UNIVERSITY OF THE PACIFIC  
STAFF ADVISORY COUNCIL  
BY-LAWS  
Revised June 13, 2014

Article I. Purpose and Scope

Staff Advisory Council (SAC) shall contribute to the success of University of the Pacific (Pacific) through its commitment to Support, Advocate and Cultivate. SAC shall work in collaboration with campus partners and administration to: advise in the design of meaningful staff development opportunities in accordance with institutional learning objectives; represent the concerns and recommendations put forth by staff; and foster engagement through events that enhance staff morale and encourage networking across the institution.

As a constituent organization, along with the Academic Council and Associated Students of University of the Pacific, SAC shall operate as a recognized part of the University system to provide forum for open communication. SAC may henceforth assume confidentiality in its operations and the protection of constituents' identities. SAC shall be a consultative and deliberate body with authority to formulate and present recommendations on all matters which have a significant bearing on staff, including but not limited to: work environment; compensation and benefits; safety and welfare; as well as professional development and talent retention. SAC will serve as the official nominating body for staff representation to University committees and task forces that deal with topics impacting staff employees or that call for staff input.

Article II. Participation

1. Constituency
   a. SAC represents non-faculty, non-contract, non-union staff employed by the University of the Pacific’s Stockton campus at least 9 months a year and 20 hours a week in salary grades 1-11 and Sacramento campus in the equivalent job classifications as defined by University of the Pacific’s Human Resources Department.
      i. Eligible staff are welcome to attend all monthly general body meetings, typically held on the same day each month (e.g. third Friday) and typically at the same time (e.g. 9:00 am to 10:30 am); SAC will post meeting dates and times on the website at www.pacific.edu/SAC.
      ii. Eligible staff are encouraged to submit feedback to the council through:
         1. Their SAC representative
         2. Anonymous feedback form available on SAC webpage (www.pacific.edu/SAC)
         3. Email to SAC inbox monitored by the Executive Board (SAC@pacific.edu)
   b. SAC shall meet a minimum of ten times annually, August - May
      i. Representatives are required to attend all regularly scheduled meetings as well as special or called meetings.
      ii. A quorum shall consist of a simple majority of the elected voting representatives.
      iii. The rules contained in the Modern Edition of Robert’s Rules of Order shall govern the SAC meetings in all cases where they are consistent with these by-laws and by any special rules of order that SAC may adopt.

Article III. Opportunities to Serve

1. Representatives
   a. Representation on the Stockton campus is based on Division and Classification (exempt/non-exempt). A guideline of 1 representative for every 40 or fewer constituents of any particular Division per each Classification will determine the total number of representatives serving on the council in any given academic year.
      i. If a division has 40 or fewer constituents in total, the representative may be either exempt or non-exempt.
   b. Representation on the Sacramento campus is based on classification only, adopting the same ratio guidelines observed by the Stockton campus.
   c. Representation areas will be reviewed each Spring, and adjusted as necessary prior to the annual election of representatives.
2. Officers
   a. Officers are nominated by SAC Representatives during the annual retreat to serve as Chair-Elect, Treasurer, and Secretary
      i. Treasurer and Secretary serve for one year.
      ii. Appointment to Chair-elect implies two consecutive years of service, first as Chair-elect, and the second as acting Chair.
3. Ex-Officio, Non-Voting Members
   a. Staff members not currently serving as an elected representative may be appointed by SAC to major University committees, including the Institutional Priorities Committee (IPC), the Compensation Committee, University Facilities Committee, and other committees.
3. Communications Chair
   a. Appointed by the Executive Board to coordinate communications (i.e., email messaging, web posts) on behalf of the Council
4. Liaison with the University Cabinet
   a. University Vice President and Secretary to the Board of Regents shall serve as the liaison between the University Cabinet and SAC. If a situation arises requiring appointment of a different individual to serve as liaison, the following criteria shall be met:
      i. For the sake of neutrality, the individual serving in this role does not have significant supervisory responsibility over any of the areas represented by SAC; and
      ii. The individual shall be determined as a joint decision between SAC’s Executive Board and Pacific’s President.

