Article I – Mission

Established in 2013, the College of Engineering (COE) Staff Advisory Committee (SAC) set the mission to foster an ideal workplace, while enhancing the stature of the COE, by serving as an advocate for staff welfare and applicable issues or concerns and being a conduit to the Dean and the College Administration. The SAC facilitates communication, nurtures a spirit of community, increases recognition opportunities, and promotes personal and professional growth.

Goals:
- Facilitate recommendations to the Dean and College Administration (or Leadership)
- Provide supportive, collaborative and network opportunities
- Disseminate information
- Provide educational opportunities
- Provide recognition
- Develop strategic goals
- Establish subcommittees as necessary

Article II – Membership and Affiliates

Section 1 – Definitions

**Member:** Each member of the COE SAC is entitled to one vote, upon every motion properly submitted to vote upon. Full members are eligible Staff employees appointed as outlined in Section 2 below and are eligible to hold elected positions. Each member is encouraged to participate on at least one subcommittee.

**Ex-officio member:** non-voting position within the Committee. Ex-officio members are not eligible to hold elected positions. Types of ex-officio appointments include:

1) COE Human Resource Representative
2) COE Finance Office Representative

Section 2 – Appointments

The COE SAC shall be composed of a member from each unit listed in Appendix A, including employees in exempt and nonexempt positions. Each member is appointed by the department head or director to serve a three-year term commencing in January. There is no limit to the number of three-year terms a member can serve; however, a member cannot serve consecutive three-year terms unless there is clear evidence from the department head that no other member can serve.

All major departments should be represented by one member each as outlined in Appendix A, which is maintained by the COE SAC. Note: The current member can serve the remainder of their term.

Section 3 – Terms

The following general guidelines are suggested to define the composition of the Committee and service terms of the Committee members:

**Service on the Committee:** The normal membership term will be three years. In December of each year, approximately one-third of the Committee members will rotate off the committee. Once the
membership is established for the year, the committee will vote to elect a Vice Chair, who will automatically be one of the members serving the full three-year term.

Section 4 – Absences and Resignations

Requests for a temporary leave of absence for more than two consecutive meetings from the Committee will be submitted to the Chair including a name of the individual that will serve during this temporary period. Such requests shall be granted whenever possible.

Should a member find it necessary to resign from the Committee, a new representative will be recommended by the department head or director of the appropriate area for the appointment, who will serve the remaining term. Members should be willing to serve on a subcommittee.

Section 5 – Department Transfers

Members transferring to another department within the COE have the option to serve the remaining term on this committee. If members transfer outside the COE, they shall resign and the unit will be notified for another member to serve.

Article III – Subcommittees

Section 1 – Executive Subcommittee

The Executive Subcommittee shall consist of the Chair, Vice Chair, Secretary, and Treasurer. The Executive subcommittee shall coordinate the activities of the COE SAC. The Executive Subcommittee may consider individual exceptions to these bylaws as appropriate.

Vice Chair – Election of the Vice Chair shall be initiated by the Executive Subcommittee with the vote conducted in January. The Vice Chair shall move into the position of the Chair after one year of service.

The Vice Chair is a voting member. In the absence of the Chair, shall assume the role and duties appropriate to that office. In the event the Chair resigns or is unable to serve until the end of their term, the Vice Chair shall move into that position immediately. An interim Vice Chair will be selected during the next scheduled meeting.

Chair – The Chair is a voting member and shall be the presiding officer of the COE SAC. The Chair shall take office in January after the completion of their service as Vice Chair. The duties of the Chair are to preside over all meetings, to actively manage the business of the Committee, to see that all orders and resolutions of the membership are carried into effect, to respond to and initiate communications with the Dean of the COE. In the event the Chair resigns or is unable to serve, the Vice Chair shall fill the Chair position.

Secretary – The Secretary is a voting member of the Committee. The Secretary shall serve for a one-year term commencing in January. The duties of the Secretary are to take notes at the Committee and Executive Subcommittee meetings and disseminating to the Chair.

