

SAC Bylaws

Bylaws for the Staff Advisory Council

Article I: Name

The name of this organization shall be the Staff Advisory Council referred to hereafter as SAC.

Article II: Objectives/Purposes

The objectives/purposes of SAC are:

- To serve as a support body for the staff of the Miami Business School;
- To provide a voice for a fully confidential channel of communication between staff members and the administration of the school;
- To act in an advisory capacity to the School administration;
- To provide input into the decision-making process on issues affecting staff and the School;
- To foster a spirit of unity, cooperation, and professionalism;
- To organize social gatherings for staff members;
- To accept and share responsibility with employees of the Miami Business School in all efforts to attain the stated mission and goals of the Miami Business School and The University of Miami.

Article III: Staff Advisory Council

The SAC serves as a formal vehicle of communication between the staff and the Office of the Dean of the Miami Business School.

Section 1. Number

The council is comprised of up to ten (10) members, including the officers of SAC (president, vice president, secretary, and media officer) and up to six (6) other members, consisting of staff from the Miami Business School. The representatives may serve two 2-year terms, January through December.

Section 2. Qualifications

All staff employed by the Miami Business School who do not hold academic appointment or have faculty voting membership shall be eligible for election to SAC.

Section 3. Duties and Authority

Each representative of SAC shall solicit and receive written communications requesting study, advice or action from staff of the School. Such requests shall be addressed at the next scheduled council meeting. The council's decisions and actions will be reported within ten (10) business days after the meeting.

The duties of the council shall be to:

- Act appropriately on all matters presented to the council;
- Initiate studies as it sees fit and take whatever action it deems necessary to conduct these studies;
- Submit to the appropriate School authority all written recommendations which have been approved by SAC;
- Report its decisions and actions to staff in a timely manner.

Section 4. Chairing of Meetings

President of SAC shall preside over all council meetings. In the absence of the president, meetings will be presided over by the vice president.

Section 5. Meetings

Regular meetings of SAC shall be held monthly, or more frequently if necessary. Special meetings may be called by the president or by a written petition signed by any three (3) voting members of the council. Special meetings requested by petition must be held no later than two (2) calendar weeks after such petition is received by the president.

Section 6. Notice of Meetings

Notice of the time and place of all meetings and the agenda shall be prepared by the president and delivered to each council member at least 2 days before such meetings. All notices of special meetings shall state the purpose of the meeting. Meeting date, time, and places shall be posted on the SAC website, so members and the public are aware. Changes to the schedule will be amended on the SAC website within one day of a scheduled change. The President will notify all staff via the SAC listserv of the change prior to the meeting.

Section 7. Voting

All voting members of the council shall be entitled to vote on any issue brought before any regular or special meeting of the council. The personal vote of a simple majority of those present shall decide any issue, except where a greater majority is required by these bylaws. The president does not vote except in the case to break a tie.

Section 8. Quorum

A simple majority of the voting members of the council shall constitute a quorum for the transaction of business. The council may not transact any business until a quorum has been secured, but may take any actions required to adjourn the meeting without further notice.

Section 9. Non-voting Participation

Non-voting participation in meetings of the council shall be extended, for the purpose of reports and other discussion, upon recognition by the president.

Section 10. Resignation

Any member of the council may resign at any time. Resignation shall be effective upon the president's receipt of the member's written notice.

Article IV: Membership

All staff employed by the Miami Business School who do not hold academic appointment or have faculty voting membership, and have been in the School for one semester, shall be eligible for election to SAC. Once a staff member has served 2 consecutive two-year terms, or has stepped down from SAC within that time frame, that staff member is ineligible to serve on the SAC for two years.

Section 1. Attendance

Members are expected to attend on a regular basis. If a member does not attend for 3 consecutive meetings without good cause, they will be automatically removed.

Section 2. Confidentiality

All matters will be kept confidential.

Article V: Officers

Section 1. Number

The officers of SAC shall consist of four (4) persons: president, vice president, secretary, and media officer.

Section 2. Qualifications

Any officer must qualify as a voting member of SAC (Article IV).

Section 3. Duties

The president shall:

- Schedule meetings;
- Establish meeting agendas;
- Distribute meeting agendas to the council at least two (2) days prior to the meeting;
- Preside at all meetings;
- Enforce the bylaws;
- Establish committees as appropriate;
- Appoint members and designate chairs of committees.

The vice president shall:

- Perform the duties of the president in the absence of the president;
- Serve as the principal assistant to the president;
- Fulfill any term vacated by the president.
- Coordinate SAC welcomes for new staff of the School.

