

Revised 11/12/2008

**BYLAWS**

**of the**

**UNIVERSITY OF PITTSBURGH**  
**STAFF ASSOCIATION COUNCIL**

**Amended and Approved**

**November 2005**

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### **Code of Conduct for Members of the University of Pittsburgh Staff Association Council**

Member Relations with the University Community  
Member Relations to the Staff Association Council

**ARTICLE I  
NAME**

Section 1      The name of the total body shall be the University of Pittsburgh Staff Association Council (for designation purposes the name shall be referred to as SAC in these Bylaws).

**ARTICLE II  
PURPOSE**

Section 1      SAC is an officially recognized University of Pittsburgh (for designation purposes the name shall be referred to as University in these Bylaws) body which is part of the University governance system. SAC addresses philosophical and operational issues affecting the welfare of the staff and the University at all University of Pittsburgh campuses.

Section 2      SAC shall act as a communication channel between staff, faculty, students, the University Officers and Administrators, the Board of Trustees, and all officially recognized governance bodies of the University, including its regional branch campuses.

**ARTICLE III  
ROLES AND RESPONSIBILITIES**

Section 1      SAC shall meet regularly with the Chancellor and other appropriate University officers and administrators to discuss issues and concerns which affect the welfare of the staff and the University.

Section 2      SAC shall make recommendations to the Chancellor and other appropriate University officials and administrators on issues and concerns which affect the welfare of the staff and the University.

Section 3      Upon request SAC shall participate in the selection of University senior administrative officers and administrators by serving on search committees, interviewing candidates, and submitting evaluations and recommendations.

Section 4      SAC shall consider matters brought to it by staff members or other members of the University community.

Section 5      SAC shall provide input on, and monitor adherence to, University policies and procedures.

Section 6      SAC shall act in compliance with and support the commitment of the University to non-discrimination, equal opportunity and affirmative action in accordance with federal, state and local laws and regulations.

## ARTICLE IV MEMBERSHIP AND ORGANIZATION

- Section 1 University employees eligible to become members of SAC shall include all regular full-time or regular part-time staff that have completed their initial provisional periods and are not currently on a performance improvement plan. Employees who are not eligible shall include: unionized staff; student employees (coordinated through the Student Employment Office) and work-study employees (coordinated through the Office of Admissions and Financial Aid); faculty employees, including non-tenured categories and Graduate Student Assistants, Teaching Assistants, etc.; and staff employed by the University of Pittsburgh Medical Center.
- Section 2 Other criteria for SAC membership include:
- A. SAC shall endeavor to have a duly representative and diverse membership reflecting its many constituent groups on campus.
  - B. University staff members who work for SAC cannot be voting members of SAC.
  - C. Term of Office for staff members elected as Full Members to SAC through the regular election process shall be two years. The term begins on July 1 of the year elected and ends the last day of June the second year. Membership drives shall be held twice a year.
- Section 3 SAC shall meet at least ten times each year. These meetings shall be open to all members of the University community as observers. Non-elected/recognized members of SAC who are duly recognized as members of the University staff, faculty or students may participate in SAC meetings by submitting a written request to the Steering Committee in advance of the meeting. SAC Officers may, at their discretion, invite non-members to participate in meetings intermittently or on an ongoing basis. Three-fifths of the elected SAC members shall constitute a quorum at any SAC meeting. Meetings will follow The Modern Edition of *Robert's Rules of Order*, Revised, unless otherwise agreed.
- Section 4 SAC shall enact policies and regulations as deemed necessary to ensure the proper operation of the organization. These shall include the Bylaws and a Code of Conduct, both of which shall be maintained and monitored by the Governance Committee.
- Section 5 SAC members who fail to fulfill the responsibilities and expectations outlined in these Bylaws and in the Code of Conduct are subject to removal from SAC. The Governance Committee shall review all such matters and present recommendations to the Steering Committee, which may, by unanimous vote excluding the person concerned (if applicable), revoke the person's SAC membership privileges. The member whose SAC membership privileges have been revoked has the right to

appeal the decision. The member may appeal to the Officers at which time the member will state his/her case and the SAC Officers will make a final determination. A vote of the majority of the Officers will be required to reverse this appeal.

