on behalf of the Committee
- g) writing white papers and response papers regarding A&S and campus business as a representative of A&S staff after surveying A&S staff
- h) writing statements in support of efforts by CU students, staff, and faculty on behalf of the Committee
- i) forming formal partnerships with other college and campus organizations
- j) Committee members may serve on college and campus special committees as representatives of SAC and/or as A&S staff members
- k) acting as a consultant for college and campus entities wishing to engage A&S staff and receive staff input on and/or participation in projects, programs, and campus business
- l) writing official memorandums of understanding (MOUs) between the Committee and college and campus partners to formalize business conduct

- m) advocating for A&S staff representation on college and/or campus special committees when those committees are making decisions relevant to A&S staff
- n) hosting events for A&S staff, faculty, and students
- o) claiming credit for Committee actions
- p) communicating directly with applicants to the Committee. A list of newly elected members will be sent to the Dean of A&S for ratification prior to SAC sending notifications to newly elected members and those not selected.
- q) communicating directly with nominators and nominees for the Employee of the Year award. A list of Employee of the Year recipients will be sent to the Dean of A&S for ratification prior to SAC sending notifications to awardees.
- r) approve Committee bylaws and bylaw revisions by a majority vote. Bylaw revisions will be issued to the Dean of A&S for review and ratification.
- s) permitting or inviting non-committee members to attend Committee meetings at Committee discretion.

The Committee may elect to take other actions not described above, with a majority vote of the Committee, and ratification of the Dean of A&S if necessary.

Section 2: Representing A&S Staff

The Committee may act on behalf of the Committee and the A&S staff members composing the Committee. The Committee may represent the wishes of A&S staff determined via information collected through surveying or other methods, as well as direct communication from A&S staff members.

Section 3: Authority to Act

The Committee may establish formal MOUs with the College of Arts & Sciences outlining the Committee's authority to act and commitment to partnership with the College. The Committee will act in good faith to ensure that Committee actions do not conflict with College actions. However, the Committee claims the authority to advocate for A&S staff, even when that advocacy may conflict or question current or proposed College actions or decisions.

The Committee acknowledges that Committee actions may be perceived by entities outside of the College as representing the College. Therefore, the Committee will consult with the A&S Dean and/or relevant College representatives prior to communicating with campus leadership outside of the college, such as the Provost, Chancellor, President, HR, Budget Office and their representatives.

ARTICLE IV: Membership

Section 1: Composition

This Committee is composed of fifteen staff members from among the units that comprise the College of Arts and Sciences. Membership may be increased or decreased, at the discretion of the committee, to account for temporary staff leaves, etc. The Committee will strive to appoint a balanced representation of divisions, job roles, and the types of organizational units represented therein, including an appointment representing the Dean's Office.

Section 2: Vacancies

Members are appointed by the current members of the A&S Dean's Staff Advisory Committee in consultation with the Dean to renewable, three-year staggered terms. Current College of Arts and Sciences staff members may apply. The Committee will vote on applications by a simple majority vote. Membership is renewable. Current members interested in applying for renewal must take at least a one-year break between membership terms and will apply during the normal SAC application process. This provision may be waived by Committee vote during the annual application review cycle if the Committee determines the need to increase membership numbers.

Section 3: Unexpected Vacancies

Unexpected member vacancies will be filled as follows:

- a) Should a member vacate her/his position in the first half of the fiscal year, that position will be filled following the procedure outlined in III.2. The new member will serve out the remaining term. Members in good standing who are serving out a one- or two-year term may extend their term to a full three-year term by simple majority vote of the Committee.
- b) Should a member vacate her/his position in the second half of the fiscal year, the position will remain vacant until the other terminating positions are filled at the beginning of the next fiscal year; again, the replacement will serve out the term of the vacated position.

Section 4: Revocation of Membership

Any member who is absent for three consecutive meetings will be considered inactive and their membership shall be subject to review and termination by Committee officers.

ARTICLE V: Officers

Section 1: Positions

A Chair and Vice Chair will lead the Committee. The Committee may increase or decrease the number of officers as needs dictate by a simple majority vote.

Section 2: Term of office and succession

The Chair and Vice Chair are elected by a simple majority vote of the Committee to serve a one-year term. During the inaugural year of this document both positions will be elected at the end of the fiscal year (May/June) for the following fiscal year, beginning July 1. Thereafter, votes will be held as follows:

- a) A ratification vote on the ascension of the Vice Chair to the Chair position will take place at the end of the fiscal year, followed immediately by a vote for a new Vice Chair.
- b) Should the returning Vice Chair not be ratified as Chair – or should he/she choose not to seek the office of Chair– Committee members will vote for both a new Chair and a new Vice Chair at the end of the fiscal year.
- c) A Chair or Vice Chair may be reelected for up to one additional year, if the additional year falls within the confines of the Chair or Vice Chair's three-year membership term.
- d) Should one member not wish to serve as Chair on their own, the committee may choose to elect two members to share the position as Co-Chairs.

