Staff Advisory Council

Bylaws



OSU-CHS and OSUCOM-CN Campuses

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Staff Advisory Council Bylaws

**ARTICLE I**

**Name**

The official name of this organization shall be the Oklahoma State University Center for Health Sciences (OSU-CHS and OSUCOM-CN) Staff Advisory Council, herein referred to as “SAC.” This shall be the official name used in the Bylaws, the Mission Statement, and other documents that may be developed.

**ARTICLE II**

**Purpose**

The primary purpose of SAC is to provide and facilitate communication between the OSU-CHS and OSUCOM-CN Administration and Staff and to advise the Administration on issues, policies, and procedures affecting OSU-CHS and OSUCOM-CN staff:

1. Provide recommendations regarding existing policies and help develop new policies that will provide for the professional development of the staff.
2. Provide feedback and recommendations on issues affecting staff.
3. Promote a spirit of excellence by assisting in various fundraising/outreach projects and other public services, as deemed necessary.
4. Communicate with OSU-CHS and OSUCOM-CN Staff Advisory Council members, administration, faculty, and student organizations within the OSU-CHS and OSUCOM-CN system.

**ARTICLE III**

**Membership**

**Section 1. Members.** The membership of SAC will include one representative for every twenty (rounded to the nearest 20), non-faculty staff who are a minimum .75 FTE at OSU-CHS or OSUCOM-CN. SAC will consist of a minimum of 12 representatives to be nominated and elected to represent the staff in a stated location. The number of representatives for districts will be adjusted annually prior to the election process, based on the eligible staff population within each location.

**Section 2. Eligibility.** Eligibility provisions are as follows:

1. **Voters.** All classified and administrative/professional staff, whether permanent or temporary and who are a minimum .75 FTE or more are eligible to vote in SAC elections.
2. **Nominees.** Any classified or administrative professional employee with a minimum .75 FTE or more classified or administrative/professional employees who have successfully completed no less than three months of continuous employment is eligible for election to a seat on SAC.

**Section 3. Nominations.** Nominations for voting-eligible employees will take place during June SAC meetings when there are open seats to be filled. Nominations will be returned to the Chair of the Rules and Procedures Committee for review before the meeting in which a vote will occur.

All nominations should have the consent of the nominee prior to being submitted. SAC members whose terms are expiring and who are eligible for re-election shall be contacted by the Chair of the Rules and Procedures Committee and asked if they wish to seek another term. In the event that no nominations are received, the seat will be declared **VACANT** and filled as outlined in Article III Section 5.

**Section 4. Terms.**

1. The term of office for SAC members will be July 1- June 30. Members will serve in their designated role for one term.
2. Members of SAC may be elected to no more than four (4) terms in succession; however, a member may serve any number of disconnected terms, and even though the member has served four (4) terms in succession, the member may from time to time, serve two (2) more terms in succession after a break in service.
3. After four (4) terms are completed consecutively, members can be invited to return to SAC for a fifth (5) term by the SAC Executive Board. Any member of SAC who terminates employment within the College shall be removed from the SAC seat and a vacancy shall be declared.

**Section 5. Vacancies.** In the event a vacancy occurs, nominations will be solicited. If only one (1) candidate is nominated, the President may appoint said candidate to fill the position. If two (2) or more people are nominated, the SAC can hold a special election to fill the vacancy, or the President may appoint an individual to fill the vacancy until the next regularly scheduled election.

**Section 6. Absences.** SAC Members are expected to attend all regularly scheduled meetings. Any member missing more than two (2) consecutive unexcused absences will be notified via e-mail. These names will be provided by the SAC Secretary to the President. Any member missing four (4) consecutive unexcused absences, or five (5) unexcused absences in one fiscal year will default his/her position and the vacancy shall be filled in the manner set forth in these bylaws. Absences do not include approved leave, as defined in the OSU Policies and Procedures manual that is found on the OSU- CHS website. If a member cannot attend a regularly scheduled meeting for any reason, he/she shall notify the President or the Secretary prior to the meeting.

