ARTICLE I: NAME

A. The name of the organization will be the College of Visual & Performing Arts Staff Advisory Council (SAC).

ARTICLE II: MISSION

A. SAC will promote the professional development, unification, and working conditions of the Staff of the College of Visual & Performing Arts by:

Establishing communication links and support networks; developing programs to enhance the skills of Staff members; acting as a liaison for Staff members with the Dean; and assisting Staff members with the channels of communication and university policies and procedures for problems or grievances.

ARTICLE III: MEMBERSHIP, VOTING PRIVILEGES

A. Membership in SAC will include representation from full-time and part-time Staff (benefit eligible) members of the College of Visual & Performing Arts. A maximum of two OPS and one part-time Staff personnel will be annually invited to sit-in on the SAC.

B. New members will be solicited via email correspondence to join the SAC and in conjunction with yearly membership elections.

C. Staff from each college unit (advising, art, art museum, computing, dance, Dean's office, events, music, personnel, theatre, and Graphicstudio) will have no more than two members seated on the council. The council will consist of no more than 19 members.
D. Quorum vote of approved council members allowing an overage of a certain department to exist for the council term.

E. For SAC voting purposes, each representative respectively has one vote; representative defined as full or part-time Staff personnel.

F. Quorum of the SAC will be defined as greater than thirty (30) percent. The membership shall be the active members of the SAC as determined by Article III (A). No vote may be taken without a quorum present.

G. In the event a vote is called for outside of regularly scheduled meetings, a vote will take place via email. Members will have a 24-hour voting period in which they must vote. Warning of vote will be pre-posted on the list-serve. After a 24-hour vote time has elapsed from the announced vote start time no other votes will be considered and a member’s vote will be forfeited. The votes submitted must constitute quorum.

H. Terms of office for representatives will be for one year.

I. Membership as defined by Article III (A) can be self-terminated for any reason by communicating such termination in writing to the Executive Committee.

ARTICLE IV: VOTING METHODS

A. General Issues: Voting in the SAC may be taken by voice vote, show of hands, rising vote email via procedures defined in Article III (G) or by ballot with the exception of Elections as defined by Article IX.

ARTICLE V: DUTIES AND OFFICERS

A. Duties of Elected Officials and Representatives

1. Chair: Preside at SAC meetings; exercise general supervision over the business of the standing and special committees; communicate for SAC with the Office of the Dean and with other organizations as required; solicit SAC members to represent the council on other University-wide committees; assign duties and responsibilities to SAC representatives; address agenda items and other committee matters; join but not chair, the Communications, Awards, Social-Membership, and Executive Committee meetings; and fulfill such other responsibilities as are given to this office elsewhere in these bylaws or by action of SAC.

2. Secretary: Responsible for the recording and publication of the minutes, maintains the official minutes book. Publishes minutes to the SAC listserv prior to the next meeting taking place.

3. Sergeant at Arms: Shall keep a SAC Membership book containing the name, address and electronic mail address of each SAC member. Any termination of membership shall be recorded in the membership book. Provide and maintain a sign in sheet for each monthly meeting of the
SAC. Reports violations of Article VIII (A) to the elected officials at the next monthly board meeting. Reserves a meeting room and disseminates the required notices of meetings, agendas, and information in the best manner possible.

4. **Representatives:** Represent each unit in voting on SAC agenda items; communicate with Staff members in order to bring their issues to the attention of the SAC; and serve on at least one standing committee.

B. If the Chair position becomes vacant for any reason, the secretary will immediately succeed to Chair for the balance of the term. A new secretary will be elected.

C. The term of service for all elected officials will be one year (March 1 - February 28), or until new officers are elected.

D. An officer may be removed for cause by a majority vote of those SAC members present and voting provided the motion was made and seconded at a previous meeting.

**ARTICLE VI: METHOD OF FILLING VACANCIES IN THE SAC**

A. If a member’s, as defined in Article II (A), seat becomes vacant for whatever reason, the vacancy will be filled in the following manner:

1. The Membership Committee or Chair will post a notice to the CVPA-Staff list-serve requesting a Staff or OPS member to fill applicable vacancy.

2. If no member can be found by the above method, the SAC will continue with its current members until the next election period.

**ARTICLE VII: COMMITTEES, STANDING COMMITTEES, AD HOC COMMITTEES**

A. Standing Committees' appointments shall be established in the first meeting of the SAC.

B. Committee participants will consist of representatives and OPS from the SAC. Each committee will consist of at least three, but not more than six individuals.

C. The SAC will have the following standing committees:

1. Social/Membership Committee: will be responsible for contacting new CVPA Staff members to inform them about the SAC, acquaint them with its function and answer any questions they may have; planning any activities or projects that will benefit the College of Visual & Performing Arts Staff members.

2. Communications Committee: will be responsible for maintaining Staff newsletter, listserv members, website, and special announcements to the CVPA Staff and/or the USF population. The
Communications Committee will help ensure that all general announcements will be archived on the website.

3. Awards Committee: will be responsible for establishing award criteria, soliciting nominations and overseeing the award selection process.

4. Executive Committee: will act for SAC membership between meetings on emergency matters or other matters that have previously been authorized by the SAC. Review and determine items to be placed on the agenda for each regularly scheduled meeting.