The secretary shall:

- Prepare minutes of all meetings and maintain them as permanent records;
- Distribute minutes of meetings to each member of SAC within five (5) days of the meetings for approval or corrections;
- Distribute final minutes to the staff within ten (10) days of the meetings;

- Determine quorum at meetings;
- Distribute ballots to members of SAC for election of officers;
- Distribute ballots for election of SAC members to staff of the School.

The media officer shall:

- Maintain the SAC website
- Check SAC email regularly
- Respond to SAC email and file appropriately
- Create, send, and report responses for any electronic questionnaires to the membership

Section 4. Terms of Office

All terms of office shall be one year. Each term shall commence with election results at the January meeting. Officers shall be eligible for re-election, but may not serve more than two consecutive terms in the same office. In the event an officer, excluding the president, shall take office and for any reason be unable or unwilling to complete his/her term of office, a special meeting shall be called and a special election held to fill the vacated office for the remainder of the vacating officer's term.

Article VI: Meetings

Section 1. Chairing of Meetings

The president shall preside over SAC meetings. In the absence of the president, meetings will be presided over by the vice president.

Section 2. Regular Meetings

Regular meetings of SAC shall be held once a month during the academic year.

Section 3. Special Meetings

Special meetings may be called by the president or in response to a petition signed by three (3) of the members of SAC. A special meeting requested by petition must be held no later than two (2) calendar weeks after the president receives such a petition.

Section 4. Notice of Meetings

Notice of the time and place of all SAC meetings shall be prepared by the president of SAC and delivered to the members of SAC not less than two (2) days before such meeting. In order for action to be taken on a new rule or policy or on modification of an existing rule, notification of such pending action must be provided in the official notice of the meeting at which the action is to be taken. Notice of special meetings shall state the purpose for which the meeting is called.

Section 5. Agenda

The president prepares the agenda for all regular meetings of SAC. Items for the agenda shall be submitted by any staff member to any member of the SAC. The agenda may be amended at the beginning of any meeting to permit the introduction of unanticipated voting items. A two-thirds (2/3) vote of the majority of those present is necessary to amend the agenda.

Section 6. Voting

All voting members of the SAC shall be entitled to vote on any issue brought before any regular or special meeting of the SCS. A quorum shall decide any issue, except where a greater majority is required by these bylaws. The president does not vote except in the case to break a tie.

Section 7. Quorum

A simple majority of the voting members of SAC shall constitute a quorum at any meeting.

Article VII: Elections of Representatives

Section 1. Time

Election of representatives shall be held mid-January.

Section 2. Procedures

The council will ask for self-nominations in the first week of December. Self-nominations shall be due by December 15. In the event that the council receives fewer self-nominations than open positions on the SAC, all nominees will be placed on the council and no election will take place. New members will be announced to the staff via email by February 1 (or the next business day). If the council receives

more self-nominations than available open positions on the SAC, a run-off election will take place. Election of representatives to the SAC shall be by secret ballot. Ballots for the election shall be emailed by December 15. Ballots shall be due by_mid-January. Results of this election shall be announced to the staff via email within five (5) business days.

Section 3. Votes Required to Elect

A plurality of votes cast by staff shall elect.

Section 4. Vacated Positions

In the event that a representative resigns or is removed from council, the SAC may ask for volunteers from eligible staff to fill the vacated position(s) or wait until December for the new elections. In the event that more staff volunteer than are available positions, a run-off election shall be held.

Article VIII: Elections of Officers

Section 1. Time

Election of SAC officers shall be held during the first SAC meeting after the council election.

Section 2. Procedures

Self-nominations shall be due by the first meeting after the council election. Election of officers to the SAC shall be by secret ballot. Ballots for the election shall be distributed at the first_meeting. Vote count shall take place at the meeting, and members designated by the president shall tally the votes. Results of these elections shall be announced during this meeting and announced to the staff within five (5) business days.

Section 3. Votes Required to Elect

A majority of votes cast by eligible members of the council shall elect.

Article IX: Committees

The president shall solicit volunteers of any standing, special, and/or ad hoc committee as deemed necessary by the SAC.

Article X: Removals from Council

Any representative of the SAC may be removed upon a two-thirds (2/3) vote of no confidence by voting members of the council.

Article XI: Removals from Office

Any person holding a position of office elected by SAC may be removed upon a two-thirds (2/3) vote of no confidence by the voting members of SAC.

Article XII: Bylaws

These bylaws may be amended by a majority vote of SAC during any SAC meeting provided the president has notified the SAC membership, in writing, of any proposed amendment at least ten (10) calendar days prior to the vote to amend.