



# **Wittenberg University Staff Advisory Council Bylaws**

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Revised 2/09/21*

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Date

## Article I – Name

The name of this group shall be Wittenberg Staff Advisory Council (SAC).

## Article II – Purpose and Mission

As initiated by the university president, the purpose of the SAC is:

- to establish and enhance direct communication between the Wittenberg staff and the Office of the President
- to increase levels of awareness and understanding regarding issues that are of concern to Wittenberg staff
- to advocate for staff in the development and implementation of policies and procedures that affect staff morale, working environment and professional welfare; and
- to contribute to the university’s culture of community and recognition of service

## Article III – Membership

### 1. Membership

- a. The SAC represents all non-faculty employees of Wittenberg University. Membership shall consist of 12 voting members representing the following staff classifications:
  - Administrative Staff (those without faculty rank)
  - Office/Support Personnel
    - Any staff member who receives compensation through an hourly “time sheet”
    - All support staff in all academic and non-academic areas
- b. At least 50% of representative seats shall be reserved for hourly staff while maintaining a diverse representation from divisions across the university.
  - i. In the unlikely event that 50% hourly staff representation is unable to be maintained, the balance can be suspended for one year by majority vote of SAC and approval from the President.
- c. The university will allow SAC members time to perform their SAC duties and recognizes all SAC duties as paid time. Members of the SAC shall receive no additional compensation for their services as SAC members.
- d. Membership also includes one non-voting, ex-officio representative of the Faculty Executive Board.

2. Members of the staff are eligible to serve on the SAC provided they are scheduled to work at least twenty hours per week and have one year of service to the university.

### 3. Appointment of Membership

- a. Co-chairs will solicit volunteers and nominations of candidates interested in serving on the SAC through an annual campus-wide e-mail in April.

- b. The responses will be reviewed by the SAC who will provide a list of recommended nominees to the university president for appointment.
4. Term of membership
- a. Members will serve a term of three years beginning July 1 with opportunity for a single renewal of an additional three year term for a possible total of six consecutive years. Newly appointed members are invited to attend the SAC meeting scheduled prior to the beginning of their term.
  - b. Membership shall roll annually with four member seats up for replacement or renewal each year.
  - c. Any member may resign from SAC by giving written notice to the co-chairs.
  - d. If a SAC member takes a new position at Wittenberg which causes a change in classification, they may complete the current year of the term but must then request membership within the new classification during the open nomination period.
5. Filling Unexpected Vacancies
- a. Whenever a representative is unable to fulfill their duties, the co-chairs, with guidance from the SAC by campus-wide solicitation of nominations, will select a replacement from the appropriate staff classification for appointment by the university president. The replacement will complete the term of the seat vacated.
  - b. Whenever a co-chair is unable to fulfill their duties, the SAC will select and approve a replacement from the Council membership through majority vote. The replacement will complete the vacating co-chair's term.
6. Member Responsibilities
- a. Each member is expected to attend meetings and to participate in planned activities.
  - b. Members are expected to actively solicit input from staff colleagues and to disseminate information to staff colleagues as appropriate.
  - c. Members are expected to study issues or problems which come before the SAC in order to contribute to the discussion and resolution process.
7. Co-chair Selection
- a. The co-chairs will be one administrative and one hourly staff.
  - b. Co-chair elections will take place annually at the May meeting and will begin the responsibilities of their positions July 1.
  - c. Co-chairs will self-nominate and will be elected by a simple majority of secret ballots and serve a one year term with no limit on maximum terms for eligible candidates.

8. Secretary Selection
  - a. The secretary will be selected by appointment by SAC annually at the May meeting and will begin the responsibilities of their position July 1.
  - b. The secretary will serve a one-year term with no limit on maximum terms.
9. Subcommittee Members
  - a. SAC members will represent the staff in other university committees or groups with the dual purpose of representing the interests of university staff and reporting to SAC the actions or issues of that group affecting Wittenberg staff.
  - b. SAC representatives shall attend meetings of the Faculty, the Faculty Executive Board (FEB), the Budget & Compensation Advisory Committee (BCAC), the President's Council on Diversity, Equity and Inclusion (PCDEI) and other groups as appropriate.
  - c. The co-chairs will ask for volunteers to serve as SAC representatives to these groups at the first meeting of the year, or as the need arises.

#### **Article IV. – Organization**

1. SAC Operation
  - a. SAC Meetings will occur at least monthly (excluding June and July) on a day and time established by council members at the first meeting of the year in August.
  - b. Meeting sessions will generally be no longer than two hours.
  - c. Items for the agenda should be submitted to the co-chairs at least 48 hours prior to the meeting. Agendas will be distributed to members prior to each meeting.
  - d. Discussion to obtain consensus will be the prevailing procedure used at meetings. Parliamentary procedure will be used when a decision is to be recorded and transmitted as a recommendation.
  - e. Passage of any motions requiring a vote will be based on the majority vote of a quorum (one more than half the current membership).
  - f. Minutes will be recorded for each meeting. The minutes will be distributed to each member via the staff-council list serve. The co-chairs will be responsible for providing the minutes to the President. Minutes will also be posted for public review in the “Staff Advisory Council” area of the “MyWitt” portal.
2. Leadership Duties
  - a. Duties of the Co-Chairs
    - i. Determine the agenda for all SAC meetings
    - ii. Preside at all SAC meetings
    - iii. Report directly to the university president
    - iv. Request special meetings with the president, senior staff, or others when necessary
    - v. Call special meetings of the SAC when needed
    - vi. Review and manage SAC budget forecasts and spending

- vii. Solicit and review nominations of candidates interested in serving on the SAC
  - viii. Submit an annual report to the president in June each year
  - ix. Promote communication within SAC and the Wittenberg community
  - x. Review and maintain SAC Bylaws as needed
- b. Duties of the Secretary
- i. Record the official minutes of each SAC meeting and submit for review and approval.
  - ii. Provide final draft of meeting minutes to the SAC and campus community.
  - iii. Record and archive all minutes, attendance, votes and resolutions approved by SAC.
  - iv. Track terms for SAC members.
  - v. Ensure all official communication channels (i.e. website, listserv, etc.) are updated frequently.
  - vi. Oversee secret ballot process for selection of co-chairs.
3. Amendment of Bylaws
- a. The SAC Bylaws shall be reviewed as needed by the co-chairs and suggested amendments brought to the Council for review.
    - i. If needed, a sub-committee of SAC will be formed to review the bylaws and make recommendations for amendments to the Council.
  - b. Proposed amendments to these bylaws shall be distributed in writing to all SAC members at least one week before the meeting during which they will be considered. The proposed amendment shall be read at the next regularly scheduled meeting and will be voted on either at that meeting, via electronic ballot, or at the following regular meeting. Majority vote of a quorum will approve the amendment.