## **ARTICLE V ELECTION OF STAFF ASSOCIATION COUNCIL MEMBERS**

- Section 1      Types of SAC members: Full, Regional, Associate and Emeritus
- A.      Full Members are those who are elected to SAC per the stated qualifications through a regular or special election process, or who are promoted from Associate Member to Full Member status under the conditions cited in section 1-C of this Article.
  - B.      Regional campus members are those members who are elected to SAC through a regular or special election process at the regional campuses per the Bylaws of the respective campuses. Regional campus members elected through a regular election shall serve a two-year term; those elected through a special election shall serve the remainder of the term which they were elected to fill. Regional Campus members may participate in SAC meetings but are not eligible to vote.
  - C.      Associate Members are those members who have been initially elected as members of SAC but have not yet served six full months. Associate Members receive all rights accorded to Full Members except that they shall not have voting privileges, hold an office, or serve as committee chairs. Associate Members shall become Full Members if they remain in good standing and serve for six consecutive full months after their initial election to SAC.
  - D.      Emeritus members shall be appointed by the President and approved by SAC to serve on a particular committee or assignment for SAC. Appointments shall be for a specific time period concurrent with the activity in which the person is engaged. Emeritus members shall have all rights of SAC Associate Members. Emeritus members must have been former SAC members.
- Section 2      The Nomination form shall now be created as a membership application and referred to as such.
- A.      The membership drive will be formally held twice a year. Electronic copies of the membership form will also be available on the SAC website.
  - B.      Each campus will organize and conduct elections for SAC members on their own campus.
- Section 3      SAC membership will be open until the number of members reaches seventy-five. At this point, the Governance Committee will be required to review the membership rules. Membership data shall be kept *CONFIDENTIAL* and

maintained by the SAC Secretary. Review of the effectiveness of membership rules shall be completed at a minimum of every two years from the passage of these changes. The University's Office of Human Resources will validate all SAC new membership information.

Section 4 The Elections Committee shall devise Elections Guidelines which strive to achieve adequate staff representation across administrative areas and membership that reflects the University's diverse staff community. These Elections Guidelines shall be approved by SAC. Upon adoption, these Guidelines shall be available for review by the SAC membership.

Section 5 Names of newly-elected SAC members shall be publicized during the next regularly scheduled SAC meeting following determination of the results. The new members shall take office the month following the announcement of the results.

Section 6 A special election may be called when the number of SAC Full Member vacancies is determined by the Steering Committee to be hampering the operation of SAC. Special elections shall follow all procedures outlined for the regular election process.

Section 7 Members of the Elections Committee who are candidates during the current SAC election process shall suspend their activities with that committee until the election process has been concluded.

## **ARTICLE VI MEMBER RESPONSIBILITIES AND EXPECTATIONS**

Section 1 SAC members shall be responsible to regularly attend the SAC monthly meetings and committee meetings. If a member cannot attend a meeting, the member must notify the SAC office either by phone or e-mail of the absence and the justification for the absence prior to the meeting. Members absent from three consecutive SAC meetings per year without prior notification will be removed from their position. Members who miss four meetings total per year will be asked to reconsider their commitment to the organization and asked to resign. Members shall be prepared to actively participate in each meeting by having read the previous meeting's minutes, the up-coming agenda and any relevant material that will be discussed in the subsequent committee and/or full meeting session(s).

Section 2 SAC members are required to become active on a minimum of one SAC committee; attending the committee meetings and participating in the committee's activities.

Section 3 SAC members shall make every effort to attend all SAC functions.