Assistant Secretary - Election of the Assistant Secretary shall be initiated by the Chair with the vote conducted in January. In the event that the Secretary resigns or is unable to serve, the Assistant Secretary shall fill the position until the next regular scheduled meeting. The Assistant Secretary shall move into the position of the Secretary after one year of service.

Treasurer – The Treasurer is a voting member of the Executive Subcommittee. The Treasurer shall serve for a one-year term commencing in January. The duties of the treasurer are to manage the account expenses and the annual budget given by the Dean of the COE. This includes collaborating
with Subcommittee Chairs, collecting each planned budget and submitting to the Executive Subcommittee for approval at the May meeting. The Treasurer shall prepare a final report of expenditures for submission to the COE Dean in July.

**Assistant Treasurer** – Election of the Assistant Treasurer shall be initiated by the Chair with the vote conducted in January. In the event that the Treasurer resigns or is unable to serve, the Assistant Treasurer shall fill the position until the next scheduled meeting. The Assistant Treasurer shall move into the position of the Treasurer after one year of service.

Section 2 – Other Subcommittees

**Outreach Subcommittee** – Members self-nominate to serve. The Chair is a confirmed or appointed member selected each year by the Outreach Subcommittee members commencing in February. Events will be determined by the subcommittee each year to include, but not limited to, the following activities in support of the COE community:
- Newsletter (quarterly)
- Website
- Mentorship Program

**Awards Subcommittee** – The Chair is a confirmed or appointed member selected each year by the Awards Subcommittee members commencing in February.

The Awards Subcommittee provides support to the COE Community including the annual Engineering Staff Service Award Recognition Reception:
- College-wide gift selection
- Prepare budget for banquet/gifts to submit to the Treasurer
- Service Awards
  - Gather data on recipients by coordinating with Human Resources (early in August). Verify in September.
  - Prepare budget for service awards and banquet gifts and submit to Treasurer
- Engineering Staff and Dependents Education Award

**Events Subcommittee** – Members self-nominate to serve. The Chair is a confirmed or appointed member selected each year by the Events Subcommittee members and commences in February.

The Events Subcommittee provides support to the COE community by coordinating activities that may include, but are not limited to:
- Administrative Professionals Day
- Ice Cream Social
- Brown Bag Lunches and/or special speakers
- Mentorship Program
- Engineering Staff Service Award Recognition Reception

Section 3 – Ad Hoc Subcommittees

The membership will vote on establishing ad hoc subcommittees as needed.

Article IV – Meetings

Regular meetings of the COE SAC shall be held monthly as determined by the Committee. Committee meetings and activities usually take place during normal University hours and are considered University business. Special meetings of membership, for any purpose or purposes, may be called at any time by the Chair. A majority (at least one-half) of the voting membership must be present at all meetings in which votes are taken in the name of the Committee.
Each Subcommittee shall decide on meeting frequency and provide regular progress reports to the Committee.

**Article V – Amendments**

These bylaws may be altered or amended at any time. Amendments must be presented to all members of the Committee in writing or via email prior to a scheduled meeting. Amendments to these bylaws will be adopted by a majority vote of the Committee members. Any individual who will not be present for the meeting is invited to mail or email comments and his/her vote to the Chair prior to the meeting.

The bylaws are to be reviewed by the Executive Subcommittee or an ad hoc subcommittee at least every two years (from the initial implementation in May 2015)

Bylaws initially adopted: May 12, 2015.  
Reviewed and updated: February 12th, 2016
College of Engineering Departments Represented by the Staff Advisory Committee

1) Department of Aerospace Engineering
2) Facilities Engineering Institute (PSFEI)
3) Dean’s Office Administration
4) Dean’s Office Education
5) Department of Architectural Engineering
6) Department of Biomedical Engineering
7) Department of Chemical Engineering
8) Department of Civil and Environmental Engineering
9) Department of Computer Science and Engineering
10) Department of Electrical Engineering
11) Department of Engineering Science and Mechanics
12) Department of Industrial and Manufacturing Engineering
13) Department of Mechanical and Nuclear Engineering
14) School of Engineering Design, Technology, and Professional Programs (SEDTAPP)
15) Breazeale Nuclear Reactor