

**BY-LAWS
UNIVERSITY OF THE PACIFIC
STAFF ADVISORY COUNCIL
Revised December 2017**

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Article I. Purpose and Scope

As a constituent organization Staff Advisory Council (S.A.C.) shall operate as a recognized part of the University system to provide staff a forum for open communication. S.A.C. shall be a consultative and deliberate body with authority to formulate and present recommendations on all matters which have a significant bearing on staff, including the selection of staff members to serve on important institutional committees.

S.A.C. shall contribute to the success of the staff of University of the Pacific (Pacific) through its commitment to **Support, Advocate and Cultivate**. S.A.C. shall work in collaboration with the President and senior administrators to provide staff input into Pacific decision-making processes that directly affect staff; represent the concerns and recommendations put forth by staff; and foster engagement through events that create a positive working environment for all Pacific employees and encourage networking across the institution and encourage social responsibility and service to the University and surrounding community.

Article II. Opportunities to Serve

- 1) Representatives
 - a) Representation on the Stockton and Sacramento campuses is based on Division and Classification (exempt/non-exempt). A guideline of 1 representative for every 40 or fewer constituents of any particular Division per each Classification will determine the total number of representatives serving on the council in any given academic year.
 - i) If a division has 40 or fewer constituents in total, the representative may be either exempt or non-exempt.
 - b) Representation areas will be reviewed each Spring, and adjusted as necessary prior to the annual election of representatives.
- 2) Officers
 - a) Officers are nominated by S.A.C. Representatives during the annual retreat to serve as Chair-Elect, Treasurer, and Secretary
- 3) Ex-Officio, Non-Voting Members

- a) Staff members not currently serving as an elected representative may be appointed by S.A.C. to major University committees, including the Institutional Priorities Committee (IPC), the Compensation Committee, University Facilities Committee, and other committees.
- 4) Communications Chair
 - a) Appointed by the Executive Board to coordinate communications (i.e., email messaging, web posts) on behalf of the Council
- 5) Liaison with the University Cabinet
 - a) A University Vice President shall serve as the liaison between the University Cabinet and S.A.C.. If a situation arises requiring appointment of a different individual to serve as liaison, the following criteria shall be met:
 - i) For the sake of neutrality, it should be considered that the individual serving in this role does not have significant supervisory responsibility over any of the areas represented by S.A.C.; and
 - ii) The individual shall be determined as a joint decision between S.A.C.'s Executive Board and Pacific's President.

Article III. Responsibilities

- 1) Eligibility
 - a) Any non-faculty, non-contract, non-union staff employed by the University
 - b) Must work a minimum of nine months a year and 20 hours a week
 - c) Must be classified within salary grades 1-11
- 2) Representatives
 - a) Terms of Service
 - i) Representatives are elected to two-year terms. See Exhibit B – Representative Election Notes for more details.
 - ii) New representatives will take office at the May meeting of each year and outgoing representatives will term out after the May meeting.
- 3) Communication
 - a) Representatives shall make themselves known to their constituents and shall disseminate S.A.C. information to their constituents.
- 4) Participation
 - a) Representatives shall participate in S.A.C. sponsored events, as their schedule permits; it is expected that they shall be granted release time by their supervisors to attend meetings.
 - i) Absences
 - (1) A representative will notify the Chair if they are unable to attend a meeting or participate in S.A.C. sponsored events.
 - (2) If a representative must miss more than two consecutive meetings due to circumstances, planned or unplanned, with an anticipated return date, the Chair or the representative can identify a replacement to serve by special appointment until the representative resumes their duties.
 - (3) If there is a pattern of multiple absences without prior notice, the Executive Board will investigate the matter and recommend action to S.A.C. on a case-by-case basis.
- 5) Executive Board
 - a) Offices include: Chair, Chair-elect, Treasurer and Secretary
 - b) Terms of Service
 - i) Officers are elected by representatives of S.A.C. and serve one-year terms. To ease transition, the past Executive Board will serve in an advisory role at the discretion of the elected Executive Board until the August meeting.
 - ii) Officers will assume new roles at the first executive meeting following the annual retreat where warranted, past officers will participate in this first meeting or there will be meetings with the new and former officers to transfer information and discuss ongoing business.
 - c) Meetings
 - i) Officers shall meet with the University President and Vice President for Business and Finance once each semester or as necessary.

- ii) Chair, Chair-Elect, Secretary and Treasurer shall meet on a regular basis, at least once per month, in addition to S.A.C. general body meetings held once per month for at least 10 of the months in any given year.
- d) Tasks
 - i) Each officer shall fulfill the responsibilities associated with the position in which they serve (See Exhibit A – Executive Board Responsibilities) and any miscellaneous duties as agreed upon by the Executive Board

Article IV. Elections

Also see additional information in the Exhibit B – Representative Election Notes.

