

University of Kentucky College of Dentistry
Staff Advisory Council
Bylaws

Mission Statement:

The Staff Advisory Council (SAC) is a proactive organization dedicated to supporting the interests of college staff and committed to working to improve the atmosphere, morale, and working environment of the college.

Purpose:

- Serve as a representative body of the staff, attempting to facilitate communication among staff and between staff, faculty, administration, and students;
- Advise and inform the college leadership on issues affecting staff;
- Serve as a mechanism for supporting educational and professional development opportunities for staff; and
- Promote local community services and social activities to encourage community-building within the college.

Organization:

- Meetings shall be held once per month; time and location to be determined by SAC. Special meetings may be called more often when deemed necessary.
- The agenda for SAC meetings will include the recording of attendance, approval of the minutes from the prior meeting, unfinished business, new business, committee reports, discussion, and recommendations regarding concerns brought forward.
- All college employees may suggest agenda items for consideration through promoted channels.
- A simple majority of members in attendance shall constitute a quorum and is authorized to conduct the business of the SAC at any regular or called meeting. A majority vote by SAC members present shall carry a motion. Voting membership shall be a show of hands or voice vote.
 - In instances when SAC members are voting for SAC officers, when a SAC member requests an alternative format, or to support allowing a greater number of SAC members the opportunity to vote, voting may be completed via a written or electronic ballot where results shall be verified in the presence of at least one other SAC member.
- The officers of the SAC may form subcommittees, consisting of SAC and/or non-SAC members, to assist with SAC efforts. Non-SAC subcommittee members may consist of UKCD faculty, staff, learners, or similar stakeholders.
- Approved minutes will be accessible by all college employees.
- The dean may assign college representatives to attend SAC meetings for the purpose of serving as a college leadership team liaison. This liaison may be a member of SAC, but will serve in a non-voting capacity and will not be eligible for any SAC officer role.

Membership:

- Requirements:
 - Staff employed for at least six (6) months with the college.
 - Serve a two (2) year term
 - Terms run from January 1 through December 31.
- SAC will ideally be composed of a representative from each division/unit of the college, with a mixture of clinical and non-clinical members.
- Members may be removed for lack of active participation in SAC meetings, events, and subcommittee work assignments.
 - Should members know in advance that they will miss a meeting and/or event, this should be communicated to the to the SAC chair/co-chairs prior to the absence.
- Duties of Members:
 - Attend meetings to serve as representation for their area of the college;
 - Communicate information to college divisions/units;
 - Engage with staff throughout the college to help bring concerns and ideas to SAC;
 - Serve on SAC sub-committees; and
 - Participate in SAC activities.

Roles:

Chair, Vice Chair, Co-chairs, Recording Secretary: Officer roles of the SAC may include a Chair, Vice Chair, and Recording Secretary or two Co-chairs and Recording Secretary. The intent of the co-chair option is to allow for added focus on governance, diversity (administrative/clinical, senior employee/newer employee, etc.), and provide an opportunity for a more manageable workload for the role.

Officers will hold their positions for a one (1) year term, with a maximum of two (2) years consecutively in a role. Following the completion of two (2) consecutive years in a role, a member must take a one (1) year break before serving in the same capacity again.

A member must serve on the SAC for one (1) year, at some time during their employment with the college, before being elected as Chair or Co-Chair. Elections will be held during the January SAC monthly meeting.

In the event of an officer vacancy, a special election will be held at the next regularly scheduled meeting. Should any officer bylaw requirements need to be suspended in order to fill a role, this will be noted to SAC members during the voting process.

Duties of Chair/Co-Chairs:

- Preside over all SAC meetings
- Organize the agenda for each meeting
- Act as official spokesperson(s) for SAC in dealing with other offices in the College of Dentistry or Staff Senate

- Appoint SAC sub-committees as deemed necessary

Duties of Vice Chair (if applicable):

- Execute the duties of the Chair in their absence
- Head sub-committee(s) as assigned by the Chair

Duties for Recording Secretary:

- Prepare and distribute minutes of each meeting. Minutes shall include attendance, all proceedings, action items, and voting outcomes.
 - A draft version of the minutes will be distributed via email to SAC members within seven (7) business days of each SAC meeting, and voted upon for approval the following SAC meeting.
- Maintain attendance records.

University Staff Senator SAC member: Any active University Staff Senators will be considered ex officio SAC members. They have the right to debate and discuss proposals, vote upon motions, and serve on SAC sub-committees. Due to the demands of their University Senator role, as well as to foster the opportunity for future leaders within the college, they may not hold a SAC officer position.

SAC Sub-Committees:

All members will be expected to serve on a sub-committee:

- **Professional Development:** Arrange quarterly (at least four sessions per calendar year) programming for staff and assist with annual retreat as needed. Efforts may include lunch/learn sessions with guest speakers, book clubs, etc.
- **Community Service:** Oversee at least three (3) volunteer opportunities per calendar year. Efforts may occur during or outside of normal working hours to allow for faculty/staff/learner participation.
- **College Engagement:** Oversee efforts hosted by the SAC for the purpose of building a stronger college community.
- **Communications:** Provide regular information for distribution via college newsletter and other college channels.
- **Ad hoc sub-committees** may be formed as needed.

Amendments to Bylaws:

- The SAC shall review its bylaws as necessary, but at least every two (2) years, by the end of the calendar year, in order to ensure adequate representation. Changes in the bylaws will be accomplished by a majority vote of the entire SAC membership.
- Proposals for bylaw amendments shall be submitted in writing to the SAC.
- Amendments to the bylaws shall become effective as soon as the affirmative vote of the SAC has been certified, pending dean's final approval.