- Section 4 Any SAC member who leaves the University or experiences a change in status within the University which may affect his/her SAC membership status shall notify the Governance Committee and the SAC Office/secretary promptly.
- Section 5 The President or his/her designee must approve all official announcements or comments on behalf of SAC. No member of SAC shall serve as an official spokesperson for the organization unless specifically authorized by the SAC President or his/her designee to do so.
- Section 6 All SAC members shall behave in accordance with all of the provisions of these Bylaws and with the Code of Conduct for Members of the University of Pittsburgh Staff Association Council.
- Section 7 SAC members who fail to fulfill these responsibilities and expectations are subject to review by the Governance Committee and presentation to the Steering Committee, which may, by unanimous vote (excluding the person concerned, if applicable); revoke the person's SAC membership privileges.
- Section 8 SAC regional campus representatives are encouraged to attend at least one meeting per quarter. Regional campus representatives are encouraged to review the agenda items prior to each SAC meeting and forward items, concerns or issues to the Vice President of Marketing and Communications or the SAC office to be distributed accordingly.

## **ARTICLE VII OFFICERS**

- Section 1 The Officers of SAC shall be the President, Vice President for Steering, Vice President for Marketing and Communications, Treasurer. The Immediate Past-President serves as an Ex-Officio Officer of SAC. The elected officers of SAC comprise the Executive Committee.
- Section 2 Officers shall have a two-year term of service. No person shall hold the same office within SAC for more than three consecutive terms. SAC members are only eligible to be officers on their own campuses.
- Section 3 Current Full Members with at least one year of service on SAC may run for office. Full members of SAC who previously served for at least two years in good standing as a SAC member may also run for office.
- Section 4 The duties of the President shall be to:
- A. Coordinate the operation of SAC with the committee chairs and other officers in accordance with these Bylaws and the Code of Conduct;
  - B. Preside at all SAC and Executive Committee meetings;

- C. Serve as the official spokesperson for SAC;
- D. Submit an annual report to SAC and the University community at the end of each year of service; and
- E. Assume the Office of Immediate Past President at the termination of service as President.

Section 5 The duties of the Vice President for Steering shall be to:

- A. Serve as chairperson of the SAC Steering Committee;
- B. Assume the President's duties in his/her absence;
- C. Assist the Grievance chair in the event of the chair's absence or in case of a conflict of interest; and
- D. Assist SAC committee chairs, providing advice and direction and monitoring committee participation and activities.

Section 6 The duties of the Vice President for Marketing and Communications shall be to:

- A. Serve as the Editor-in-Chief of the SAC Newsletter;
- B. Be responsible for accurately and promptly issuing any published statements, articles or editorial positions;
- C. Preserve consistency for all SAC documents released to the University community regarding grammar, tone, and style, and ensure that all documents are routed appropriately;
- D. Act as contact person for the regional campuses;
- E. Submit minutes of SAC meetings for approval and maintain records of such minutes and other SAC documents and records;
- E. Assist the activities of the Marketing and Communications Committee; and
- F. Coordinate the management of the web page.

Section 7 The duties of the Treasurer shall be to:

- A. Serve as SAC historian;
- B. Coordinate the SAC office schedule and key distribution;

- C. Maintain the SAC budget;
- D. Assist the committee chairs with administrative or procedural issues;
- E. Coordinate the scheduling of speakers and facilities for all SAC assemblies and major events; and

Section 8 The duties of the Immediate Past-President - Ex-Officio shall be to:

- A. Serve as Chairperson of the SAC Elections Committee; and
- B. Serve on the Executive and Steering Committees, providing advice on relevant experiences and practices.

Section 9 The President and the Treasurer shall each have authority, within the University's Budgetary Guidelines to expend SAC funds up to a maximum of \$500. Expenditures in excess of \$500 must be approved in advance by a vote of the SAC Officers with at least three Officers voting in favor of approval.

Section 10 All SAC officers shall serve as members of the SAC Steering Committee.

Section 11 Election of SAC officers shall take place at the regular June SAC meeting. These elections shall be administered by the Elections Committee Chair and shall follow these procedures.

A. Announcement of officer elections shall be made at the April monthly meeting prior to the elections that will commence thereafter with the announcement at the following June monthly meeting.

B. The Immediate Past President, or the Acting Chair of the Elections Committee, shall coordinate the process of obtaining and submitting nominations for President, Vice President for Steering, Vice President for Marketing and Communications, and Treasurer.

