

Bylaws of the Staff Advocacy Committee

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Updated 9/19/17

1. **Mission** The Staff Advocacy Committee (SAC) represents and advocates for staff concerns ensuring that the interests of its constituents are acknowledged and addressed, and promotes a sense of community at the college. SAC's advocacy is informed by staff and institutional priorities.
2. **Composition of the Committee** The Staff Advocacy Committee is made up of eight elected staff, a note taker, and the Staff Trustee (both non-voting). Members will be elected from eight defined areas of the college.
3. **Constituencies** SAC represents monthly and bi-weekly paid non-faculty employees of the college, with the exception of senior administrators. Currently the following eight constituencies are defined and may be changed by a majority vote of SAC:
 - Library, IT, Post Office
 - Institutional Advancement, President's Office
 - Admissions, Communications, Financial Aid
 - Academic Affairs - CS, CSI, HACU, IA, NS, Dean of Faculty, Farm Center, Global Education Office (GEO), Design Center, DART, CBD, CYL, CPSC
 - Business Office, Human Resources, Event Services and Summer Programs, Early Learning Center
 - Facilities and Grounds
 - Student Life - Dean of Students, Campus Leadership and Activities (CLA), New Student Programs, Residence Life and Housing, Campus Police, Career Options Resource Center (CORC), OPRA, Community Advocacy, Health and Counseling Services
 - CASA, CLPP, Central Records.

4. Elections

1. **Terms:** SAC members will serve for a term length of two years. Members can serve for a maximum of two consecutive terms. Half of SAC will be elected in the fall of each year to provide continuity for the committee. If in any year all members of SAC



are new, half of the members may serve for one or three year terms (as the committee shall decide) to return the committee to a staggered term schedule.

2. **Unscheduled Vacancies:** A member may resign from SAC by notifying the Chair(s). Members automatically leave SAC if they leave the employ of the college. Such unscheduled vacancies will be filled by a special election within their constituency. The replacement for the vacancy will serve out the existing term and be eligible to run for SAC in the future.

5. **Conduct of Meetings**

1. **Chair(s):** Election of a chair or co-chairs for the year will be held at the first meeting of the year with a quorum of SAC members present. The committee will elect a chair or co-chairs from among its members. The vote will be by secret ballot, counted by the note taker.
2. **Agenda:** The Chair(s) will send members an agenda prior to each meeting. Constituents wishing to present agenda items for SAC's consideration must submit their request to a SAC member prior to the next scheduled meeting.
3. **Guest Attendance:** SAC may invite guests to participate or present information at meetings. SAC meetings are open to all staff except on the rare occasion when representatives must have a closed-door session.
4. **Meeting Schedule:** SAC will hold meetings bi-weekly between September and June. SAC will introduce themselves at each all-staff meeting, and may present at all-staff meetings as necessary. SAC will also meet with the Senior Team and President once a semester, as well as Board of Trustees at their request when they meet on campus.
5. **Quorum:** Greater than half of the elected members constitute a quorum. Presence of a quorum is necessary and sufficient to vote on issues.
6. **Absences:** When a member has had four unexcused absences within a semester, SAC will have a discussion with that member regarding their availability.
7. **Voting:** Voice vote or show of hands is the usual method of recording a vote, but electronic voting methods may be used when appropriate. A secret ballot may be requested by any member. The note taker will record the results of the vote, including the number of dissenting votes. Dissenter's names will be included if requested by the dissenter(s).
8. **Recommendations:** When appropriate, SAC will communicate recommendations with constituents before presenting to the appropriate parties. SAC members may request to be the presenters of recommendations.

6. **Responsibilities of the Note Taker** The note taker will be responsible for taking notes, distributing a draft to the committee for additions and changes, and posting anonymized notes so that they are available to all staff. An additional copy of the anonymized notes will be available to the college archives. The note taker will also be responsible for



conducting elections.

7. **Appointments to Committees** If SAC is approached to appoint staff members to a campus-wide committee, SAC may do so by holding an all-staff election. SAC will not vet staff. SAC members may be appointed to serve on or attend other committees and forums as representatives of SAC.

8. **Responsibilities of SAC** It is not within SAC's purview to mediate disputes between employees and/or their supervisors. SAC will not take action on the following questions/requests – qualifications or job performance of individual employees, or disputes between Hampshire employees. Employees should direct these questions/requests to the College's ombudsperson and/or Human Resources.

9. **Bylaw Changes** Bylaws may be changed by a majority vote of the committee. SAC will review the bylaws annually, or as needed.

