

Marion Staff Advisory Council (MSAC) Bylaws

Adopted June 2026

ARTICLE I: NAME

The name of the Council shall be the Marion Staff Advisory Council (MSAC).

ARTICLE II: MISSION & PURPOSE

The Marion Staff Advisory Council (MSAC) serves as an advisory body (formed in 2010) to The Ohio State University at Marion, Dean and Director by fostering open communication between staff and administration, representing staff perspectives, and supporting initiatives that enhance the staff experience and campus community.

To fulfill this mission, MSAC shall:

- Serve as a liaison between staff and campus leadership.
- Advocate for staff.
- Provide a forum for staff to present ideas.
- Promote community, belonging, and recognition.
- Maintain connection with USAC and university initiatives.

MSAC prioritizes meaningful impact, flexibility, and respect for staff time.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility

Membership is open to civil service (CCS), administrative and professional (A&P), and Senior A&P staff with at least one year of service and 75% FTE or greater.

Section 2: Composition

MSAC shall consist of five (5) or seven (7) members, depending on staff availability. The Council will aim for diverse representation across departments.

Section 3: Term of Service

Terms are three (3) years for regular members beginning September 1. Members may serve one consecutive term and may return after a one-year break. Chair and Recorder/Chair-Elect officers will serve one-year terms. Terms may be adjusted based on capacity.

ARTICLE IV: ROLES & RESPONSIBILITIES

Responsibilities may include:

- Supporting staff meetings (Monthly)
 - Organize and lead staff meetings monthly – first Wednesday of every month (Chair).
 - Maintain meeting minutes for All Staff Meetings (Chair-Elect) (per SB1 rules).
- Supporting recognition efforts
 - The Ohio State University at Marion Outstanding Staff Award management.

- Call for nominations should be due by the first week of February of each year.
 - MSAC will vote on nominations to determine the winner.
 - Award presented at the end of the academic year – Spring semester - at all staff and faculty meeting.
 - Staff Appreciation Week event(s)
 - Plan and organize any staff appreciation event(s).
 - Appreciation week is determined by members as schedules allow.
- Advise on professional development
- Coordinate at least once a year, an in-person seminar or webinar that would benefit all staff members.
- Managing staff initiatives or funds
- Marion Staff Professional Development Grants
 - Gregory Rose Faculty & Staff Professional Development Fund
 - Review applications in July and January of each year.
 - Nominate individuals to the Dean to receive the grant.
 - Post deadline for Marion Staff Professional Development Grants at the end of June and December.
- Serving as a communication bridge to the administration.
- Responsibilities may be adjusted annually based on capacity.

ARTICLE V: NOMINATIONS & APPOINTMENTS

MSAC will solicit nominations annually. Self and peer nominations are encouraged. Members are selected by MSAC vote and approved by the Dean and Director.

ARTICLE VI: OFFICERS

Officers include Chair and Recorder/Chair-Elect. Officers serve one-year terms beginning September 1.

Chair: Leads meetings, sets agendas, represents MSAC on the Dean’s Council.

Recorder/Chair-Elect: Records minutes, supports Chair, acts in place of Chair – when Chair is absent, and assumes duties as needed. Distributes bylaws to new members. Maintains MSAC archives and All Staff Meetings (per SB1 rules).

ARTICLE VII: MEETINGS & DECISION-MAKING

MSAC will meet monthly or as needed, in person or virtually.

A quorum is defined as a majority of current members (typically 3–4 members, depending on total membership), including at least one officer. Decisions are made by consensus or simple majority.

ARTICLE VIII: MEMBER EXPECTATIONS

Members are expected to contribute while balancing work responsibilities. Flexibility, communication, and shared responsibility are prioritized over rigid attendance requirements.

ARTICLE IX: VACANCIES & REMOVALS

Vacancies may be filled by appointment. Members may resign at any time. Removal requires a majority vote.

ARTICLE X: BYLAW REVIEW & AMENDMENTS

Bylaws will be reviewed every three (3) years. Amendments require a two-thirds vote. Pilot approaches may be used before formal adoption.