1. If the office of the Immediate Past President is vacant, the President or a designee of the Executive Committee shall serve as Elections Committee Chair provided that he/she has declared no intention to seek office (other than Immediate Past President) for the coming term. If the President is seeking another office, the Steering Committee shall approve by two-thirds majority a Full Member who is not seeking office to serve as Elections Committee Chair.

2. The Elections Committee shall consist of the Chair as defined above and the Chair of the Governance Committee unless either of the latter has declared intent to seek office. In this case, the Chair of the Elections Committee shall appoint one member from the committee in question in place of the candidate Chair. In the

absence of one or the other chair, the President of SAC and/or the Executive Committee may appoint an Acting Chair.

- C. Only Full Members who have served during the past year may be nominated for an office. Nominations shall be received from among all SAC members.
  - 1. All nominations shall be received in writing, via campus mail or e-mail, no later than the beginning of the May monthly meeting. The Elections Committee may accept voice nominations during New Business at the May meeting.
  - 2. In the event there are no nominees for a given office, the Elections Committee shall nominate candidates for the office from among the Full Members of the SAC.
  - 3. In the event a member is nominated for more than one office, the Elections Committee shall request a selection of office from the nominee.
- D. No member may seek more than one office.
- E. The Elections Committee shall determine each nominee's eligibility to hold office according to the terms of these Bylaws. Each nominee must then indicate his or her consent to seek office.
- F. Once the nominating process is complete, the Elections Committee shall prepare a written report to be mailed to all SAC members who are eligible to vote in the June election. This report shall list the candidates by office, along with a statement prepared by the candidate. The candidate's statement shall contain biographical information in a statement of qualifications, and other campaign material. Each statement shall be typed on a single page in double-spaced type no smaller than 10 point in size (elite).
- G. The Elections Committee shall prepare a paper ballot consisting of the offices followed by the name of the respective candidates. To the right of each name shall be a check box to be marked by the voting member.
  - 1. Ballot forms shall be accompanied by an envelope marked "Officer Ballot" and the year of the election. This marking shall appear on the ballot form as well. No identifying information will be requested on the ballot or envelope.
  - 2. With each ballot shall be mailed a copy of the Elections Committee report and voting instructions.

3. with each ballot shall be enclosed an outer envelope printed with the SAC office address. The envelope shall be marked Campus Mail and shall include a space for the member's return address. Across the flap of the envelope shall be printed a line for the member's signature.
  4. All ballot materials must be enclosed in an envelope addressed to the voting member's office address clearly marked SAC Officer Ballot.
- H. In order to be counted in the election, all ballots shall be received at the SAC office no later than 2.30 P.M. the day prior to the June regular meeting. Each ballot outer envelope shall be stamped with the date and time of receipt by the SAC secretary.
1. After the closing of ballot receipts, and prior to the start of the June regular meeting, the Elections Committee shall meet at the SAC office to tally the ballots. The Chair of the Elections Committee and the SAC secretary shall be present as observers.
  2. At the meeting the Elections Chair shall distribute tally sheets to each member of the Elections Committee who is eligible to assist.
  3. The Elections Committee shall mark off all ballots against a list of members to record which have voted. No ballots declared ineligible shall be counted. After marking off ballots, the outer envelope seals shall be opened, the ballot removed and the outer envelopes bound for storage.
  4. The ballots shall be shuffled. The inner envelope seals shall be opened and the ballot forms removed and tallied by the Elections Committee in the presence of the observers. Each tally sheet shall then be compared for discrepancies. If discrepancies occur, the ballot shall be recounted until all discrepancies are resolved.
    - a. If a voter has checked more than one name for an office, the vote for that office shall be disqualified.
    - b. If a voters marking on the ballot are ambiguous or there is evidence of tampering of any kind, the entire ballot shall be declared invalid.
  5. Once a tally is complete and resolved, the Elections Chair shall record on a blank ballot the rank of all candidates such that a candidate with a rank of #1 assigned is the winner. In the event of a tie, both tying candidates shall receive the same rank. All ties shall

be resolved at the June regular meeting. Vote counts shall not be used as rank scores.