D. The term of service for all standing committee members will be for one fiscal year or until a new committee is formed.

E. Committee meetings will have time/day set by those in the committee at the time the committee is formed (or as close to that time as possible). A committee chairperson (or if not available, by the co-chairperson) may also call a meeting as often as is necessary to conduct the business of the committee.

F. Minutes of the committee meetings will be kept by the chairperson or representative.

G. Committee procedures for the said committees above will be created and amended on an annual basis. Old committees will hand over such documents for the continued operation of committees.

H. Written committee reports are to be made to the SAC by the committee chairperson or representative, and the written report is to be furnished to the Secretary for permanent record. A regular oral report should also be placed on the agenda during the regular SAC meeting at a time determined by the Staff Chair.

I. A committee chairperson or co-chairperson may be removed for cause by a majority vote of representatives if the official committee members are present and voting.

J. The SAC will have other ad hoc committees as deemed necessary.

K. Special committees will be dissolved when final recommendations are submitted to the SAC.

ARTICLE VIII: MEETINGS

A. Regular meetings: A minimum of ten regularly scheduled meetings will be held by the SAC from March 1 – February 28. No meeting shall take place on a legal holiday. Any council representative or OPS who have three un-notified absences per year will be removed form the SAC. Absence will not be counted towards the three if notice is given prior to the meeting to the Sergeant at Arms.

B. Special meetings: Special meetings may be called by the SAC officers. No business other than that
specified as the purpose of said meeting shall be discussed or transacted at such special meeting.

C. General Considerations.

1. All meetings will be open to all Staff in the College of Visual & Performing Arts community. All SAC scheduled meetings and special meetings schedules shall be posted three days in advance on the CVPA Staff list-serve.

2. Agendas, created by the Executive Committee, will be sent out first to the SAC for additional items (one week in advance of the meeting date). The meeting agenda will then be posted for the entire CVPA Staff list-serve three days in advanced of the next meeting. Upon approval of the minutes by the SAC they will be distributed via email or posted on Staff newsletter website.

3. Meetings of the council may be scheduled at times that minimize the members conflicting commitments.

D. There will be at least one annual meeting of the full CVPA Staff classified Staff.

E. All meetings shall be conducted according to the “Robert's Rules of Orders” and will be made available through a permanent link on the SAC newsletter website.

ARTICLE IX: MEMBERSHIP ELECTIONS

A. The SAC will elect a Chair, Secretary at Large, and Sergeant at Arms according to the following procedure:

1. An ex-officio will be nominated and seconded at the start of nominations. He/she may not be a member of the current elected officials. The ex-officio will preside over the election.

2. Nominations will be made at the joint meeting of the outgoing and incoming SAC. Only the representatives of the incoming SAC shall offer names into nomination;

3. Each nominated member must be present at the time of their nomination;

4. Each nominated member shall, within one week of nomination, write and submit to the ex-officio council member, a short statement detailing why they want and why they are qualified for the office for which they have been nominated; these letters will be distributed to all STAFF Staff prior to voting.

5. Ballots will be distributed by email and returned within 10 business days.

6. The members of the SAC shall, within 10 business days of receipt of the candidate information and ballot, cast their ballot and return it to the incoming ex-officio council member;

7. The ex-officio council member shall announce the results of the election once the 10 day ballot return period has passed;

B. In the event of the need for a runoff election, the ex-officio will make this the first item of the first meeting of the SAC.
C. A call to general council members will be announced via the list serve on an annual basis prior to the SAC executive elections.
D. Elections normally will take place during the month of February, in order for the new SAC members to begin their terms of office on March 1.

E. SAC officers may serve for one year or until their successors are elected.

ARTICLE X: MODIFICATION OF BYLAWS

A. Amendments or any modification of the bylaws may be revised, amended, repealed, at any regular meeting of the SAC by a majority of those USPAC members present and voting, provided the amendment was submitted in writing at a previous meeting and that said notification contains full statement of the proposed amendment. Any proposed amendment:
   1. Must contain the full text of the provision to be changed.
   2. Any new words must be underlined
   3. Any words that are to be eliminated must be lined through.

B. Proposed amendments or new bylaws must be submitted in writing to the SAC.

C. Changes will be communicated to the Staff as a whole by the SAC.

D. Proposed amendments or new bylaws must be passed by a 2/3 voting majority of the College of Visual & Performing Arts Staff and ratified as in Article 9 of these Bylaws.

ARTICLE XI: COMMUNICATIONS

A. In the event an e-mail is sent through any Staff listserv, it should contain a footer with a link to a web page on the Staff newsletter. The Newsletter will provide another link which will allow the easy communication of any issue via web or printed form to the Staff Council.

B. In the event a hard copy communication is sent from the SAC, the communication shall provide a written link to the Staff newsletter. The document shall also provide information to contact via phone the appropriate Staff Council member.

ARTICLE XII: RATIFICATION

A. These bylaws will become effective upon ratification by a 2/3 voting majority of College of Visual & Performing Arts Staff members either present and voting during a specially-called ratification meeting or voting by a ballot distributed to all College of Visual & Performing Arts Staff members.