



SOUTH TEXAS
COLLEGE

STAFF ADVISORY COUNCIL BYLAWS



Table of Contents

Definitions **3**

Article I. Name of the Advisory Group..... **4**

Article II. Purpose **4**

Article III. Membership and Terms..... **4**

Article IV. Meetings..... **5**

Article V. SAC Executive Council Officers..... **6**

 Election of Executive Council Officers..... 7

 Vacancy of Executive Council Members 7

Article VI. Committee Chairs..... **8**

 Election of Committee Chairs 8

 Vacancy of Committee Chairs 9

Article VI. Committee Descriptions **9**

 A. Awards, Development, and Recognition Committee 9

 2. Role of the Committee:..... 9

 3. Responsibilities of the Committee, under the direction of the Committee Chair:..... 9

 B. Communications Committee 10

 2. Role of the Committee:..... 10

 3. Responsibilities of the Committee, under the direction of the Committee Chair:..... 10

 C. Jag Engagement Committee 10

 2. Role of the Committee:..... 10

 3. Responsibilities of the Committee, under the direction of the Committee Chair:..... 10

 D. Policies and Procedures Committee 10

 2. Role of the Committee:..... 10

 3. Responsibilities of the Committee, under the direction of the Committee Chair:..... 11

 E. Staff Mentorship Committee 11

 2. Role of the Committee:..... 11

 3. Responsibilities of the Committee, under the direction of the Committee Chair:..... 11

Article IX. Voting/Quorum..... **11**

Article XI. Amendment of Bylaws **11**

Article XII. Council Disclaimers **11**

Historical Information **11**

Definitions

Member or Alternate in Good Standing	Member or Alternate in “good standing” includes any person who has fulfilled the requirements for membership in SAC, and who neither has voluntarily withdrawn from membership nor has been removed or suspended from membership.
Staff	Staff or Staff Member – An employee employed and paid through South Texas College in a position which is not included in the category of Faculty, Non-Faculty Academic Employee, Administrator, or Executive.
Staff Community	An encompassing term referring to all South Texas College staff.
Staff Advisory Council Member	Individual South Texas College Staff member selected to serve a term on the SAC. Each Staff Advisory Council Member represents a particular area of the College.

Article I. Name of the Advisory Group

The name of this advisory group shall be the South Texas College Staff Advisory Council (hereafter “Staff Council” “Council”, “The Council”, or “SAC”).

Article II. Purpose

The Staff Advisory Council (SAC) serves in an advisory capacity to the Executive Cabinet and the College President. Its primary function is to serve in a listening and communicating capacity on behalf of both staff members and the College administration. At the request of the Executive Cabinet and the College President, activities within the scope of the SAC are:

1. To undertake specific projects or activities on matters of general staff interest.
2. To facilitate the sharing of information with staff members in order to improve their general knowledge and understanding of college activities.
3. Solicit input on the development, advancement, and enrichment opportunities for the South Texas College Staff Community.
4. Represent the Staff Community on College committees, planning groups, task forces, and in the Community on matters of significant concern or interest.
5. Consider, study, and provide input to College Administrators, Executive Cabinet, and the College President on behalf of Staff regarding procedures, policies, and other general issues.
6. Provides and/or distributes information to Staff concerning plans, programs, and initiatives impacting Staff and the College as a whole.

ACTIVITIES OUTSIDE THE SCOPE OF THE STAFF ADVISORY COUNCIL INCLUDE:

- To address individual staff members' grievances.
- To address issues more appropriately addressed through other offices or standing committees of the College, such as the Office of Human Resources or the College Safety Committee, although the Staff Advisory Council may refer issues to such offices or committees.
- To serve as a formal governing or negotiating body for staff members; rather, its role is advisory in nature.

Article III. Membership and Terms

SAC shall consist of thirty (30) members appointed by the College President to represent the designated campus locations, known as “Rosettes”. The SAC Executive Council annually reviews the construction of the Rosettes to ensure accuracy and make recommendations for reconstruction as needed. In addition, membership will include ex-officio members as appointed by the College President.