6. Prior to the close of the meeting, the Elections Committee will seal all ballot forms in an envelope marked Officer Ballots and the year of the election. This together with the outer ballot envelopes, tally forms signed by each counting member, and the final ranking, signed by the Elections Committee Chair will be sealed in a container marked Officer Election and the year for storage. The container shall be sealed and preserved in the SAC office by the SAC secretary permanently. Once sealed, this container may not be opened without a two-thirds vote of the Steering Committee. The Elections Chair shall seal one copy of the final ranking in an envelope. This form shall serve as his/her report during the June meeting.
  7. No one present at the tally of votes may publicly or privately announce the results prior to the report of the Elections Committee at the June regular meeting. Any such report shall invalidate the election and subject the individual to disciplinary action according to these Bylaws.
- I. During the June regular meeting, the Elections Chair shall announce the rankings of the candidates during the regular report of the Elections Committee. If there are no ties, the incumbent President shall call for a vote to approve the report of the Elections Committee. No motion shall be made or seconded. If approved, the newly elected officers shall assume office at the close of the June monthly meeting.
  - J. In the case of a tie between two or more candidates for most votes for an office, a secret ballot shall be conducted immediately following the report of the Elections Committee. Only those offices for which there is a first place tie shall be included in the ballot. The SAC secretary shall distribute blank ballots and pencils to the eligible members shown on a list provided by the Elections Chair. Only members present may vote. The Elections Chair shall conduct an immediate tally and declare the winner. At that point, the President shall call for a vote to approve without motion or second as described in section I above. This process shall continue until the tie is broken. All ballots taken during this process shall be numbered and stored by the Elections Chair in an envelope marked Tie Ballot with the name of the office and the election year. This envelope shall be sealed and stored with the original ballot.
  - K. Any Full Member may contest the election of a candidate by presenting a letter in person, via campus mail, or via e-mail to the SAC secretary. The SAC secretary shall immediately forward the contest letter to the Vice President for Steering, the President, and the Chair of the Elections

Committee. The Vice President for Steering shall enter the contest onto the agenda for the June Steering meeting or may elect, after consulting with the other officers, to call a special meeting of the Steering Committee, the sole purpose of which shall be to address the election contest.

1. At the designated Steering meeting, the Vice President for Steering shall obtain the officer ballot from the SAC secretary and shall unseal it in the presence of the committee. The Steering Committee shall verify the vote. If the vote agrees with the report of the Elections Committee, the Steering Committee shall declare the vote valid.
  2. Should the results of the verification show evidence of error including miscounts, voting by other than Full Members, or other reversible error, the Steering Committee may do the following:
    - a. Nullify the entire election. So doing will require a new election to be conducted at the next regular meeting.
    - b. Nullify the election of the office in question. So doing will require a new election for that position only.
    - c. Re-declare the winner for each contested office based on the number of votes determined to be valid.
  3. The Vice President of Steering shall announce the results of the Steering Committee's determination at the next regular SAC meeting. The determination of the Steering Committee shall be final.
- L. In the case when only one current full member of SAC is nominated to an office, no vote shall take place.
- M. If a SAC officer leaves his/her office prior to the end of his/her term of office, the Elections Committee will conduct a special election.
1. An e-mail will be sent by the Elections Committee Chair to the SAC membership requesting nominations of self or others to the office which is being vacated within two weeks of the date the e-mail was sent.
  2. The Elections Committee will collect the nominations and contact the nominees for a brief statement of qualifications which will be e-mailed or mailed to the SAC membership at least ten days prior to the next monthly SAC meeting.

3. At the beginning of the next monthly SAC meeting, the Elections Committee will provide the membership with a ballot of nominees for the office vacated, collect the ballots, tally and present the results by the end of the meeting.
4. The Governance Committee will assist the Elections Committee if the committee requires assistance in carrying out this task.