Section 3: Officer Duties

The responsibilities of the Chair and Vice Chair include, but are not limited to, the following:

- a) The Chair shall
 - a. facilitate efficient meetings
 - b. plan meetings/produce and distribute meeting agenda
 - c. ensure accuracy and coordinate proper distribution of minutes
 - d. maintain open lines of communication among Committee members and with the Dean
 - e. appoint ad hoc committee chair(s)
 - f. ensure organized, informative reports
 - g. represent the committee in college and university forums
- b) The Vice Chair shall
 - a. sit in for the Chair when needed
 - b. serve as point person for new member recruitment
 - c. introduce and orient new members
 - d. help chair with administrative duties, correspondence, agenda-setting

Section 4: Unexpected Vacancies

Officer vacancies shall be filled as follows:

- a) in the event that the Chair's office is vacated, the Vice Chair shall assume that position; the Committee will elect a member to fill the newly vacated Vice Chair position.
- b) in the event that the Vice Chair's office is vacated, the Committee will elect a member to fill the vacant position.

ARTICLE VI: Responsibilities of the Dean

The Dean of A&S has responsibilities to the Committee, which include but are not limited to:

- a) engage and inform the Committee about large College initiatives that impact A&S staff
- b) serve as a consultant to the Committee when requested
- c) respond to the Committee in a timely manner
- d) review and ratify Employee of the Year and newly elected members
- e) review and ratify Committee revisions to the bylaws

ARTICLE VII: Meetings

Section 1. Frequency

The Committee meets once a month to discuss, vote on, and enact Committee business. The Chair may elect to cancel a meeting in the event there is not sufficient business to discuss or because of unanticipated circumstances. The Committee meets with the Dean at least once each semester during fall and spring semesters to raise, discuss, and make recommendations to the Dean on non-academic concerns and issues.

Section 2. Quorum

A quorum shall consist of the Chair or Vice-Chair and a simple majority of the entire membership. In cases in which a quorum is present, a majority vote of Committee members shall constitute the will of the Committee.

Section 3: Modes of Participation

Committee members may participate in a regular or special meeting by means of any method of communication that allows for simultaneous communication among all members, including in-person meetings, internet video meetings, telephonic conference calls, or collaboration via other electronic means, including alternative format methods (e.g., TTY) for members with special needs. Likewise, voting may take alternate forms within the following parameters:

- a) Any action required or permitted to be taken by the Committee at a meeting may be taken without a meeting if consent in writing, specifying the action to be taken, shall be agreed upon by the consensus of a quorum. In this regard, an e-mail transmission from an e-mail address on record constitutes a valid post. The intent of this provision is to allow the committee to use email to approve actions, as long as a quorum of committee members gives consent.
- b) Electronic voting is permitted in the event that a vote cannot be conducted in-person due to a regular or special meeting taking place via internet video or other electronic means, or in the event that a vote on a time-sensitive issue must take place outside of a scheduled committee meeting. The Chair will determine the electronic voting mechanism to be used. The Committee may vote electronically using an electronic voting platform, sending a private e-mail to the Chair, using polling mechanisms in internet video calls, etc.

Section 4: Special Meetings

The Chair 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.

Section 5: Special Activities

Members are expected to participate, as fully as possible, in A&S Advisory Committee activities.

ARTICLE VIII: Sub-committees

Ad hoc sub-committees to address special issues can be formed at the discretion of the Chair with the concurrence of the Committee. The Chair of an ad hoc sub-committee shall be a Committee member. At the discretion of the Chair, activities of the subcommittees can be presented to the A&S Staff Advisory Committee for review. No sub-committee may take any final action on matters without the approval of a majority of all Committee members.

ARTICLE IX: Budget

The Committee receives budget annually from the College of Arts & Sciences to fund Committee initiatives, such as Employee of the Year awards. The Chair will discuss the yearly budget with the College of Arts and Sciences Dean and any Dean's Office

representatives the Dean may choose to include. In the event of College budget challenges, the Dean and Dean's Office representatives will discuss with SAC the Committee's budget considerations.

Article X: Commitment to Partnerships

As advocates for A&S staff, SAC is committed to building relationships and collaborating with student governance bodies, faculty governance bodies, college and campus administration and leadership, and other entities. Our actions support student, staff and faculty success, well-being, communication, and build better Buffs.

ARTICLE XI: Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote of two-thirds of the Committee. Proposed amendments must be circulated to all Committee members at least two weeks in advance of the meeting at which they will be discussed and voted upon.

Record of Revisions:

October 7, 2019 revisions added information about ASC representative officer position, Article IV, Officers.

February 18, 2020 revisions added information regarding SAC's mission and membership.

November 20, 2020 revisions added information about SAC authority and action, revised membership and officer details, added information about the responsibility of the Dean of A&S, revised meeting information, added information about budget, and revised bylaw amendment guidance. Dean Jim White ratified the November 20, 2020 SAC bylaw revisions on December 9, 2020.

May 20, 2021 revisions added article "Commitment to Partnerships." Dean Jim White ratified the May 20, 2021 SAC bylaw revisions on May 25, 2021.