



# Staff Advocacy & Support Council

Teachers College, Columbia University

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## BYLAWS

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### ARTICLE I- DEFINITIONS OF TERMINOLOGY

For the purposes of this document: 1) Staff Advocacy and Support Council is referred to as SASC; and 2) the term staff refers to all non-union, full-time staff at Teachers College, Columbia University.

### ARTICLE II- MEMBERSHIP

1. Representation – Nine (9) members shall be elected to SASC from eligible staff.
2. Eligibility

Any staff member, as defined in Article 1, is eligible to apply for a vacant position on SASC.
3. Nominations and Elections
  - A. When there is a vacancy on SASC, a call for nominations will take place no later than July 15, and elections, when applicable, will take place electronically no later than August 15.
  - B. Any eligible staff may submit names, including their own, in nomination for election to SASC.
  - C. Willingness of nominees shall be confirmed and eligibility for the office shall be verified. A ballot containing the names of verified eligible candidates shall be distributed to all eligible staff.
  - D. The ballot shall list the name and position of each candidate, as well as a candidate statement of purpose.
4. Terms of Office, Length of Terms
  - A. Terms of office shall be from September 1 – August 31, to coincide with the College's academic and fiscal years.
  - B. All terms of office shall be three (3) years in length, with the exception of a replacement term due to the vacancy of a seat. A member shall run for re-election for up to three (3) terms. After serving a third term, a member must take a year off before running for a seat on SASC again.
  - C. The terms of office shall be staggered so that in any one year, no more than half the seats are up for election.
5. Resignation, Removal, and Censure
  - A. SASC may govern its members as to appropriate conduct and responsibility to SASC and its constituency, including the removal and/or censure of a member.
  - B. Any member who resigns loses all rights and privileges extended as a result of membership on SASC, including voting, holding office, and college-wide committee

appointments. They may still serve as a member of a SASC subcommittee given that any full-time non-union staff may do so.

- C. The seat of any member who resigns, is removed by SASC, or leaves TC employment shall be deemed vacant and offered to the candidate who received the next highest number of votes in the previous election for the seat. If there is no eligible candidate, SASC shall appoint an individual to fulfill the term of office.

## **ARTICLE II- OFFICERS**

### **1. Establishment of Officers**

- A. SASC shall provide for the following officers to conduct its business: Two Chairs (Co-chairs) and a Secretary.
- B. The Co-chairs and the Secretary shall serve terms of one (1) year. They may serve a maximum of two (2) consecutive terms of office.
- C. If a vacancy occurs in the offices of the Co-Chairs or Secretary, SASC shall select a new Chair, Co-Chairs, or Secretary by a majority vote of SASC membership.

### **2. Duties of Officers**

- A. The duties of the Co-chair shall be: To act as the official representatives of SASC. · To act as the presiding officers at all meetings of SASC and PSAM (Professional Staff Assembly Meeting). · To obligate SASC in matters approved by the appropriate internal bodies. · To maintain all financial accounts and oversee all financial transactions. · To assist with the preparation of the budget. · To report to SASC members on finances. · To perform other duties as may be assigned SASC.
- B. The duties of the Secretary shall be: To oversee the official record keeping of SASC by ensuring that minutes of SASC meetings are recorded and maintaining files of the various committee reports. · To coordinate distribution of agendas, minutes, and any other general information to SASC members and staff as needed. · To perform other duties as may be assigned by SASC or the Co-chairs.

### **3. Previous Co-Chairs**

Should the previous SASC Co-Chairs not hold one of the elected seats on SASC in the year following they shall be included, for the sake of continuity, as extra members of SASC for a period of one year. Since they would no longer be part of the nine (9) elected members of SASC, they would serve in an advisory capacity only with no voting rights, but could serve on subcommittees.

## **ARTICLE III- COMMITTEES**

- 1. College-wide Committees – SASC shall provide representation on College-wide committees as needed. The current list of College-wide Committees and SASC representation is maintained by the SASC Co-chairs.
- 2. Ad Hoc Committees – Ad hoc committees may be established by SASC at any time. Ad hoc committees shall have a defined scope and authority and shall hold meetings as necessary to conduct business. Ad hoc committees are not limited to SASC members only; they may include eligible staff members. Ad hoc committees are intent-specific and may conduct investigations and make recommendations for action within their areas of influence to SASC.

## **ARTICLE IV- MEETINGS AND VALIDITY OF BUSINESS**

### **1. Meetings**

- A. SASC shall establish a calendar of regular meetings at the first meeting of each semester. This calendar shall be made available to SASC members.

- B. SASC members are expected to be in attendance at all SASC meetings and PSAMs unless they have a valid reason. SASC meetings cannot be held without a quorum of members present.
  - C. SASC shall hold at least two PSAMs annually.
  - D. PSAMs must be promoted well in advance to all eligible staff.
- 2. Validity of Business
    - A. SASC shall serve as the representative voice of the staff in governance matters and, as such, may conduct business on their behalf.
    - B. SASC shall provide for the accurate recording and safe-keeping of all transactions, business, etc as may be conducted on behalf of the staff.

## **ARTICLE V- SPECIAL PROVISIONS**

- 1. Provision for Matters Not Expressly Covered
  - A. Any item not expressly covered in the Bylaws may be decided by SASC.
  - B. SASC may enact no rule or decision in conflict with these Bylaws.
- 2. Interpretation of Meaning – A Parliamentarian shall provide a professional opinion on the meaning of the rules and regulations of SASC and shall render opinion on the orderly conduct of business, conflict of rules, etc.
- 3. Amendments – These Bylaws may be amended by a recommendation from SASC and a confirmation of the proposed amendment by vote of a majority of the staff.
- 4. Enforcement – The enforcement powers of these Bylaws are vested in the members of SASC.

## **REVISION HISTORY:**

- Adopted: 7/8/2021. *Updated brand: 11/22/2024.*