Fisher College of Business Staff Advisory Committee Bylaws
Revised March 17, 2016

ARTICLE I: Name
The name of the council is the Fisher College of Business Staff Advisory Committee (SAC).

ARTICLE II: Statement of Purpose
Fisher College of Business Staff Advisory Committee (SAC) reflects and promotes the interest of staff members by contributing to the enrichment of the college and the overall work environment.

The purpose of the committee is to:
1. Provide a resource for staff to contribute ideas, discuss concerns and share suggestions for the betterment of the workplace. When appropriate, SAC will discuss staff concerns with college leadership.
2. One of SAC’s chairpersons will attend and participate in Fisher College of Business Executive Committee and Senior Staff Committee meetings. If a chairperson is unavailable, another SAC representative will attend the meetings.
3. Encourage a sense of community and shared experiences through social and charitable events and activities.
4. Promote a climate of mutual respect in the workplace.

ARTICLE III: Membership
Section 1. Regular members.
The committee is comprised of nine (9) regular members. The committee will include no more than one new member each election cycle from a department (i.e., Graduate Programs Office, Office of Career Management, etc.). SAC seeks to maintain a diversity of membership and viewpoints. Members will serve for two-year staggered terms, beginning July 1.

Section 2. Eligibility
To be eligible to serve on SAC, an individual must have at least one year of work experience at Fisher College of Business; have a 75% FTE or greater appointment as Classified Civil Service, Unclassified Administrative and Professional, or Senior Administrative and Professional; and not be in a position that reports directly to the Dean. Current SAC members can serve no more than two consecutive terms.

Section 3. Selection
An annual Call for Nominations will take place each April/May with voting to take place in May/June. Staff who would like to serve on SAC can respond to the annual Call for Nominations by nominating themselves or be nominated by other staff. Once nominations are received, nominees will be asked to verify their interest in becoming a SAC member. Staff-wide voting will then take place, and open slots will be filled by those who receive the most number of votes. If two or more people from same department receive the most votes,
only one will be elected to SAC (the person in the department with the most votes will be selected). The
nominee with the next number of votes will be selected until all positions have been filled.

Section 4. Vacancies
Committee membership vacancies that arise shall be filled by the most recent election results within two
months or via the annual selection process, if it is underway. The new member will complete the vacant
term and will be eligible for re-nomination once his/her term is complete.

Section 5. Subcommittee Assignments
All committee members may serve on subcommittees as needed. At least one SAC member shall participate
in each subcommittee; however all staff are eligible to participate in subcommittees if desired.

ARTICLE IV: Officers
Section 1. Titles
Two members will serve as a co-chairperson for two years starting in July of their first term. After their
second term, a co-chairperson is asked to serve as an advisor to SAC for one year, as well as encouraged to
attend SAC meetings.

Section 2. Duties
The duties of the Co-Chairpersons include:
 Facilitate and foster an open, inclusive, and positive atmosphere
 Call meetings and set the agenda
 Preside over and conduct the meetings in accord with accepted meeting procedures
 Aid the subcommittee chairs in setting goals and priorities of the subcommittees
 Monitor that the bylaws are followed
 Maintain budget
 Serve as a mentor for one year after conclusion of his/her term

ARTICLE V: Meetings
Section 1. Frequency
An organizational meeting shall be held in July to determine the meeting schedule and council assignments.
SAC shall meet with the senior leadership at a minimum of twice per academic year.

Section 2. Quorum
A quorum shall consist of a simple majority of SAC.

Section 3. Voting
The council shall strive for consensus decision-making. On issues where consensus is not achieved, voting
will be conducted per Robert’s Rules of Order.

Section 4. Meeting Notes
Members will rotate responsibility for recording meeting notes, action items, or minutes.

Section 5. Special Events
An expectation of participation in SAC special events is a significant part of council membership.
ARTICLE VI: Amendment of Bylaws
These bylaws may be amended at any regular meeting of SAC by a quorum vote. Suggested amendments shall be submitted to one of the co-chairpersons for distribution to the entire committee no later than three working days prior to the next meeting. Exception: Changes to Article II (Statement of Purpose) are subject to approval by the dean. Proposed changes shall be submitted in writing.