The SAC Rosettes are composed as follows: Pecan Campus Rosette (6), Starr Campus Rosette (6), Mid-Valley Campus Rosette (6), Technology Campus Rosette (5), Nursing Campus Rosette (5), Regional Center for Public Safety Excellence Rosette (2).

Eligibility: All benefits-eligible staff employees with at least one year of service are able to serve a three-year term, which does not include employees in the categories of Faculty, Instructor, Non-Faculty Academic Employee, Administrator, or Executive.

1. Nominations: Executive Cabinet members must nominate to the College President eligible employees who are representative of the departments within their division and representative of the SAC Rosettes.
2. Appointments: Members will be appointed on a rotating basis to serve a three-year term from September 1 through August 31. Members are eligible to serve two consecutive three-year terms.
3. Active Membership Responsibilities:
 - a. Possess good employment standing with the Office of Human Resources and supervisor
 - b. Commit to serving a three-year term (up to three years for second terms)
 - c. Attend all general council meetings, virtually or in-person, scheduled between September and August (12 months), unless excused
 - d. Actively serve on at least one standing committee each year
 - e. Maintain confidentiality regarding all questions, suggestions, and concerns discussed in SAC
 - f. Notify the President and committee chairs of absences prior to meetings
4. Failure to fulfill any of the above active membership responsibilities may result in removal from the Staff Advisory Council, in accordance with Council bylaws and at the discretion of the President and Executive Council
5. Consecutive Terms: Members who are active and in good standing may seek reappointment for a second term by December 1 or their second term appointment may be forfeited. The options for second term will be one-year intervals up to three-years. After two consecutive terms, members must step down for one full year before a new appointment to the council.
6. Vacancies: The membership committee may choose to select candidates from the most recent pool of nominees who were not appointed to the council to fill any vacancy. If a SAC member resigns during their term or changes job classification resulting in a Rosette vacancy, the committee may hold an open call for volunteers to serve to fill the mid-term vacancy. If more than one candidate exists, the committee will rank the candidates and recommend one to the Office of Human Resources to reconfirm their employment status is in good standing. Once confirmed, the new member will be invited to join SAC on an interim term basis. Interim members will have first consideration for the next open nomination period to fill a new Rosette vacancy for a full 3-year term. If a member's job position changes causing a transfer of Rosette, they will have priority in transferring to the new Rosette only if a vacancy exists. No current member can unseat a Rosette Representative.
7. Ex-Officio Members: The Executive Director of Human Resources and Talent Development or administrative human resources designee may attend all meetings in an "ex-officio" capacity.

Article IV. Meetings

SAC will meet at least three times in the fall semester and at least three times in the spring semester, but may meet more often if warranted. Regular Council meetings and subcommittee meetings are considered College business.

1. SAC will meet with the College President-ideally once per semester, but no less than once per year-to receive and convey information of interest and concern to staff.

2. SAC will facilitate general staff meetings open to all staff members-ideally at least once per semester, but no less than once per year-to convey information of interest and concern to staff. Content topics for such general staff meetings will be developed in concert with the Executive Director of Human Resources and the College President or other administrators, as appropriate. SAC will be mindful of special scheduling considerations for staff in such areas as public safety, facilities operations and maintenance, etc., in order to facilitate their inclusion in general meetings, or the provision of alternate opportunities, to every extent possible.
3. The SAC will support the efforts of the Office of Human Resources in facilitating the College's employee relations events such as the, Fall Convocation, Annual Staff Service Recognition Program and community social events.
4. At the request of any individual member, the President may convene a SAC Leadership session at which only SAC Executive Council Officers and SAC Committee Chairs are present. The expectation is that such sessions would be warranted only on rare occasions and will be announced in the agenda prior to the meeting.
5. Orientation: An orientation meeting may be held prior to the first regular meeting.