**Section 7: Participation.** All SAC members are encouraged to participate in all SAC sponsored events and meetings.

**ARTICLE IV**

**Meetings**

**Section 1.** The annual term of service begins July 1 and extends through June 30 of the following calendar year. Regular monthly SAC meetings will be scheduled; however, a meeting may be cancelled with the approval of the Executive Board. In December, a non-regular meeting may be scheduled. Special meetings may be called as needed.

**Section 2.** Elected members may be consulted to decide on the standard monthly meeting’s schedule. The standard meeting’s schedule may also be adjusted, as necessary, to accommodate campus events. Permanent Committee meetings and committee business may be conducted during months when SAC does not meet. Activity during such periods will be reported at the next regularly scheduled SAC meeting.

**Section 3.** An electronic request may be sent to SAC members asking for the submission of any items to be considered for the next meeting agenda. The resulting draft meeting agenda will be provided for Executive Board approval; the approved agenda will be distributed to SAC members in advance of the meeting.

**Section 4.** Special meetings of SAC may be called by the SAC President or by any five (5) members of the SAC, given that notice of the time and meeting place is provided to each member, and each member has sufficient time to reach the place of meeting. A majority of SAC members shall approve the agenda for a special meeting when the meeting is called to order if it has not previously been approved by the Executive Board.

**Section 5.** Any regular or special meetings of SAC shall be open to any college employee, but with a non-voting status.

**Section 6.** Any person who is not an elected or appointed member of SAC, or a member of a SAC Permanent Committee, shall be allowed to address SAC and to participate in discussion of SAC matters. That person must submit a written request to the Secretary to be placed on the agenda for the next SAC meeting, and provided that such request is received at least (3) working days prior to the SAC meeting.

**Section 7.** Any person who is not an elected or appointed member of SAC, or one of the SAC Permanent Committees, and who has not requested to be placed on the agenda, shall be allowed to address SAC and to participate in discussion of SAC matters by a majority vote of the members of SAC who are present.

**Section 8.** Non-members of SAC or of a SAC Permanent Committee who are allowed to address SAC shall be limited to five (5) minutes to present their views or state their position in any matter under SAC consideration. A request for extension of time shall be granted by a majority vote of the members of SAC who are present.

**Section 9**. To conduct SAC business that requires a vote, a quorum must be present. A quorum is defined as a simple majority of the total SAC Members. This definition of a quorum shall be used when voting on Bylaw changes or action that is taken at SAC meetings. Reports, which do not require a vote, may be presented if a quorum is not present.

**Section 10.** If there is not a quorum during a regular SAC meeting and a proposal, which requires a vote must be decided before the next meeting, electronic voting may be implemented. This is for special circumstances only. Special circumstances include monetary votes, elections for board members, proposals that cannot wait until the next meeting, etc. Electronic voting will stay open for three (3) business days. The Secretary will record all votes.

**ARTICLE V**

**Council Leadership**

**Section 1.** The Executive Board shall consist of the elected members and the immediate Past-President of the Staff Advisory Council. The Executive Board shall be responsible for meeting regularly, approving the draft of the SAC agenda, and considering items that have been identified as of overall importance for the staff or SAC, including consideration of policy proposals or modifications, and to provide input as needed in the interim between SAC meetings. Special meetings may be called to discuss issues as needed. A summary of pertinent issues discussed will be reported by the President at the next scheduled SAC meeting.

**Section 2.** The LeadershipCommittee shall consist of the members of the Executive Board and the Chairpersons of the Permanent Committees. This committee shall meet as needed and shall be responsible for considering and providing leadership regarding issues centered on committee areas of responsibility or projects in process. In addition, this committee will consider and discuss proposals for innovative areas for SAC participation and action. Ideas for the expansion of SAC’s service would appropriately be brought for discussion and recommendation from this committee to SAC. This would include recommendations for exploration, and/or review, in addition to SAC participation or action.