1) Representation Areas

- a) Review of Representation Areas
 - i) In preparation for the February general body meeting, the Chair-elect will review S.A.C. representation areas and identify potential adjustments in compliance with the 1:40 ratio for representatives to constituents. Adjustments may be required as the result of:
 - (1) An increase or decrease in staffing level (i.e. if the number of constituents surpasses 40 and approaches 50 per one representative, another representative may be warranted).
 - (2) Restructuring of divisions within the University.
- b) Determining Representation Areas
 - i) The total number of representatives will use a guideline of 1 representative for every 40 or fewer constituents, with cases falling outside of this ratio being identified by the Chair-elect and addressed by the council at the February general body meeting.
 - ii) If a division has 40 or fewer constituents in total, the representative may be either exempt or non-exempt.
 - iii) Current representation is shown in Exhibit C - Current Representatives:

1) Representatives

- a) Nomination/Election Procedures
 - i) After a review of representation areas to determine if adjustments need to be made for maintaining the 1:40 ratio of representatives to constituents is completed in February, there will be a call for nominations to fill the vacant representation areas.
 - ii) In March, under the leadership of the Chair-elect, nominations will be solicited.
 - iii) In April, ballots or survey will be prepared, and votes counted under the direction of the Chair-elect; this may be either hard copy or electronic format.
 - iv) Representatives will be identified and confirmed by April 30th
 - v) Announcements will be made to the University community the first week of May through the website, *Pacific Insider*, and any other relevant channels for communicating with Pacific staff.
 - vi) The names of the representatives will be forwarded to Human Resources by the Chair or Chair-elect for the sake of a joint issuing of a thank you letter to supervisors; the letter will also include:
 - (1) A list of representative's responsibilities
 - (2) A reminder that representatives are allowed release time to participate in regular meetings.
- b) Vacancy
 - i) If a vacancy on S.A.C. occurs prior to the completion of a term, the corresponding constituency will be notified and a call for nominations issued.
 - (1) In the event that there is only one nominee accepting, they will be appointed
 - (2) In the event that there are multiple nominees accepting, the Chair will conduct a brief election, allowing one business week for response.
 - (a) The Chair may also delegate this task to the Chair-elect if both are in agreement.
 - ii) Once the vacancy is filled, the names of the representatives will be forwarded by the Chair or Chair-elect to Human Resources for the sake of a joint issuing of a thank you letter to the supervisor(s); the letter will also include:
 - (1) A list of the representative's responsibilities
 - (2) A reminder that representatives are allowed release time to participate in regular meetings.

- 2) Executive Board Officers
 - a) Nomination/Election Procedures
 - i) Nominations will be accepted prior to and during the annual S.A.C. retreat;
 - ii) an ex-officio member of S.A.C. may not serve as an officer.
 - iii) When there are multiple candidates for one position, representatives will participate in an electronic vote following the annual retreat.
 - iv) Newly elected officers will assume their duties at the next scheduled meeting.
 - b) Vacancy
 - i) Should a vacancy on the Executive Board occur during a term, the same election process for appointing new officers will be observed, beginning with a call for nominations to the representatives of the council at the next general body meeting, and followed by an electronic vote.

Article V. Business Operations

- 1) Budget priorities
 - a) At the annual S.A.C. retreat, the Chair should propose a general budget identifying priorities for the next fiscal year; use of funds should consistent with S.A.C.'s purpose.
 - i) Based upon the outcomes of the discussion, the Chair should suggest, or solicit suggestions, that align with the discussed priorities.
 - b) While the general objectives should be addressed at the annual retreat, specifics can be addressed on a case-by-case basis, and ideas proposed by the Executive Board to the council at the general body meetings throughout the year.
- 2) Use of funds
 - a) In alignment with the identified and discussed budget priorities, the Executive Board has the authority to spend S.A.C. funds without council approval when the total projected cost is less than \$800.
 - b) All projections in excess of \$800 must first be approved with a majority vote of a quorum present.

Article VI. Confidentiality

- 1) Commitment

By virtue of accepting the service role with S.A.C., all representatives agree to maintain confidentiality of information obtained through this role and from a constituent or from discussion amongst the council.
- 2) Commitment from the University

Recognizing that confidentiality is essential to the robust and candid sharing of information integral to S.A.C. business and purposes, the Pacific will respect the confidentiality of both S.A.C. representatives and the S.A.C. constituency in any S.A.C. related correspondence.

Article VII. By-Law Review Process

S.A.C. by-laws should be reviewed at the annual retreat. Approval of the by-laws should occur at that time or at the next scheduled meeting and requires a 2/3 approval by the Council to pass of the quorum present.

