College of Engineering Staff Advisory Committee Bylaws  
(Committee established February 2013)

**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**

Each unit in the College of Engineering shall be represented in the committee. Representatives will be recommended by the department head or director of the appropriate area for the appointment. In addition to appointed members there shall be up to 5 at-large seats. The committee will consist of members (representatives of the departments and at-large seat holders) and Ex-officio members.

**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 1 and are eligible to hold elected positions. Each member will 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  
3) COE Office of Equity and Inclusion Representative

**Section 2 – Terms**

**Service on the Committee:** Members will attend the monthly committee meetings during the three-year term. In December of each year, approximately one-third of the Committee members will rotate off the committee and be replaced by a new member in their respective departments.

**Section 3 - Absences, Resignations, and Changing Units within the College of Engineering**

If a member is unable to attend a monthly meeting, it is the member’s responsibility to find an alternate representative from their department to participate in the meeting. 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. Should a member change the department within the College of Engineering and wishes to stay on the committee, this member shall be able to serve for the remainder of its term and keep voting rights.
Article III – Subcommittees

Section 1 – Executive Subcommittee

The Executive Subcommittee shall consist of the Chair, Vice Chair, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer. Shall there be more than one member from one department on the committee, only one member within a department can hold a position on the Executive Subcommittee. The Executive Subcommittee shall coordinate the activities of the COE SAC. The Executive Subcommittee may consider individual exceptions to these bylaws as appropriate.

Chair (or Co-Chairs) – 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.

Vice Chair (or Co-Vice Chairs) – 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.

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 – The Assistant Secretary is a voting member. 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. 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 March with final approval estimated to be in July.

Assistant Treasurer – The Assistant Treasurer is a voting member. 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
- Website
- Facebook page
• Outreach/networking activities

**Awards Subcommittee** – Members self-nominate to serve. The Chair is a confirmed or appointed member selected each year by the Awards Subcommittee members commencing in February. This subcommittee provides support to the COE community by coordinating activities that may include, but are not limited to:
  • Providing feedback on miscellaneous CoE staff awards
  • Engineering Staff Service Award Recognition Reception:
    o College-wide gift selection for all event attendees
    o Prepare budget for banquet/gifts to submit to the Treasurer
    o Purchasing service awards based on HR data/reports

**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. This 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
  • Coordinating logistics for the Engineering Staff Service Award Recognition Reception
    o Event space reservation
    o Catering
    o “Save the Date,” invitations, and RSVPs
    o Programs and name tags

**Spirit Subcommittee** – Members self-nominate to serve. The Chair is a confirmed or appointed member selected each year by the Spirit Subcommittee members and commences in February. This subcommittee provides support to the COE community by coordinating activities that may include, but are not limited to:
  • Fundraising events (clothing sale, hoagie sales, etc.)
  • Fundraising campaign

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 monthly progress reports at the committee meetings. Each subcommittee should have a chair and co-chair. If the chair is not available or resigns, the co-chair will give meeting updates and assume the role.

**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 every other year.

Bylaws initially adopted: May 12, 2015.
Reviewed and updated: February 12, 2016
Reviewed and updated: August 7, 2017
Reviewed and updated: July 10, 2018
Reviewed and updated: August 14, 2018
Reviewed and updated: June 10, 2020
College of Engineering departments represented by the Staff Advisory Committee:

1) Department of Aerospace Engineering
2) Facilities Engineering Institute (PSFEI)
3) Dean’s Office
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 Engineering Science and Mechanics
10) Department of Industrial and Manufacturing Engineering
11) Department of Mechanical Engineering
12) Department of Nuclear Engineering
13) School of Electrical Engineering and Computer Science (1 EE rep & 1 CSE rep)
14) School of Engineering Design, Technology, and Professional Programs (SEDTAPP)
15) Radiation Science and Engineering Center

College of Engineering departments represented by ex-officio members:

1) Finance Office
2) Human Resources
3) Center for Outreach and Inclusion