**ARTICLE VII**

**Executive Board**

**Section 1.** The elected board members of SAC shall be the President, the Vice President, the Secretary, the Treasurer, and a representative from the Cherokee Nation campus in Tahlequah. The Past-President shall serve one (1) term and shall serve together with the elected board members as a member of the Executive Board.

**Section 2.** The board members of SACfor the upcoming year shall be elected from the membership of SAC at the final meeting of the term.

**Section 3.** The term of office for each elected board member shall be for one (1) term. Upon completion of the term, the President shall become the Past-President, and the Vice President shall become the President. The Secretary, Treasurer, and OSUCOM-CN Representative may be elected to serve an additional term in those positions, if eligible.

**Section 4.**

**President**

1. The President of SAC shall preside at all meetings of SAC and shall comply with the obligations imposed upon SAC by the Bylaws as they relate to the administration of the work of SAC. The President shall be a non-voting member of SAC except instances in which a tie vote occurs; at which time the President shall cast the deciding vote.
2. The President of SAC shall serve as a non-voting ex-officio member of all permanent and special committees of SAC and may attend all permanent committee meetings.
3. The President shall conduct official correspondence relating to the business of SAC as authorized and directed by SAC.

**Section 5.**

**Past- President**

1. To provide continuity, the Past-President shall attend SAC meetings and serve in an advisory capacity for one (1) term following the completion of the elected term of service. The Past-President may assist with special tasks or projects as requested by the President and shall be a voting member of the Executive Board, the Leadership Committee, and SAC.
2. If the President does not complete the elected term, the Vice President shall become President and the Rules and Procedures Committee will conduct an election to identify the new Vice President. If the Past-President’s seat is filled, the Past-President shall continue service until the end of the term.
3. If the Past-President’s seat is, or becomes vacant, the new President, in consultation with the elected board members, may invite a member to serve as an At-Large member of the Executive Board and the Leadership Committee to provide a full complement of members for the remainder of the current term.

**Section 6.**

**Vice President**

1. Vice President shall fully participate in the Executive Board and the Leadership Committee in preparation for the coming term as President.
2. The Vice President shall assist the President as requested.
3. In the absence of the President, the Vice President shall assume all the powers and prerogatives of office during the remainder of the absence.
4. The Vice President shall present the Recognition Award to the outgoing President at the final meeting of the year during the month of June.

**Section 7.**

**Secretary**

1. The duties of the Secretary of SAC shall be to record, maintain, and distribute all resolutions and proceedings of meetings to all SAC members. The Secretary of SAC shall keep the roll of members of SAC and the attendance records of members at the meetings of SAC. The Secretary shall certify that a quorum is present at all SAC meetings, in accordance with the terms in Article V Section 8.
2. The Secretary of SAC shall keep the minutes of regular and special meetings of SAC and shall prepare routine correspondence of SAC as requested by the President, excluding that correspondence that SAC directs the President to conduct. The Secretary shall issue notices of all meetings, in accordance with the terms in Article VI Section 2, and shall perform other duties pertaining to the Office of Secretary as requested.
3. The Secretary shall send minutes from each meeting to the Executive Assistant of the Administrators on the OSU-CHS and OSUCOM-CN campuses.

**Section 8.**

**Treasurer**

1. The duties of the Treasurer shall be to always maintain an up-to-date record of income and expenditures.
2. The Treasurer shall be responsible for making all deposits for the Staff Advisory Council bank account. In addition, the Treasurer shall be the principle authorized signor for checks written on the SAC account. The President shall also have authorized signor status on the SAC account, to conduct business in the absence of the Treasurer.