S.A.C. By-Laws APPROVED ON: **3/12/18**

Exhibits

Exhibit A – Executive Board Responsibilities

i) Chair

- (1) Preside at all meetings of the S.A.C. in accordance with Robert's Rules of Order. The Chair shall be voting member of the Council.
- (2) Will be the spokesperson for the Council in any official matters.
- (3) Shall be an ex-officio member of all committees
- (4) Represents S.A.C. in meetings with Human Resources; Assessment, Training and Technology; President's Advisory Council; the Office of Communications; S.A.C. Liaison; the University Cabinet; the University President; as well as any spontaneous communications or collaborations that may arise with various entities including Academic Council and Associated Students of University of the Pacific.
- (5) Oversees planning the agenda for all regularly scheduled S.A.C. meetings in consultation with the Executive Board.
- (6) Schedules meetings of the Executive Board.
- (7) Oversees an annual review of the by-laws and appoints a review committee if necessary.
- (8) Prepares and distributes an annual report to the President at the conclusion of their term, due by July 30th.
- (9) Schedules meetings with the University President twice yearly or as needed and includes the full Executive Board in at least one.
- (10) Maintains record of various communications and memos in a shared resource for future reference.
- (11) Conducts any necessary elections for vacancies occurring at least two months before the regularly scheduled call for nominations that take place in March.

ii) Chair-Elect

- (1) Assists the Chair in planning the agenda for S.A.C. meetings.
- (2) Performs the duties of the Chair in their absence.
- (3) Conducts the spring election process including:
 - (a) The review/adjustment of representation areas in February;
 - (b) The call for and confirmation of nominations in March;
 - (c) Designing and distributing either a hard copy or electronic ballot in April;
 - (d) Confirming and congratulating elected representatives by April 30th; and
 - (e) Announcing to University community the first week of May.
- (4) Remains in regular communication with the Scholarship Committee.

iii) Secretary

- (1) Takes minutes at all S.A.C. meetings.
- (2) Distributes the minutes to all S.A.C. members at the following meeting for approval.
- (3) Distributes the agenda one week prior to all general body meetings, per the Executive Board.
- (4) Maintains official electronic and hardcopy (as appropriate) records including minutes, or any resolutions passed on behalf of the Council.

iv) Treasurer

- (1) Oversees the expenditures of S.A.C. with the approval of the Chair and Chair-elect.
- (2) Maintains the budget including reporting out monthly the expenditures on behalf of the Council.
- (3) Handles the correspondence with catering for S.A.C. events.
- (4) Expenditures of \$800 or above are required to be voted on by the council and approved with a majority vote, by a quorum present, prior to distribution of funds

v) Communications Chair

- (1) Maintains S.A.C. website including ensuring that minutes, agendas, and any other relevant information is posted on S.A.C.'s webpage.
- (2) Coordinates communications (i.e., email messaging, web posts) on behalf of the Council.

- (3) Works closely with the Executive Board to regularly review and improve communication within S.A.C. and from S.A.C. to its constituents
- (4) As needed, works with Secretary to communicate with S.A.C. representatives via e-mail as needed, (e.g. distribute Hot Topics after S.A.C. general body meeting.
- (5) Regularly update the S.A.C. webpage and regularly provide social media messaging through S.A.C. platforms
- (6) Serve as a Liaison to the Pacific Insider Lead Staff (Office of Communications)

Exhibit B – Representative Election Notes

- i) Representatives elected are staggered amongst the council so that in any given year there will be diversity in familiarity and newness to the council
 - (1) For instance, if possible, the council will aim to preserve the stagger so that those representatives “termining out” account for no more than 60% of the council and no fewer than 40% in any given year
- ii) If S.A.C. does not have at least 60% of the vacant seats filled after the Spring election, the S.A.C. Chair can appoint “interim” representatives to a “Summer” term OR outgoing representatives can serve an extended term ending on August 30 of that calendar year.
 - (1) If at least 60% of the seats up for election in the Spring cycle are not filled by May 31, the S.A.C. Chair-Elect can facilitate a “special election” in September of that calendar year to fill those vacancies.
- iii) Representatives may not serve consecutive terms except for following scenarios and at the discretion of the council:
 - (1) A representative is elected to the office of Chair-elect during the last year of their term,
 - (2) If at the close of the nomination process, no one has accepted a nomination to run for an open representative position, the current representative can opt to serve for a second term, or
- iv) If a representative is elected as a replacement with less than one year remaining in their term, they will be eligible for re-election.
- v) In the event of a representative changing jobs within the University or a change in unit reporting channels that results in a representative no longer being employed within the Division from which they were elected, or if a representative’s employment classification (exempt/non-exempt) changes, the protocol observed shall be:
 - (1) At the discretion of the Council, the representative may continue to represent the constituent group until the next regularly-scheduled election if the constituency being represented does not object.
 - (2) If the constituency does object, the representative will resign and S.A.C.’s Executive Board will conduct a special election in the voting area affected.

Exhibit C - Current Representatives 2017-2018

| Division | 22 Representatives |
|--------------------------|---------------------------|
| Bus & Fin | 1 Exempt, 2 Non-Exempt |
| Dev & External Relations | 1 Exempt, 1 Non-Exempt |
| President | 1 Exempt, 1 Non-Exempt |
| McGeorge School of Law | 1 Exempt, 2 Non-Exempt |
| Student Life | 2 Exempt, 1 Non-Exempt |
| PacificTechnology | 1 Exempt, 1 Non-Exempt |
| Provost | 4 Exempt, 3 Non-Exempt |