Section 12 SAC officers may be removed from office following an investigation and recommendation for removal by the Governance Committee; a three-quarters vote for removal by the Steering Committee (excluding the officer involved); and a three-quarters vote for removal by the Full Members at the next SAC regular meeting (excluding the officer involved). Officers so removed shall retain Full Member status unless a motion for removal from SAC is approved. Procedures for such a motion are identical to those for removal of officers and may be conducted concurrently.

## **ARTICLE VIII COMMITTEE STRUCTURE**

Section 1 The Operational Committees of SAC are: Steering, Marketing and Communications, Governance and Elections.

Section 2 The General Committees of SAC are: Benefits, Grievance, Program and Planning, Research and Information, Safety and Security, Salary and Job Classification. These bodies are chiefly responsible for the discussion and development of proposed changes in University policies, procedures and practices.

Section 3 SAC, through its Steering Committee, may also establish ad-hoc Issue Committees to address topics which are beyond the scope of a single Operational or General Committee. Issue Committee Chairs shall be members of the Steering Committee for the duration of that committee's existence. After an Issue Committee has submitted its report and recommendations to SAC, the committee shall be abolished.

Section 4 The SAC Executive Committee may establish working groups to address short-term projects. Any group formed shall be given a specific charge and shall be abolished upon completion of that charge. Working group chairs do not have to be members of the Steering Committee.

Section 5 Members of the University community may be asked to serve as a non-voting member on a SAC committee to provide expertise or satisfy other recognized committee needs.

- Section 6 Recommended membership for each committee should not exceed 15 members, except for the Steering Committee, whose membership shall include all SAC Officers and Committee Chairs.
- Section 7 Committee members shall serve out their terms unless they resign or leave the membership of SAC, or until their committee is abolished.
- Section 8 All regular Operational Committee meetings shall be open to SAC members as observers. All General Committee and Issue Committee meetings shall be open to the University community as observers.
- Section 9 Each SAC committee shall provide the SAC leadership and the Governance Chair with a written monthly report prior to the Steering Committee meeting including: minutes from all meetings held during the month and a listing of member attendance at these meetings; and the date, time, location and agenda for the next committee meeting. Each committee shall give a full report on its activities at each SAC monthly meeting.
- Section 10 SAC committees shall maintain open lines of communication with the appropriate University administrators, and with comparable committees within the University Senate.

## **ARTICLE IX COMMITTEE CHAIRS**

- Section 1 Each SAC Committee must have a Chairperson. Committees may choose Co-Chairs or Vice-Chairs to assist the Chairperson. Committee Chairs must be SAC Full Members; Vice-Chairs and Co-Chairs may be SAC Full Members or Associate Members. No persons shall serve as Chair of any committee for more than two consecutive years except in the case where a person is completing the unfinished term of a previous Chair.
- Section 2 Each SAC Committee shall choose its Chairperson, Vice-Chair or Co-Chair from members of that committee following the guidelines for eligibility specified. The Grievance Chair will be nominated by the Steering Committee and affirmed by the general membership.
- Section 3 Committee Chairs, Vice-Chairs or Co-Chairs shall be affirmed each year at the November monthly SAC meeting by a vote of the Full Members. Affirmation shall require a simple majority of the voting members. In the event that a Chair, Vice-Chair or Co-Chair is not affirmed, or in the event that a mid-year vacancy occurs, the committee shall be asked to supply a recommendation for the vacancy by the next monthly meeting. Other eligible SAC members may also notify the Elections Chair during that period of their interest in the vacancy. An election shall take place at the next monthly SAC meeting. No Chair shall be confirmed for more than two consecutive terms for the same committee except in the case where a person is

completing the unfinished term of a previous Chair. However, circumstances may necessitate a Chairperson to serve one additional term in which case the members of the committee and the Steering Committee would be asked to reaffirm the Chair to an additional term.

Section 4 Each regional campus may have a non-voting, ex-officio position on the Steering Committee. Within the four regional campus representatives, they may appoint or elect a person to represent all of the regional campuses.

Section 5 The Steering Committee is chaired by the Vice-President for Steering. The Steering Committee meeting is designated by the Chairperson of the Steering Committee.