**Section 9.**

**Cherokee Nation Campus Representative**

1. The OSUCOM-CN representative ensures the OSUCOM-CN campus is represented at the SAC meetings and the activities carried out by SAC are equally conducted on the OSUCOM-CN campus.
2. The OSUCOM-CN representative will be the point of contact for the OSUCOM-CN campus for staff members at OSUCOM-CN who would like to join SAC, distribute recruiting materials on the OSUCOM-CN campus, and distribute notifications of meetings, fundraisers, and other items as deemed necessary to promote SAC.

**Section 10.**

Removal from Office

In the event, an Executive Board Member or Permanent Committee Chair of SAC is not performing her or his duties in accordance with the accepted practices described in the SAC Bylaws, it may be appropriate to remove the member from office. Any active SAC member who believes that there is substantial evidence of neglect of duty by any Board Member or Chair, may initiate removal proceedings in the following manner:

1. The complainant should attempt to resolve the issue through private contact with the one(s) involved. If this does not resolve the issue, then the complainant may discuss the grievance with the Executive Board, providing them with a written statement of complaint. The accused Board Member or Chair shall have the opportunity to review and reply to all charges in writing prior to any public hearing of the issue.
2. If the issue is not resolved in this context, the Executive Board shall schedule a period for discussion of the matter at the next regular membership meeting of SAC, notifying all SAC members of the special nature of the meeting, and that their attendance is urgently requested.
3. A removal proceeding must be the first order of business at any meeting at which the use is to be considered. If a quorum (which is here defined as two-thirds of attendees present are SAC members) is not in attendance, discussion of the removal will cease, and all further decisions of the Executive Board will be held in abeyance until the removal proceeding is resolved. If necessary, a special meeting may be held to resolve the removal issue.
4. When a quorum is present, copies of the written statements of both parties shall be distributed as references for all assembled. Members of SAC shall have the opportunity to question both the complainant(s) and the Board Member or Chair under consideration.
5. After a reasonable time has been allowed for discussion, a secret ballot will be held, with votes counted by three SAC members chosen by the Executive Board, but who are not members of the board.
6. The Board Member or Chair shall be removed from office if two-thirds of the votes are cast against that Board Member or Chair. In the event, they are removed from the office, the vacancy shall be filled in accordance with Article III, Section V of the Bylaws, "Vacancies."

**Section 11.** Each elected board member will deliver to his/her successor all accounts, records, books, papers, and property belonging to and important to conducting the business of SAC within ten (10) days of retiring from office.

**ARTICLE VII**

**Permanent Committees**

**Section 1.** The Staff Advisory Council exercises its function with the assistance of standing committees, which are permanent committees of the SAC.

**Section 2.** Permanent committees shall be established or abolished by a simple majority vote of SAC.

**Section 3.** Each member of SAC, except members of the Executive Board, shall serve on at least one (1) permanent committee.

**Section 4.** The term of membership on a permanent committee shall begin July 1 and continue for one (1) SAC term.

**Section 5.** Each Chair of a permanent committee shall be a member of SAC. Each permanent committee may select a secretary for the committee from its membership (optional).

**Section 6.** The Chair of each permanent committee shall be elected by SAC members within each committee at the first meeting of a new term. At the first meeting of the new term, SAC members will be asked to choose at least one (1) committee on which to serve.

**Section 7.** Non-members of the Councilwith special qualifications may be asked to join in the deliberation of a permanent committee.

**Section 8.** The Chairs of all standing committees shall report on a monthly basis either by submitting a written committee report of activities in advance of SAC meetings or verbally at the regularly scheduled SAC meetings. Committee meeting summaries and any materials for SAC review shall be provided to the SAC Secretary in accordance with the terms in Article V Section 2, for distribution prior to SAC meetings.

