Fisher College of Business SAC Bylaws
Final Draft – 8.18.11

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

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

The purpose of the committee is to:
1. Provide an avenue for staff to contribute ideas, discuss concerns and share suggestions for the betterment of the workplace. Where appropriate, pass staff concerns onto appropriate college leadership.
2. Attend and participate in Fisher Executive Committee meetings as needed/invited via an elected Staff Advisory Committee representative.
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 7-8 regular members depending on the needs at the time. The committee will include no more than one new member each election cycle from a particular department (i.e., Graduate Programs Office, Career Management, etc.). The FCOB 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 FCOB SAC, an individual must have a 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 May with voting to take place in June. Staff who would like to serve on the FCOB 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
One member of FCOB SAC will serve as chair for one year, starting in July and ending the following June. After his/her term, each chair will be available to serve as a mentor and advisor to SAC for one year and will be encouraged to attend SAC meetings.

Members will rotate responsibility for recording meeting minutes in lieu of a committee secretary.

Section 2. Duties
The duties of the Chair 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. The FCOB SAC shall meet with the FCOB senior leadership at a minimum of twice per academic year.

Section 2. Quorum
A quorum shall consist of a simple majority of FCOB 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. Special Events
An expectation of participation in FCOB 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 the committee by a majority vote. Suggested amendments shall be submitted to the Chair for distribution to the full 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.