

# STAFF ADVISORY COUNCIL

## MISSION

Northern Arizona University's Staff Advisory Council provides a forum for discussing the role of staff and for understanding, sharing, and supporting staff interests across the university community. The Council advocates for staff needs and fosters community outreach and engagement. It serves as a conduit for communication between staff and executive leadership regarding policies, procedures, and programs that impact or interest staff.

## VISION

1. Provide input to executive leadership and recommend changes to programs, policies, procedures, and issues affecting staff.
2. Foster effective, productive dialogue between university staff, leadership, and other stakeholders.
3. Inform executive leadership on relevant staff concerns, survey results, and desired initiatives.
4. Promote staff participation in university wide decision making by nominating Staff Advisory Council members to committees and task forces.
5. Support staff and the broader community through benefits, services, special events, and philanthropic activities.

## BYLAWS

### MEMBERSHIP

1. Staff Advisory Council will consist of no more than twenty-five (25) voting members, with attention to diverse representation across departments.
2. Membership composition will be reviewed annually by the Executive Board to ensure balanced representation.
3. To remain in good standing, voting members are expected to attend all general meetings (in person or remotely), vote on Council business, and serve on at least one committee each year.
  - a. Members must notify the Secretary of absences in advance, with up to two excused absences permitted.
4. Voting Member Eligibility:
  - a. Members must be benefit-eligible employees in good standing with the university.
  - b. New member applicants must have at least one year of continuous employment and have approval from their supervisor.
5. Voting Member Terms:
  - a. Voting members serve a three-year term.
  - b. Applications for membership are accepted year-round and added to the applicant pool; however, the Council is traditionally appointed each May.
  - c. Council member terms begin on July 1 and end on June 30.
  - d. Members may not serve more than two consecutive terms (six years).
  - e. Members seeking to exceed the six-year limit must receive at least two-thirds (17 members) approval to extend membership by one year.
  - f. Members will confirm annually in April whether they elect to continue their term or resign.
  - g. Eligible applicants are reviewed by the Council's voting members, and appointments are confirmed by a majority (13) vote.
6. Council Removal or Resignation:
  - a. Resignations must be submitted in writing to the President.
  - b. A member who fails to meet membership requirements may be removed from the Council by a majority vote of the Executive Board.

- c. Any mid-term vacancies in the Council will be filled by the President within 30 days of the vacancy with approval of the Executive Board.
  - d. Members appointed to fill a vacancy begin a new three-year term starting in the current fiscal year if appointed in the fall, or the following fiscal year if appointed in the spring.
- 7. An updated roster of confirmed voting members shall be provided to the Executive VP of Human Resources and the Office of the President at the beginning of each term and with any membership changes.

## MEETINGS & VOTING

- 1. The Council shall meet monthly during the academic year.
- 2. The meeting schedule for each academic year will be determined by the voting membership at the beginning of the new term.
- 3. Any change in meeting time or location must be approved by the Executive Board and communicated to the full membership.
- 4. General meetings are open to all staff, members of the university community, and the general public in accordance with Arizona's open meeting laws.
- 5. Special meetings may be called as needed by the President or by a majority of the Executive Board.
- 6. A quorum of thirteen voting members (one-half of the voting membership plus one) is required to conduct official business of Staff Advisory Council.
- 7. Only voting members may vote on Staff Advisory Council business.
- 8. Proxy votes must be submitted in writing and provided to a member of the Executive Board prior to the meeting at which the vote will occur.

## COMMITTEES

- 1. Members may be asked by the SAC President or NAU leadership to serve on university task forces, work groups, and committees as appropriate and upon request.
  - a. Representatives will provide staff perspectives, relay information back to the Council, and support collaboration across the institution.
- 2. Staff Advisory Council maintains the following standing committees: Events & Community Committee, Communications Committee, Ways & Means Committee, Service & Volunteer Engagement Committee, Advocacy Committee, and the Executive Board.
- 3. Each internal committee must have at least one voting SAC member serving as chair.
- 4. Certain committees are chaired as part of an officer's role:
  - a. The President chairs the Executive Board.
  - b. The Vice President chairs the Advocacy Committee.
  - c. The Treasurer chairs the Ways & Means Committee.
  - d. The Secretary chairs the Communications Committee.
- 5. The following committees have a chair appointed by the President prior to August 1 each year:
  - a. Events & Community Committee
  - b. Service & Volunteer Engagement Committee
- 6. A non-voting member may serve as a committee co-chair if a voting member serves as the primary chair and the non-voting member has actively participated in the committee for at least one semester.
- 7. Standing committees include:
  - a. Executive Board
 

The Executive Board consists of the elected officers of the Council: President, Vice President, Secretary, Treasurer, Immediate Past President, appointed chairs of the Events & Community Committee and the Service & Volunteer Engagement Committees. The Executive Board oversees all Council meetings, events, and official functions and meets monthly to:

    - i. Set agendas and priorities for Council meetings.
    - ii. Discuss matters affecting staff and Council operations.
    - iii. Provide direction for Council initiatives and activities.
    - iv. Take necessary action between general meetings.

