



## Staff Advisory Council Committees

1. **Rules and Procedures Committee – Chair, (Vacant Seat)**

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:

- a. Prepare amendments and revisions to the SAC bylaws.
- b. Prepare regulations for elections, conduct, and supervise elections. Electronic voting may be used.
- c. Recommend the creation or abolishment of permanent and special committees.
- d. Recommend procedures for staff participation in governance.

2. **Awards and Recognition Committee – Chair, Dondie Hess** [dondie.hess@okstate.edu](mailto:dondie.hess@okstate.edu)

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:

- a. Monitor and develop policies and procedures related to the awarding of scholarships.
- b. Review and process other awards for recognition, such as the Awards for Excellence.
- c. 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 – Chair, MeLyssa D. Bailey** [melyssa.d.bailey@okstate.edu](mailto:melyssa.d.bailey@okstate.edu)

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:

- a. Plan, create, coordinate (with the Graphics Department or others) and implement advertising for SAC-sponsored activities.
- b. Maintain and update SAC's webpage regularly.

4. **Fundraising and Outreach Committee – Chair, Megan O'Neal** [megan.oneal@okstate.edu](mailto:megan.oneal@okstate.edu)

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:

- a. Develop projects or events that will expand SAC's community outreach.
- b. Plan, communicate, and conduct fundraising activities in order to provide financing for SAC approved activities.