



**STEPHENS COLLEGE  
STAFF ADVISORY COUNCIL BYLAWS**

**ARTICLE I. Organization**

The Staff Advisory Council shall develop procedures for their specific objectives, necessary officers, and duties of the officers that are in harmony with the bylaws of the Staff Advisory Council.

**ARTICLE II. Purpose of the Staff Advisory Council**

The Staff Advisory Council shall serve as a fair representation of all exempt and non-exempt, non-faculty, non-administrative staff of Stephens College. The purpose of the Staff Advisory Council shall be to review and discuss policies and procedures of Stephens College as needed, and present recommendations to the Senior Staff representative for review by the President.

**ARTICLE III. Meetings**

- Meetings of the Staff Advisory Council shall be held as needed, no fewer than 2 times a year.
- Special meetings of the Staff Advisory Council shall be called at the discretion of the Chair. Five days' notice must be given by email and/or campus mail announcing the special meeting, except in an emergency.
- The quorum for any regular or special meetings of the Staff Advisory Council shall be more than 50% of the voting members.
- Majority rules for passage of motions and resolutions.

**ARTICLE IV. Election and Duties of Officers**

The Chair, Secretary, Treasurer, and Communications Coordinator of the Staff Advisory Council shall be elected by the voting members prior to the end of the term and shall serve their terms beginning July 1 and ending June 30. There shall be no restriction on the number of terms served by any officer.

**A. The Chair**

- Shall call and preside over meetings of the Staff Advisory Council.
- Shall establish an agenda of discussion items for each meeting of the Staff Advisory Council.
- Shall have the power to appoint and direct committees.
- The Chair will be the deciding vote in any election.
- In the absence of the Chair, the Secretary will preside over meetings.
- Shall serve a two-year term

**B. Secretary**

- Shall record, preserve, publish and distribute the minutes of the Staff Advisory Council to the members prior to the next regularly scheduled meeting.
- Shall maintain the minutes in a central location for historical reference.
- Shall assist the Chair of the Staff Advisory Council in any manner deemed necessary and preside over meetings in absence of the Chair.
- Shall serve a three-year term

### **C. Treasurer**

- Shall receive and maintain budget sheets.
- Shall report budget status at each scheduled meeting.
- Shall serve a three-year term.

### **D. Communications Coordinator**

- Shall maintain the accuracy of the SAC portion of the website.
- Promote events via email and campus mail.
- Type questions/recommendations to be given to Senior Staff representative for follow up.
- Shall serve a three-year term.

## **ARTICLE V. Membership and Elections**

Terms of appointment to the Staff Advisory Council shall begin on July 1 and cease on June 30.

### **A. The Staff Advisory Council shall be comprised of a minimum of nine (9) eligible representatives.**

- All terms shall rotate on a three-year basis.
- Representatives may run for re-election and there shall be no restriction as to the number of terms served by any representative.
- Ex-officio members shall be the Human Resources Director and a Senior Staff Representative appointed by the President.
- Attendance Requirements  
Members must attend at least fifty percent (50%) of all regularly scheduled meetings to retain membership on the Council. Any member who fails to attend two (2) meetings per semester shall forfeit their seat. Vacancies shall be filled by vote of the Council or appointment by the Chair, as provided elsewhere in these bylaws.

### **B. Nominations for seats on the Staff Advisory Council shall be submitted to the Chair by any eligible Stephens College employee.**

## **ARTICLE VI. Seat Vacancies**

- A.** When there is a vacancy for a Senior Staff representative, a new representative shall be appointed by the President.
- B.** When there is a vacancy of Chair, Secretary, Treasurer, or Communications Coordinator, the Staff Advisory Council shall elect an interim replacement for the remainder of the vacancy.

## **ARTICLE VII. Development of Agenda Items**

- A.** The Chair shall accept petitions and proposals from members of the Staff Advisory Council.
- B.** Any employees represented by the Staff Advisory Council shall have the right to submit petitions and proposals for consideration to any member of the Staff Advisory Council.
- C.** Agenda items to be considered at the regularly scheduled Staff Advisory Council shall normally be presented to the chair no later than two (2) days prior to said meeting.
- D.** Anonymity shall be preserved, when requested.

**ARTICLE VIII. Parliamentary Authority**

**A.** The rules contained in the current edition of Robert's Rules of Order Newly shall govern the Staff Advisory Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Staff Advisory Council may adopt.

**B.** The Chair shall interrupt all challenges to his/her section.

**ARTICLE IX. Amendments**

These bylaws may be amended at any regular meeting of the Staff Advisory Council. A majority vote by the Staff Advisory Council shall adopt amendments, and they shall be effective immediately unless otherwise specified.

Amended by Board April 2026