Article IV. Responsibilities

1. Representatives
   a. Terms of Service
      i. Representatives are elected to two-year terms which are staggered amongst the council so that in any given year there will be diversity in familiarity and newness to the council
         1. For instance, if possible, the council will aim to preserve the stagger so that those representatives “terming out” account for no more than 60% of the council and no fewer than 40% in any given year
      ii. New representatives will take office at the May meeting of each year and outgoing representatives will term out after the May meeting. If SAC does not have at least 60% of the vacant seats filled after the Spring election, the SAC Chair can appoint “interim” representatives to a “Summer” term OR outgoing representatives can serve an extended term ending on August 30 of that calendar year.
         1. If at least 60% of the seats up for election in the Spring cycle are not filled by May 31, the SAC Chair-Elect can facilitate a “special election” in September of that calendar year to fill those vacancies.
      iii. Representatives may not serve consecutive terms except for following scenarios and at the discretion of the council:
         1. A representative is elected to the office of Chair-elect during the last year of their term,
         2. If at the close of the nomination process, no one has accepted a nomination to run for an open representative position, the current representative can opt to serve for a second term, or
      iv. If a representative is elected as a replacement with less than one year remaining in their term, they will be eligible for re-election.
      v. In the event of a representative changing jobs within the University or a change in unit reporting channels that results in a representative no longer being employed within the Division from which they were elected, or if a representative’s employment classification (exempt/non-exempt) changes, the protocol observed shall be:
         1. At the discretion of the Council, the representative may continue to represent the constituent group until the next regularly-scheduled election if the constituency being represented does not object.
         2. If the constituency does object, the representative will resign and SAC’s Executive Board will conduct a special election in the voting area affected.
b. Communication
   i. Representatives shall establish contact with their constituents and provide contact information.
   ii. Representatives shall disseminate information to their constituents as well as solicit and bring forth concerns on behalf of their constituents in a confidential manner.

   c. Participation
   i. Representatives shall participate in SAC sponsored events, as their schedule permits; it is expected that they shall be granted release time by their supervisors to attend meetings.
   ii. Absences
      1. A representative will notify the Chair if they are unable to attend a meeting or participate in SAC sponsored events.
         a. If a representative must miss more than two consecutive meetings due to circumstances, planned or unplanned, with an anticipated return date, the Chair or the representative can identify a replacement to serve by special appointment until the representative resumes their duties.
      2. If there is a pattern of multiple absences without prior notice, the Executive Board will investigate the matter and recommend action to SAC on a case-by-case basis.

3. Executive Board
   a. Offices include: Chair, Chair-elect, Treasurer and Secretary

   b. Terms of Service
   i. Officers are elected by representatives of SAC and serve one-year terms. To ease transition, the past Executive Board will serve in an advisory role at the discretion of the elected Executive Board until the August meeting.
   ii. Officers will assume new roles at the first executive meeting following the annual retreat. Where warranted, past officers will participate in this first meeting or there will be meetings with the new and former officers to transfer information and discuss ongoing business.

   c. Meetings
   i. Officers shall meet with the University President and Vice President for Business and Finance once each semester or as necessary.
   ii. Chair, Chair-Elect, Secretary and Treasurer shall meet on a regular basis, at least once per month, in addition to SAC general body meetings held once per month for at least 10 of the months in any given year.