Article V. SAC Executive Council Officers

The Executive Council Officers shall consist of the President, President-Elect, Secretary, and Secretary-Elect. See officer duties below:

1. President
 1. The President shall serve a one-year term from September 1 to August 31 immediately following a year as President-Elect (Exception: A President may be selected by the members if no President-Elect exists)
 2. Scheduling SAC meetings and notifying members of meeting times and locations;
 3. Coordinating the compilation of agenda items in consultation with the members of the SAC and the Executive Director of Human Resources and Talent Development;
 4. Distributing the agenda at least three days in advance to SAC members;
 5. Facilitating the SAC meetings
 6. Serving as the "point person" for SAC in communicating information to the College President and other appropriate administrators, offices, or committees.
2. President-Elect
 1. The President-Elect shall serve a one-year term from September 1 to August 31 (Exception: A President-Elect may be selected by the members if no President-Elect exists)
 2. In the absence of the President, convening the SAC and serving as alternate President
 3. Assist the President in performing their duties
 4. Other SAC related duties as assigned by the President
3. Secretary
 1. The Secretary shall serve a one-year term from September 1 to August 31 (Exception: A Secretary may be selected by the members if no Secretary-Elect exists)
 2. Taking summary minutes of the SAC meetings;
 3. Within one week following each meeting, distributing draft minutes to members of the SAC for their review and approval;
 4. Develop a SAC SharePoint/ Website landing page
 5. Within two weeks following each meeting, distributing approved minutes to the general staff constituency, via e-mail wherever possible and hard copy for posting for staff who do not have e-mail access

6. In the absence of the President or President-Elect, convening the SAC and serving as alternate President
 7. In cooperation with Human Resources, coordinating the annual election process, including updating Rosette membership lists, distributing ballots, and tallying votes.
4. Secretary-Elect
1. The Secretary-Elect shall serve a one-year term from September 1 to August 31 (Exception: A Secretary-Elect may be selected by the members if no Secretary-Elect exists)
 2. In the absence of the secretary record meeting minutes and issue draft minutes to the council for review and approval
 3. Assist the secretary with other duties as assigned

Election of Executive Council Officers

1. Nominations for SAC Officer positions are opened one (1) week prior to the General Meeting in March.
2. Nominations are sent to the President-Elect and are due by a date determined by the Executive Board.
3. Nominees are contacted by the President-Elect to confirm the nominees' willingness to serve. All nominees shall confirm to the President-Elect their willingness to serve or shall decline the nomination.
4. The President-Elect shall announce the nominees at a General Meeting. The list of nominees will be included in the minutes.
5. The President-Elect shall conduct the election at a General Meeting as follows:
 - i. Each nominee is briefly introduced by the President-Elect. A short speech or statement of intent may be presented by each nominee prior to voting at the discretion of the President-Elect.
 - ii. Voting shall be conducted by anonymous ballot.
 - iii. Executive Board Members shall be elected by a majority vote of SAC members present. The President does not participate in this voting. Designees, Ex-Officio Members, and Alternates do not participate in this voting.
 - iv. The President-Elect will gather and tabulate the ballots and announce the results of the election to the membership.
 - v. In the event of a tie vote, the President-Elect shall not announce any of the results, but privately notifies the President, who will cast the tie-breaking vote.
 - vi. A nomination from the floor may be accepted, but in the case of an impromptu nomination, the election must be tabled until the next General Meeting to allow the President-Elect to determine the nominee's eligibility and willingness to serve.
7. Officers shall begin their terms of service on July 1 following their election.
8. When Committee Chairs are elected, they become "members at large" on Staff Advisory Council and cannot be removed because of Department/Organizational changes within the institution.

Vacancy of Executive Council Members

1. A vacancy in the office of SAC President shall be immediately filled by the President-Elect for the unexpired term. The President-Elect shall have the option of serving only the unexpired term of their predecessor, or the unexpired term as well as their own planned term at their discretion. If they serve only the unexpired term of their predecessor, they must immediately initiate the Executive Board Member nomination process to elect a new President-Elect.
2. A vacancy in the office of President-Elect, and Secretary shall be filled through a specially held election. The vacancy shall be announced to the General membership, and election processes will be followed per these Bylaws with revision to the dates of the process at the discretion of the President.
3. If both the President and President-Elect positions are vacant, an interim President will be appointed by the Executive Director of Human Resources until a suitable replacement can be elected.