Section 6 Committee Chairperson's responsibilities include the following:

- A. Maintain an updated list of committee members; set committee meeting time, place and agenda; and maintain a record of committee activities;
- B. Within five days of a committee meeting, forward a meeting agenda and attendance list to each officer and the Governance Chair; also, forward any correspondence to the officers and the Governance Chair;
- C. Prepare a brief summary of activities, accomplishments and goals for the President's annual report;
- D. Attend and participate at all Steering Committee meetings. In the event that the Chair is unable to attend, he/she may designate the committee Vice Chair or a Co-Chair to attend the Steering Committee meeting. The Chair, Vice Chair or Co-Chair must represent the committee at each Steering Committee meeting. The committee Chair may miss no more than three Steering Committee meetings per year, regardless of whether or not the Vice Chair/Co-Chair appeared as a representative from the committee in the Chair's absence;
- E. Abide by all expectations of SAC members as outlined in the Bylaws and Code of Conduct.

Section 7 Failure to perform any of the above responsibilities shall be reported to the Governance Committee and then brought before the Steering Committee. The Steering Committee shall be authorized to require improved performance by the Chairperson or by three-quarters vote (excluding the person involved), may elect to remove the Chairperson.

## **ARTICLE X COMMITTEE CHARGES**

- Section 1      The Steering Committee, chaired by the Vice President for Steering, shall meet on the fourth Wednesday of each month at least ten times each year. At least three-fifths of the Steering Committee members must be present for any vote or official action. The Steering Committee shall have the following duties:
- A.      Develop goals, objectives and action plans for SAC;
  - B.      Gather, organize and maintain documents and resources for the use of SAC;
  - C.      Develop charges to committees through preliminary research and analysis; refer matters to the appropriate committees; maintain a listing of staff volunteers for SAC committees; and establish clerical and resource support for committee activities;
  - D.      Discuss and approve any item which is to be brought before SAC for future action;
  - E.      Set time, place and agenda for each SAC meeting;
  - F.      Oversee the orientation program for new SAC members (to be held following regular elections and as needed following special elections);
  - G.      Take action on crucial matters when there is insufficient time to wait for the next monthly meeting or to call for a special SAC meeting; and
  - H.      Perform other duties as deemed necessary or desirable.
- Section 2      The Marketing and Communications Committee shall have the following duties:
- A.      Maintain consistent, concise and effective expression in all communications by SAC.
  - B.      Prepare the SAC Newsletter and all other external SAC publications designed to increase staff awareness of significant issues, concerns and opportunities.
  - C.      Coordinate efforts with the Vice President for Marketing and Communications to ensure consistent and effective organizational communication to SAC.
- Section 3      The Elections Committee shall have the following duties:

- A. Initiate, publicize, conduct, and tally results for elections of SAC members;
- B. Initiate, publicize, conduct, and tally results for SAC officer elections and Committee Chair confirmations and elections.

Section 4 The Governance Committee shall have the following duties:

- A. Interpret and implement all policies pertaining to SAC member attendance and behavior as specified in these Bylaws and in the Code of Conduct.
- B. Continually review the utility and appropriateness of the Bylaws and Code of Conduct; recommend any necessary revisions to the Steering Committee for review and action.
- C. Coordinate the record keeping with the SAC secretary; maintain records of SAC member attendance at monthly meetings and Steering Committee meetings; keep records of committee meeting frequency and member attendance; and make recommendations to the Steering Committee for changes in member status due to absenteeism as demonstrated by these records.

Section 5 The Benefits Committee shall be responsible for making recommendations regarding employee benefits and for informing University employees about the benefits available to them.

Section 6 The Program and Planning Committee shall be responsible for planning major SAC activities including Staff Assemblies, SAC New Member Orientation programs, and other issue-related functions of SAC.

Section 7 The Safety and Security Committee shall be responsible for promoting the health, safety and security of all members of the University community.

Section 8 The Salary and Job Classification Committee shall be responsible for reviewing and making recommendations regarding employee classification issues, compensation procedures, and associated processes.

