

**UNIVERSITY OF THE PACIFIC
STAFF ADVISORY COUNCIL
BY-LAWS**

Revised December 2007

I. RESPONSIBILITIES

The primary responsibility of the Staff Advisory Council (SAC) is to encourage participation by staff, in an advisory role, in University matters, such as:

- Developing mechanisms for effective communication between staff and administration and other campus groups.
- Soliciting nominations for the administration for staff representation to University committees.
- Formulating and presenting recommendations and advice to the administration after approval by council representatives on matters relating to the University such as staff concerns and issues, compensation and benefits, safety and welfare of staff, and staff development opportunities.

II. MEMBERSHIP

A. Elected Representatives

Membership is open to non-faculty, non-coaching, non-union staff employed by the University of the Pacific at least 9 months a year and 20 hours a week in Salary Grades 1-11. Representatives are elected by staff in their respective voting areas.

B. Staff Advisory Council Representation Areas

The Staff Advisory Council represents Grades 1-11 based on Divisions within the Stockton Campus along with representation from McGeorge School of Law and the Dugoni School of Dentistry. The total number of representatives for the Stockton Campus will use a guideline of 1 representative for every 40 or fewer constituents. If a division has 40 or fewer constituents in total, the representative may be either exempt or non-exempt. Two representatives from McGeorge School of Law and 1 representative from the Dugoni School of Dentistry are also included (see below).

SAC representation areas will be reviewed and any necessary adjustments will be made prior to the regularly scheduled annual election of representatives.

	<u>Exempt Representatives</u>	<u>Non-Exempt Representatives</u>	<u>Exempt or Non-Exempt</u>
Budget & Finance	1 per 40	1 per 40	
Student Life	1 per 40	1 per 40	
President	(less than 40)		1
University Advancement	(less than 40)		1
Provost	1 per 40	1 per 40	
McGeorge			2
Dental School	1		

C. Ex-Officio, Non-Voting Members

- Staff members who are appointed to major University committees-- including the Institutional Priorities Committee (IPC), the Compensation Committee, University Facilities Committee, and other committees designated by the SAC Officers--will serve as ex-officio, non-voting members of SAC.
- The Assistant Vice President for Human Resources serves as an ex-officio, non-voting member of SAC.

D. Liaison with University Administration

The Vice President for Business and Finance serves as the primary liaison between SAC and the administration.

III. REPRESENTATIVES' RESPONSIBILITIES

- Representatives are required to attend all regularly scheduled meetings as well as special or called meetings.
- Representatives shall make themselves known to their constituents and shall inform their constituents of how they can be contacted.
- Representatives shall disseminate information, including meeting agendas and approved minutes, to their constituents.

IV. MEETINGS OF THE COUNCIL

- SAC shall meet a minimum of ten times annually.
- A quorum shall consist of a majority of the elected voting representatives.
- Representatives of SAC shall be granted release time to attend meetings.

- Co-chairs/Chair-Elect shall send supervisors a thank you which will include a list of representative responsibilities.

V. ABSENCES

- A representative will notify the Chair/Co-Chairs or other member of the Executive Committee if he/she is unable to attend a meeting.
- If there is a pattern of multiple absences without prior notice, the Executive Committee will investigate the matter on a case-by-case basis and recommend action to Council.

VI. ELECTION OF REPRESENTATIVES

A. Terms of Service

- Representatives are elected to staggered two-year terms; however, the Chair/Co-Chairs will serve an additional year as past Chair/Co-Chairs as an advisor and at the discretion of the Chair/Co-Chairs. New representatives will take office at the May meeting of each year.
- Representatives may not serve consecutive terms, except in the case of a representative elected to the office of the Chair/Co-chairs-Elect during the last year of his/her term or under other exceptional circumstances at the discretion of SAC.
- If a representative is elected as a replacement with less than one year remaining in their term they will be eligible for re-election.
- If, due to a representative's job change within the University or a change in unit reporting channels, a representative is no longer employed within the Division from which he/she was elected, or if a representative's employment status (exempt/non-exempt) changes:
 - At the discretion of the Council, the representative may continue to represent his/her current constituent group until the next regularly-scheduled election, or
 - The Chair/Co-Chairs-Elect may appoint an alternate to serve until the next election or may conduct a special election in the voting area affected.

B. Review of Representation Areas

Prior to the regular annual election of representatives, SAC representation areas will be reviewed and adjustments made as necessary. Adjustments may be required as the result of:

- An increase in staffing level – Should any Stockton Campus Division have an increase in personnel that raises the ratio of staff representation to a

level greater than 40:1, another SAC representative will be added to that Division.

- University restructuring and/or a representative's job change within the University.

C. Nomination/Election Procedures

Nominations to replace members whose terms are expiring will be solicited annually in March for an April election under the leadership of the Chair/Co-Chairs-elect. Ballots will be prepared and votes counted under the direction of the Chair/Co-Chairs-Elect and Committee on Committees.

D. Vacancy

- Temporary – If a representative must miss more than two consecutive meetings due to circumstances, planned or unplanned, *with an anticipated return date*, the representative, in consultation with the Chair/Co-Chairs-elect, should identify a replacement to serve by special appointment until the representative resumes his/her duties.
- Permanent – If a vacancy on the SAC occurs prior to the completion of a term, the Chair/Co-Chairs-elect will conduct a special election in the voting area affected, or may make a special appointment at the discretion of SAC.

VII. OFFICERS

The responsibilities of the Officers are to serve on the Staff Advisory Council Executive Committee, to fulfill responsibilities as listed in the SAC By-Laws, to meet with the University President and Vice President for Business and Finance once each semester or as necessary, and to attend both Executive Committee meetings and SAC meetings.

A. Chair/Co-Chairs

- Plans the agenda for all regularly scheduled SAC meetings in consultation with the Executive Committee.
- Schedules meetings of the Executive Committee.
- Represents SAC to Administration.
- Oversees an annual review of the bylaws and appoints a review committee if necessary.
- Prepares and distribute an annual report to the President by July 30th of each year.

- Schedules meetings with President and Vice President for Business and Finance twice yearly or as needed and include the full Executive Committee in at least one meeting with the President.

B. Chair/Co-Chairs-Elect

- Assists the Chair/Co-Chairs in planning the agenda for SAC meetings.
- Performs the duties of the Chair/Co-Chairs in the Chair/Co-chair's absence.
- Oversees the annual review/adjustment of representation areas.
- Chairs the Committee on Committees and is responsible for conducting and overseeing the election process.

C. Secretary

- Takes minutes at all SAC meetings.
- Distributes the minutes to all SAC members, the President's Cabinet, and the Assistant Vice President of Human Resources.
- Ensures that minutes, agenda, and any other information are posted on the Web Page.
- Maintains official electronic and hardcopy (as required) records including minutes and correspondence with administration.

D. Treasurer

- Handles the expenditures of SAC with the approval of the Chair and Chair-elect.
- Maintains the budget.

An ex-officio member of SAC may not serve as an officer.

VIII. ELECTION OF OFFICERS

A. Term of Service

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.

B. Nomination/Election of Officers

Nominations will be accepted prior to and at the May meeting of SAC. Representatives vote on the slate of candidates at the May meeting. New officers assume their duties at the next scheduled meeting.

C. Vacancy

Should a vacancy on the Executive Committee occur during a term of office, the normal election process will be followed, beginning with the next scheduled meeting.