Article VI. Committee Chairs

Election of Committee Chairs

1. Nominations for Committee chair positions are opened one (1) week prior to the General Meeting in March.
2. Nominations are sent to the President and are due by a date determined by the Executive Council Officers.
3. Nominees are contacted by the President-Elect to confirm the nominees' willingness to serve. All nominees shall confirm to the President-Elect their willingness to serve or shall decline the nomination.
4. The President-Elect shall announce the nominees at a General Meeting. The list of nominees will be included in the minutes.
5. The election of Committee Chairs occurs in the first General Meeting following the election of the new Executive Council members.
6. The President-Elect shall conduct the election at a General Meeting as follows:
 - I. Each nominee is briefly introduced by the President-Elect. A short speech or statement of intent may be presented by each nominee prior to voting at the discretion of the President-Elect.
 - II. Voting shall be conducted by anonymous ballot.
 - III. Committee Chairs shall be elected by a majority vote of SAC members present. The President does not participate in this voting. Designees, Ex-Officio Members, and Alternates do not participate in this voting.
 - IV. The President-Elect will gather and tabulate the ballots and announce the results of the election to the membership.
 - V. In the event of a tie vote, the President-Elect shall not announce any of the results, but privately notifies the President, who will cast the tie-breaking vote.
 - VI. A nomination from the floor may be accepted, but in the case of an impromptu nomination, the election of that Officer position must be tabled until the next General Meeting to allow the President-Elect to determine the nominee's eligibility and willingness to serve. Elections for other positions that have not received an impromptu nomination are not tabled in this case.
7. Committee chairs shall begin their terms of service on July 1 following their election.
8. Committee chairs shall serve a one-year term from September 1 to August 31.

9. When Committee Chairs are elected, they become “members at large” on Staff Advisory Council and cannot be removed because of Department /Division within the College.

Vacancy of Committee Chairs

1. A vacancy in the office of the Committee Chair shall be immediately filled by a member of the committee, appointed by the President with the member’s assent, for the unexpired term. The Interim Chair will serve only the unexpired term of their predecessor and may nominate themselves and run for election as full Chair at the next regular election.
2. If both the Chair and all committee positions are vacant, an interim Committee Chair will be appointed from the general membership by the President until a suitable replacement can be elected.

Article VI. Committee Descriptions

A. Awards, Development, and Recognition Committee

1. The Committee is comprised of a minimum of three (3) members.
2. **Role of the Committee:**
 - i. The Development Committee supports the Office of Human Resources- Talent Development to identify and develop Staff Professional Development Awards that provide access to career improvement opportunities.
3. **Responsibilities of the Committee, under the direction of the Committee Chair:**
 - i. Ensures the sustainability of the SAC Professional Development Awards program by promoting and developing fundraising activities, increasing employee donor payroll deductions, and developing department donations.
 - ii. Works with College Development to identify potential donation supporters and funding sources.
 - iii. Discusses and develops fundraising strategies and events to raise money for college-wide professional development.
 - iv. Searches for benefactors to support Staff and SAC.
 - v. Investigates and develops professional development opportunities for the College Staff Community.
 - vi. Leads the SAC annual Giving Day campaign.
 - vii. With assistance from the Office of Human Resources, monitors the sustainability and balance of the Professional Development Award budget and informs the Leadership Committee of the number of awards that can be distributed each fiscal year.
 - viii. Assesses the number of donors to the Professional Development fund and provides the Leadership Committee with a sustainability report annually.
 - ix. With assistance from the Communications Committee, sends annual gratitude correspondence to payroll donors.
 - x. Investigates and proposes potential new scholarships to the Leadership Committee for consideration as appropriate.
 - i. Acts as a liaison with the Communications Committee to provide committee updates for the SAC website and social media.