- v. Review member nominations, attendance, and participation.
- b. Staff Advocacy Committee  
Collects staff feedback, identifies cross-departmental concerns, manages pulse surveys and other feedback tools, and works with leadership to recommend improvements.
- c. Communications Committee  
Manages SAC's communication channels including the website, social media, newsletter, and other outreach efforts. Collaborates with all campuses' communications partners when appropriate, including coordinating photography at events.
- d. Ways & Means Committee  
Oversees the Council's budget and financial initiatives including fundraising and soliciting donations for staff giveaways, administering the Employee Lumberjack Fund (ELF), and coordinating employee scholarships.
- e. Events & Community Committee  
Organizes staff recognition activities, coordinates SAC events such as the Annual Mixer, and promotes engagement with all campuses and community initiatives. Activities may include staff recognition, tabling at events, partnerships with community groups, and the SAC Showcase.
- f. Service & Volunteer Engagement Committee  
Coordinates SAC-sponsored volunteer events, promotes service opportunities, and strengthens relationships between all NAU campuses and surrounding communities. Activities may include Adopt-A-Family, clothing and food drives, and other community service initiatives.

## OFFICERS

1. President: Serves as the chief executive officer of the Council and shall:
  - a. Serve as chair of the Executive Board.
  - b. Preside over all meetings of the Council and the Executive Board.
  - c. Prepare meeting agendas in consultation with the Executive Board.
  - d. Serve as the official representative and spokesperson for the Council.
  - e. Communicate with university administration and external organizations as needed.
  - f. Serve on, or recommend appointments to, university committees, commissions, and task forces.
  - g. Establish special committees, ad hoc committees, and task forces when necessary.
  - h. Coordinate annual meetings with the President of the university.
  - i. Invite guest speakers and represent the Council on topics affecting staff.
  - j. Oversee preparation of the Annual Report with the Secretary and submit it to university leadership and the Council at the end of each fiscal year.
  - k. Ensure all members meet participation expectations and take corrective action when needed.
  - l. Serve as Immediate Past President upon completion of their term.
2. Vice President: Supports Council membership and shall:
  - a. Serve as chair of the Advocacy Committee.
  - b. Assume the duties of the President in their absence or inability to serve.
  - c. Lead recruitment efforts and maintain membership continuity.
  - d. Confirm members' intent to continue service at the end of each fiscal year.
  - e. Support orientation of new Council members at least annually.
  - f. Coordinate Council representation at New Employee Orientation.
3. Treasurer: Oversees the financial management of the Council and shall:
  - a. Serve as chair of the Ways & Means Committee.
  - b. Manage all funds through the NAU Foundation and report on deposits, withdrawals, and balances.
  - c. Provide monthly financial updates to the voting membership.
  - d. Work with statewide representatives regarding catering receipts and reimbursements.
  - e. Request payments or reimbursements as approved by the Council.
  - f. Oversee the SAC Book Scholarship and Employee Lumberjack Fund (ELF).
  - g. Commit to a two-year term for financial continuity.

4. Secretary: Maintains Council records and communication systems and shall:
  - a. Serve as chair the Communications Committee.
  - b. Serve as the final editor and approver for all official SAC newsletters and communications, ensuring accuracy, consistency, and alignment with Council standards.
  - c. Record meeting proceedings and prepare and distribute minutes.
  - d. Maintain Council records, membership documentation, and attendance.
  - e. Assist the President with Annual Report preparation, maintaining monthly updates of achievements.
5. Immediate Past President: Supports leadership continuity and shall:
  - a. Mentor new Executive Board members and provide historical context.
  - b. Advise the President and Executive Board upon request.
  - c. Attend Executive Board meetings.
  - d. Serve as the tie-breaking vote in Executive Board matters.

## ELECTIONS

1. Nominations for officer positions will be solicited prior to the end of the academic year. Elections will be conducted by private ballot.
2. Newly elected officers assume their duties on July 1.
3. Eligibility for the office of President requires that a member has served at least one full term in a leadership capacity, either as a committee chair or as an officer of the Council.
4. Officers, except for the Treasurer, serve one-year terms.
5. Members seeking to serve more than two consecutive terms in the same office must receive approval from at least two thirds (17) of the Council's voting membership.
  - a. Officer appointments made during the spring semester do not count toward this term limit.
6. Vacancy or Removal from Office:
  - a. When an officer vacancy occurs, nominations will be solicited from Council membership within one week, and an election held at the next voting member meeting.
  - b. If an officer fails to meet the responsibilities of the role, the President or majority of the Executive Board may request the officer's resignation.
  - c. If the officer declines to resign, the Executive Board may vote to remove the officer from their position.
  - d. If any member of the Council believes an officer is failing to meet the responsibilities of their role, an Executive Board member may be removed with a two-thirds (17) vote of the voting member body.
  - e. Removal from office does not automatically constitute removal from Council membership.

## BYLAW AMENDMENTS

1. Proposals to repeal and/or amend any section of the Bylaws or to add a new section must be provided in writing to all members of the Council for one (1) month in advance of the vote.
2. Any such proposal must be accepted by a two-thirds (17) vote.
3. The Executive Board will review the Council Bylaws on even-numbered years and present recommended updates to the Council for consideration.
4. In any instances not covered by these Bylaws, the most recent edition of Robert's Rules of Order shall govern the Council.