   d. Tasks
   iii. Each officer shall fulfill the responsibilities associated with the position in which they serve (identified below) and any miscellaneous duties as agreed upon by the Executive Board.
   iv. Chair
      1. Represents SAC in meetings with Human Resources; Assessment, Training and Technology; President’s Advisory Council; the Office of Communications; SAC Liaison; the University Cabinet; the University President; as well as any spontaneous communications or collaborations that may arise with various entities including Academic Council and Associated Students of University of the Pacific.
      2. Plans the agenda for all regularly scheduled SAC meetings in consultation with the Executive Committee.
      3. Schedules meetings of the Executive Committee.
      4. Oversees an annual review of the by-laws and appoints a review committee if necessary.
      5. Prepares and distributes an annual report to the President at the conclusion of their term, due by July 30th.
      6. Schedules meetings with the University President twice yearly or as needed and includes the full Executive Committee in at least one.
      7. Maintains record of various communications and memos in the shared drive for future reference.
      8. Conducts any necessary elections for vacancies occurring at least two months before the regularly scheduled call for nominations that take place in March.

   v. Chair-Elect
      1. Assists the Chair in planning the agenda for SAC meetings.
      2. Performs the duties of the Chair in their absence.
      3. Conducts the spring election process including:
         a. The review/adjustment of representation areas in February;
         b. The call for and confirmation of nominations in March;
c. Designing and distributing either a hard copy or electronic ballot in April;
d. Confirming and congratulating elected representatives by April 30th; and
e. Announcing to University community the week of May 1st.
4. Remains in regular communication with the Scholarship Committee.

vi. Secretary
1. Takes minutes at all SAC meetings.
2. Distributions the minutes to all SAC members at the following meeting for approval.
3. Distributes the agenda one week prior to all general body meetings, per the Chair.
4. Maintains official electronic and hardcopy (as appropriate) records including minutes, or any resolutions passed on behalf of the Council.

vii. Treasurer
1. Oversees the expenditures of SAC with the approval of the Chair and Chair-elect.
2. Maintains the budget including reporting out monthly the expenditures on behalf of the Council.
3. Handles the correspondence with catering for SAC events.
4. Expenditures of $800 or above are required to be voted on by the council and approved with a majority vote, by a quorum present, prior to distribution of funds.

3. Communications Chair
a. Maintains SAC website including ensuring that minutes, agendas, and any other relevant information is posted on SAC’s webpage.
b. Coordinates communications (i.e., email messaging, web posts) on behalf of the Council.
c. Works closely with the Exec. Board to regularly review and improve communication within SAC and from SAC to its constituents.
d. Communicate with SAC representatives via e-mail as needed, (e.g. distribute Hot Topics after SAC general body meeting.
e. Regularly update the SAC webpage and regularly provide social media messaging through SAC platforms.
f. Serve as a Liaison to the Pacific Insider Lead Staff (Office of Communications)

Article V. Elections

1. Representation Areas
a. Review of Representation Areas
i. In preparation for the February general body meeting, the Chair-elect will review SAC representation areas and identify potential adjustments in compliance with the 1:40 ratio for representatives to constituents. Adjustments may be required as the result of:
   1. An increase or decrease in staffing level (i.e. if the number of constituents surpasses 40 and approaches 50 per one representative, another representative may be warranted).
   2. Restructuring of divisions within the University.
ii. The total number of representatives for the Stockton campus will use a guideline of 1 representative for every 40 or fewer constituents, with cases falling outside of this ratio being identified by the Chair-elect and addressed by the council at the February general body meeting.
   iii. If a division has 40 or fewer constituents in total, the representative may be either exempt or non-exempt.
   iv. Two representatives, one exempt and one non-exempt, will provide representation for the Sacramento campus.