B. Communications Committee

1. The Committee is comprised of a minimum of three (3) members.
2. **Role of the Committee:**
 - i. Working in collaboration with the Department of Communication and Creative Services, the Communications Committee is dedicated to facilitating and improving communication between Staff Council and campus, and coordinates SAC communication via the monthly newsletter, website, social media, and other forums.
3. **Responsibilities of the Committee, under the direction of the Committee Chair:**
 - i. Manages the Council's social media, website, newsletter, and any other method of transmitting information on behalf of SAC to the College Community.
 - ii. Maintains login credentials and access to official SAC public platforms.
 - iii. Ensures the SAC website is up to date and compliant with current College requirements.
 - iv. Tracks public engagement with SAC social media and public communications and recommends college community media campaigns as appropriate to the Executive Council.
 - v. Assists and facilitates communication on behalf of other SAC committees, other affiliated groups, or other public groups (e.g. Faculty Senate) as appropriate.
 - vi. Produces and distributes information to the Staff Community notifying them of the open application process for selection to SAC.

C. Jag Engagement Committee

1. Comprised of a minimum of three (3) members.
2. **Role of the Committee:**
 - i. The Jaguar Engagement Committee plans and coordinates SAC-sponsored activities for the entire South Texas College Staff Community that enhance Staff connection, community, and awareness of SAC.
3. **Responsibilities of the Committee, under the direction of the Committee Chair:**
 - i. Seeks and develops relationships with organizations that can offer Staff discounts or sponsor events for the College Staff Community.
 - ii. Organizes, plans, and executes Staff events sponsored by SAC.
 - iii. Works with the Communications Committee to advertise and market Staff events. Responsible for organizing Staff events.
 - iv. Assists with the planning and coordination of Employee Appreciation Events/Day at the discretion of the College President and the Human Resources Department.
 - v. Attends and represents SAC at Employee Appreciation Day and all other SAC events as appropriate.

D. Policies and Procedures Committee

1. Comprised of a minimum of three (3) members.
2. **Role of the Committee:**
 - i. The Policies and Procedures Committee actively engages College Staff in the shared governance process and College priorities through education, awareness,

and advocacy.

3. **Responsibilities of the Committee, under the direction of the Committee Chair:**
 - i. Provide clarity on policies and procedures throughout the college district
 - ii. Ensure visibility of those policies and procedures
 - iii. Archiving/retention rules

E. Staff Mentorship Committee

1. Comprised of a minimum of three (3) members.
2. **Role of the Committee:**
 - i. The Staff Mentorship Committee develops, manages and maintains the SAC Staff Mentorship Program, works with HR representatives as appropriate to ensure the sustainability and success of the program, and serves as a point of contact for the South Texas College Staff Community.
3. **Responsibilities of the Committee, under the direction of the Committee Chair:**
 - i. Plans, develops, organizes and executes the Staff mentorship program which matches staff mentees with senior staff mentors. The program serves to facilitate growth in all staff through mentorship relationships.
 - ii. Plans, develops, organizes, and executes quarterly open house events for all college staff in the mentorship program. Events may be in person or virtual as appropriate.
 - iii. Serves as a point of contact for questions
 - iv. Works with the Communications Committee to develop and maintain a robust online presence within the Staff Council website to provide Staff with the latest information about Staff Mentorship program.
 - v. Explores and proposes new initiatives to the Leadership Committee that will increase new Staff engagement and foster belonging in the broader College Community.

Article IX. Voting/Quorum

The model for SAC activities and discussions will be based on consensus as a means of formulating collective ideas and recommendations for the Executive Cabinet and the College President.

Article XI. Amendment of Bylaws

These bylaws may be altered or amended by referring those changes to the College's Executive Cabinet for review and action. The bylaws shall be reviewed by the Executive Cabinet at least every three years.

Article XII. Council Disclaimers

The South Texas College Staff Advisory Council does not function as a collective bargaining unit. SAC does not represent individual employees in grievances or administrative processes and procedures.

Historical Information

- A. Ratified: 8/23/2024 & Amended: 3/11/26