



College of Arts & Letters
MICHIGAN STATE UNIVERSITY

**Staff Advisory Council (SAC)
BYLAWS**

Michigan State University, East Lansing

ARTICLE I NAME AND PURPOSE

Section 1 Name

Staff Advisory Council (SAC) will be the name of this organization. It shall be organized under the College of Arts & Letters (CAL) at Michigan State University.

Section 2 Purpose

This council serves as a liaison among CAL staff, faculty, and administration. The council:

- A. Centers the needs of college support staff.
- B. Collaborates to improve the experience of those working in the College of Arts & Letters.
- C. Building community and connection for faculty and staff of the College of Arts & Letters.

ARTICLE II MEMBERSHIP

Section 1 Membership composition

A. Staff Advisory Council will have a maximum of 7 members – 5 members at large, 1 Vice Chair and 1 Chair.

B. The Staff Advisory Council membership should ideally include members from each Functional Team and each Union. Functional Team and Union affiliation will be included on every ballot.

Section 2 Terms

- A. Terms shall last for two years.
- B. If elected chair or vice chair, a member's 2-year term restarts.
- C. Chairs will serve an additional 3rd year as an ex officio member to assist the transition between chairs.
- D. After their term(s) end(s), a member may go up for reelection to be reconsidered. To serve on the council again, current members will have to follow the same application process as new members.

Section 3 Appointments to the Council

The SAC shall solicit nominations for representatives from each of the support staff unions. The final slate of nominations will be voted on by the entire CAL staff to select new members. Voting shall be completed by June of every other calendar year.



College of Arts & Letters

MICHIGAN STATE UNIVERSITY

ARTICLE III STAFF ADVISORY COUNCIL

Section 1 Powers and Duties of the Council

The council shall set operational goals and objectives:

- A. Approve SAC appointments in the case of vacancies, terminations, or any other leaves from the council
- B. Conduct meetings
- C. Act as a representative council that serves on behalf of the support staff in the College of Arts & Letters
- D. Organize outreach to survey the needs of support staff
- E. Research best practices, develop proposals, and recommend policies to improve staff experience
- F. Maintain SAC resource page to disseminate information regarding council activity
- G. Encourage, via transparent communication, engagement and participation in professional opportunities
- H. Uphold the principles of organizational justice and CAL community norms through accountability to foster a healthy work environment

Section 2 Quorum

A quorum will consist of a simple majority (51%) of SAC.

Section 3 Meetings

Regular meetings of the council shall be held as determined by the council. Special meetings of the council may be held at any time upon 24-hour notice, oral or written by the Council Chair, Vice Chair, or by three other members of the council.

To connect, build community, and model CAL's commitment to support inclusivity among units, regular Council meetings, that do not occur virtually, will take place in different CAL locations (e.g., Auditorium, Bessey Hall, South Kedzie Hall, Kresge Art Center, Linton Hall, Wells Hall, etc.).

Section 4 Resignations, Terminations, Absences

- A. Resignations from the council must be in writing and received by the Chair or Vice Chair.
- B. A council member may be removed from their position by a 2/3 majority vote for reasons of:
 1. Failure to uphold responsibilities and policies specified in these bylaws
 2. Failure to abide by MSU policy
 3. Failure to attend or otherwise fulfill role

Section 5 Vacancies

To fill vacant positions staff members will be asked to self-nominate. Nominees will be voted in by the current council members.



College of Arts & Letters

MICHIGAN STATE UNIVERSITY

Vacancies occurring on the council may be filled by a 2/3 majority vote. The appointment will be filled for the unexpired term. Fulfillment of partial terms shall not count toward a council member's term; appointed council members may serve additional full terms subject to term limitations addressed in Section 3.

ARTICLE IV OFFICERS

Section 1 General

The officers of this council will be the Council Chair and Vice Chair. Each officer is a member of the Council.

Section 2 Election and Terms of Office

All officers shall be elected for a 3-year term. No one may hold more than one office at the same time.

Section 3 Resignation and Removal

Whenever in the judgement of SAC the best interests of the council will be served, any officer may be removed from office by the affirmative vote of 2/3 of the Council based on terms addressed in Article III Section 7 B. Any officer may resign at any time by delivering a written resignation to the Chair or the Vice Chair.

Section 4 Vacancies

In the event a vacancy occurs in any Officer's position, it shall be filled in the following manner:

- A. Council Chair—The Vice Chair shall assume the office until a replacement can be appointed.
- B. Vice Chair—The Council shall select a replacement for the Vice Chair if a vacancy for that office occurs. The replacement will serve the remainder of the term.
- C. In case of vacancy in the office of both Council Chair and Vice Chair, the Council will select a temporary chair until replacements can be appointed.

Section 5 Duties and Responsibilities of Officers

The Officers shall possess such powers and perform such duties as shall be determined by the council.

- A. The Council Chair shall:
 1. Set meeting dates and agendas for meetings with input from the council
 2. Communicate directly with the Dean or college administration
 3. Send all official council correspondence to staff and administration



College of Arts & Letters
MICHIGAN STATE UNIVERSITY

4. Coordinate activities of SAC

B. The Vice Chair shall:

1. Oversee meeting room reservations and send out calendar invites
2. Maintain bylaws and archive all official council documents
3. Perform other duties customary to the Office of the Vice Chair and as may be required by the Chair and Council

ARTICLE VII AMENDMENTS

SAC shall review the Bylaws annually. In order to amend the Bylaws, notice of the proposed amendment shall be delivered personally, electronically, or by mail to each member of the Council, at least two weeks prior to the time of the vote on the proposed amendment. The Bylaws shall be amended by a 2/3 vote of the Council.



College of Arts & Letters

MICHIGAN STATE UNIVERSITY

Appendix I: Bylaw Updates

DRAFT February 25, 2019

1st revision March 7, 2019

2nd revision March 15, 2019

3rd revision April 8, 2019

4th revision May 14, 2019

5th revision April 27, 2021

6th revision February 21, 2022

7th revision April 26, 2022

8th revision April 23, 2024

8th revision September 8th, 2022

- Moved revision list into Appendix
- Reorganized Article II Membership to include new section 1: Membership Composition, Section 2: Terms (reclaimed from Article III), and Section 3: Appointments to the Council (reclaimed from Article III).
- Article III, Section 2: Number of SAC members removed – duplicate information from Article II Section 1.
- Article III, Section 1, C – reword from ‘Authorize’ to ‘Conduct’
- Article II, Section 1, A – added ‘ideally’ to the number of members
- Article II, Section 1, B – added list of functional teams
- Article II, Section 2, C – removed “The first cohort term begins January 2019 and expires in June 2020”
- Article III, Section 1, A – removed and added to subtitle
- Article III, Section 1, H – reworded
- Article III, Section 3, reworded
- Article II, Section 1 – Updated membership makeup from:
 - **Section 1 Membership composition**
 - A. Staff Advisory Council members shall be comprised of elected support staff members from the Clerical Technical Union (ideally 3), Administrative Professionals Association (ideally 3), and Administrative Professional Supervisors Association (ideally 1).
 - B. The Staff Advisory Council membership should ideally include members from at least four of the seven Functional Teams (i.e., Office Operations, Academic Operations, Finance, HR, Mar/Com, Development, and IT).
 - C. If an elected member changes union designation during their membership, they may serve out their current term.
- Article I, Section 2 – added bullet point C.
- Article II, Section 2, D – Changed language from:
 - After their term(s) end(s), a member must be off the council for one term before reapplying.