Section 9 The Research and Information Committee shall be responsible for assisting SAC with information and data pertinent to staff issues.

Section 10 The Grievance Committee shall be responsible for supporting staff members throughout the staff grievance procedure, including accompanying staff, if requested by the staff person involved, to observe the procedure, and providing guidance on University policies and procedures to ensure that due process is provided for staff. Any issues arising from the grievance or proceedings will be directed to the Vice President of Steering and charged to the appropriate committees. The Grievance Chair will be expected to report at least yearly on the number of cases and how they were resolved without revealing any details or violating confidentiality.

**ARTICLE XI  
STAFF ASSOCIATION COUNCIL MONTHLY MEETINGS**

- Section 1 Regular monthly SAC meetings shall be held at 12:15 PM on the second Wednesday of the month. The working session begins at 12:00 PM (noon).
- Section 2 A quorum (three-fifths of the Full Members) must be present for votes and official action to take place.
- Section 3 Monthly SAC meetings shall follow The Modern Edition of *Robert's Rules of Order*, Revised, unless otherwise agreed. The beginning of each regular SAC meeting, up to the first fifteen (15) minutes, shall be a working session open to regular SAC members only.
- Section 4 The agenda for each monthly meeting shall be as follows:
- Working Session
- Regular Meeting
- a. Approval of previous meeting's minutes
  - b. President's Report
  - c. Reports of Committee Chairs
  - d. Reports of Regional Campus Representatives
  - e. Other Reports
  - f. Old Business
  - g. New Business

**ARTICLE XII  
AMENDMENTS**

- Section 1 These Bylaws may be amended, repealed or replaced in the following manner:
- A. A proposal for a Bylaws change may be placed on the SAC agenda by submission to the Steering Committee for circulation to each SAC member at least ten days prior to the regular SAC monthly meeting.
  - B. A proposal for a Bylaws change must be approved by two-thirds of the Full Members present at the SAC meeting.

**CODE OF CONDUCT FOR MEMBERS  
UNIVERSITY OF PITTSBURGH  
STAFF ASSOCIATION COUNCIL**

**Member Relations with the University Community**

1. Each SAC member shall be accessible to constituents, communicate constituents' concerns to SAC, and report SAC discussions, decisions and actions back to constituents.
2. SAC members shall work actively toward the goal of improving the University and the working conditions for its staff members; members shall protect and promote the interests of their constituents and the University even when these conflict with the member's own interests.
3. SAC members shall keep private, non-University interests separate from their University activities to avoid conflicts of interest.
4. SAC members shall keep informed of current University policies, procedures and expectations affecting the interests of the staff and the functioning of the University.
5. SAC members shall offer information to constituents and members of the University community only when sure that the information is correct; otherwise, SAC members shall make referrals to sources known to have accurate information.
6. SAC members shall strive to demonstrate competence, fairness, integrity and conscientious behavior as they conduct SAC business within the University community.
7. SAC members are free to express personal opinions to constituents and other members of the University community; however, members must clearly state that these opinions are their own and differentiate them from SAC positions and actions when differences exist. SAC members shall not misrepresent any SAC action, position or decision to the University community.

**Member Relations to the Staff Association Council**

1. SAC members shall not use the name of SAC unless so authorized.
2. SAC members shall keep information confidential when so requested to the extent appropriate under any applicable University policy.
3. SAC members shall give proper notice of absence to all SAC monthly and committee meetings.

4. Existing and former SAC members shall assist new SAC members regarding their orientation to the organization and committee selection and involvement.
5. SAC members shall always treat other members with respect and consideration.
6. No SAC member shall speak for or represent an Officer, a committee chair, vice-chair or co-chair unless authorized by that person to do so.
7. No SAC member shall submit more than one vote in a general election, officer election or other official ballot procedure. No SAC member shall coerce or intimidate another member to obtain votes.
8. Any SAC member who is accused of improper or unethical conduct will be subject to review by the Governance Committee and sanction by the Steering Committee.

Any staff member found to have violated these conduct expectations shall be subject to removal from SAC in accordance with Article VI, Section 7 of the Bylaws.