   Current representation areas are as follows:

<table>
<thead>
<tr>
<th>Division</th>
<th>Primary Locations</th>
<th>17 Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus &amp; Fin</td>
<td>Bannister Hall, Finance Center</td>
<td>1 Exempt, 1 Non-Exempt</td>
</tr>
<tr>
<td>Dev &amp; Alumni</td>
<td>Hand Hall, Alumni House</td>
<td>1 Exempt or Non-Exempt</td>
</tr>
<tr>
<td>Ext Relations</td>
<td>Spanos Center (Athletics)</td>
<td>1 Exempt</td>
</tr>
<tr>
<td>President</td>
<td>President’s Office, Hand Hall</td>
<td>1 Exempt or Non-Exempt</td>
</tr>
</tbody>
</table>
2. Representatives
   a. Nomination/Election Procedures
      i. After a review of representation areas to determine if adjustments need to be made for maintaining the 1:40 ratio of representatives to constituents is completed in February, there will be a call for nominations to fill the vacant representation areas.
      ii. In March, under the leadership of the Chair-elect, nominations will be solicited.
      iii. In April, ballots or survey will be prepared, and votes counted under the direction of the Chair-elect; this may be either hard copy or electronic format.
      iv. Representatives will be identified and confirmed by April 30th
      v. Announcements will be made to the University community the week of May 1st through the website, *Pacific Insider*, and any other relevant channels for communicating with Pacific staff.
      vi. The names of the representatives will be forwarded to Human Resources by the Chair or Chair-elect for the sake of issuing a thank you letter to supervisors; the letter will also include:
         1. A list of representative’s responsibilities
         2. A reminder that representatives are allowed release time to participate in regular meetings.
   b. Vacancy
      i. If a vacancy on SAC occurs prior to the completion of a term, the corresponding constituency will be notified and a call for nominations issued.
         1. In the event that there is only one nominee accepting, they will be appointed
         2. In the event that there are multiple nominees accepting, the Chair will conduct a brief election, allowing one business week for response.
            a. The Chair may also delegate this task to the Chair-elect if both are in agreement.
      ii. Once the vacancy is filled, the names of the representatives will be forwarded by the Chair or Chair-elect to Human Resources for the sake of issuing a thank you letter to the supervisor(s); the letter will also include:
         1. A list of the representative’s responsibilities
         2. A reminder that representatives are allowed release time to participate in regular meetings.

3. Officers
   a. Nomination/Election Procedures
      i. Nominations will be accepted prior to and during the annual SAC retreat; an ex-officio member of SAC may not serve as an officer.
      ii. When there are multiple candidates for one position, representatives will participate in an electronic vote following the annual retreat.
      iii. Newly elected officers will assume their duties at the next scheduled meeting.
   b. Vacancy
i. Should a vacancy on the Executive Board occur during a term, the same election process for appointing new officers will be observed, beginning with a call for nominations to the representatives of the council at the next general body meeting, and followed by an electronic vote.

Article VI. Business Operations

1. Budget priorities
   a. At the annual SAC retreat, the Chair should propose a general budget identifying priorities for the next fiscal year; use of funds should consistent with SAC’s purpose.
      i. There should be ample time in the agenda for a robust discussion of this proposal.
      ii. Based upon the outcomes of the discussion, the Chair should suggest, or solicit suggestions, that align with the discussed priorities.
   b. While the general objectives should be addressed at the annual retreat, specifics can be addressed on a case-by-case basis, and ideas proposed by the Executive Board to the council at the general body meetings throughout the year.

2. Use of funds
   a. In alignment with the identified and discussed budget priorities, the Executive Board has the authority to spend SAC funds without council approval when the total projected cost is less than $800.
   b. All projections in excess of $800 must first be approved with a majority vote of a quorum present.

Article VII. Confidentiality

1. Commitment
   By virtue of accepting the service role with SAC, all representatives agree to maintain confidentiality of information obtained through this role and from a constituent or from discussion amongst the council.

2. Commitment from the University
   Recognizing that confidentiality is essential to the robust and candid sharing of information integral to SAC business and purposes, the University will respect the confidentiality of both SAC representatives and the SAC constituency in any SAC related correspondence.

Article VII. By-Law Review Process

SAC by-laws should be reviewed at the annual retreat. Approval of the by-laws should occur at that time or at the next scheduled meeting and requires a 2/3 approval by the Council to pass of the quorum present.

SAC By-Laws APPROVED ON: 6.13.14