**Section 9.** The permanentcommittees of the Staff Advisory Council **shall be as follows:**

1. ***Rules and Procedures Committee.*** Three (3) or more members of SAC shall constitute the Rules and Procedures Committee. The function of the Rules and Procedures Committee shall include, but not limited to the following tasks:
   1. Prepare amendments and revisions to the SAC bylaws.
   2. Prepare regulations for elections, conduct, and supervise elections. Electronic voting may be used.
   3. Recommend the creation or abolishment of permanent and special committees.
   4. Recommend procedures for staff participation in governance.
2. ***Awards and Recognition Committee.*** Three (3) or more members of SAC shall constitute the Awards and Recognition Committee. The functions of this committee include, but not limited to the following tasks:
   1. Monitor and develop policies and procedures related to the awarding of scholarships.
   2. Review and process other awards for recognition, such as the Awards for Excellence.
   3. Administer the awards nomination and selection process. The President shall conduct the Clyde B. Jenson award process in those years it is to be awarded.
3. ***Communications Committee.*** Three (3) or more members of SAC shall constitute the Communications Committee. The functions of this committee include, but not limited to the following tasks:
   1. Plan, create, coordinate (with the Graphics Department or others) and implement advertising for SAC-sponsored activities.
   2. Maintain and update SAC’s webpage regularly.
4. ***Fundraising and Outreach Committee.*** Six (6) or more members of SAC shall constitute the Fundraising and Outreach Committee. The functions of this committee include, but not limited to the following tasks:
   1. Develop projects or events that will expand SAC’s community outreach.
   2. Plan, communicate, and conduct fundraising activities in order to provide financing for SAC approved activities.
5. All committee Chairs shall provide a written or oral report to incoming committee Chairs. All committee chairs shall keep notes and records for their term.

**ARTICLE VIII**

**Finances**

**Section 1. Responsibilities.** The Treasurer and the President may use the debit card or write and sign checks written on the SAC account. Checks or intended debit card usage, for more than $150.00 will require prior approval by SAC members.

**Section 2. Audits.** An audit of SAC’s finances will be conducted annually in May. The results of this audit will be presented at the June SAC meeting. Two staff volunteers, who must not be SAC members, will be solicited by the President and identified to SAC prior to the June meeting to be potential auditors. Upon approval of the majority of SAC members, the auditors will be requested to conduct the audit.

The Staff Advisory Council will also call for an audit in the event the Treasurer leaves office during his/her term. Upon request, a special audit may be conducted upon approval by a majority vote of SAC members present at the meeting.

**Section 3. Access to Records.** SAC agrees to allow access to its financial records, books, documents, and accounting procedures relevant to the purpose of examination and/or audit. Requests for access to records may be made in writing to the SAC President.

**Section 4.- Students Not Attending OSU System Schools**

**Scholarships** will be deposited into the recipient’s bursar account at the institution where they are taking classes in lieu of receiving a check from SAC. If the recipient has graduated and no longer has an account with Bursar office, then a check will be awarded directly to the recipient to reimburse for previous tuition expenses.

**Section 5. – Students Attending OSU System Schools**

**Scholarships** allocated to full time OSU students will receive their award in their Bursar account in lieu of receiving a check.  If the recipient has graduated and no longer has an account with OSU’s Bursar office, then a check will be awarded directly to the recipient to reimburse for previous tuition expenses.

**Article IX**

**Parliamentary Authority**

Robert’s Rules of Order shall govern all meetings of SAC.

**Article X**

**Activity Timeline**

May Audit Conducted

June Nominations for new members

June Audit Results Presented

July 1- June 30MemberTerms of Service

December Non-regular meeting (Optional)

**Article XI**

**Effective Date of Bylaws**

Passage of these Bylaws shall be of a simple majority of the members. (See Article VI, Section 8). When such passage occurs, the Bylaws shall be immediately in effect and supersede all previous bylaws.

* Revised and approved July 18, 2023
* Revised and approved May 17, 2022
* Revised and approved May 24, 2013
* Revised and approved April 28, 2011
* Revised and approved May 23, 2007
* Revised and approved June 23, 2004