**The Ohio State University at Marion**

**Staff Advisory Council Bylaws**

Created: *October 20, 2010*

Revised: *March 7, 2017*

***ARTICLE I: NAME***

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

***ARTICLE II: MISSION STATEMENT***

The Marion Staff Advisory Council (MSAC) was formed in 2010 with a mission to serve as

an advisory body to The Ohio State University at Marion Dean and Director by maintaining an active and participatory line of communication with the staff community; to provide a forum through which university staff can raise, discuss, and make recommendations; and to support the University’s mission. MSAC is comprised of nine (9) Classified Civil Service and Administrative & Professional staff members.

To accomplish this mission, The Ohio State University at Marion Staff Advisory Council shall:

a. Serve as liaison to Ohio State Marion Administration concerning issues affecting staff in their employment, evaluation, compensation, recognition, and professional development.

b. Maintain an active and participatory line of communication on behalf of and among

staff to provide a forum through which staff can raise, discuss, and make recommendations on non-academic concerns and activities at the Marion Campus.

c. Promote a sense of community at Ohio State Marion through public relations,

communication, and activities involving the staff.

d. Provide a natural link with the University Staff Advisory Council at the Columbus campus.

***ARTICLE III: MEMBERSHIP***

The membership of the Council shall be limited to nine members approved by the Dean and

Director.

**Section 1: *Membership and Eligibility***

The membership of the Council shall be selected from university employees in the following classifications: civil service (CCS) and administrative and professional (AP). The Council shall make a good faith effort to achieve a diverse membership of CCS and AP job classifications and as well as departmental representation. The remaining three members can be from either classification. Any university staff member with one year of continuous regular staff (CCS, A&P, or Senior A&P) service, with an FTE of 75% or higher at the time of active membership.

**Section 2: *Term of Service***

A full term of service lasts for three years. A term of service starts on September 1st. In no event shall any member serve longer than three consecutive years including the balance of any unexpired term initially assumed. There shall be a minimum twelve- month waiting period before any member who has served a full term can be eligible for reappointment to the Council.

At the end of a three year term of service, three MSAC members will rotate off the council and three new members will begin their term of service, joining six continuing members. This rotation system will allow for new members to join while maintaining some organizational history and knowledge in the continuing members. The term of service for the Executive Council (Chair and Recorder) will be one year.

***Section 3: Responsibilities***

1. All Staff Meetings
   * Organize and lead staff meetings on a monthly basis.
   * Provide refreshments for all regularly scheduled monthly All Staff Meetings.
   * Maintain meeting minutes for All Staff Meetings.
2. Marion Staff Professional Development Grants
   * Post deadline for Marion Staff Professional Development Grants at end of June and December.
   * Review applications in July and January of each year.
   * Nominate individuals to the Dean to receive the award.
3. Ohio State University at Marion Outstanding Staff Award
   * Call for nominations should be due by July 1st of each year.
   * Nominate an individual to the Dean in July of each year.
4. Leadership Marion Representative Nomination
   * Nominate a representative for Leadership Marion (only Marion County Program) in July of each year.
   * Representative must apply to the program by August of each year.
5. Jeans Dress Down Funds
   * Manage and disperse donations of this fund to local charity.
6. Staff Appreciation Week events
   * Plan and organize any staff appreciation events.
7. Ugly Holiday Sweater Contest
   * Organize, promote, and lead the Ugly Holiday Sweater Contest for donations for the United Way Campaign.

**ARTICLE IV: MEMBER NOMINATION**

Each year MSAC will accept nominations for three new MSAC members. Nominations are submitted (either self-nomination or nomination of another person) in writing via email or letter to the MSAC Chair. MSAC Chair will contact those who were nominated by another person to ensure their interest in becoming a MSAC member. MSAC members will meet to view the list of nominees and vote for 3 new members. Voting will reflect MSAC’s commitment to maintain diversity of job classifications as well as diversity of departments.

**ARTICLE IV: OFFICERS**

The Officers of the Council shall be a Chair and Recorder.

**Section 1: *Officer’s Terms***

Officers shall serve for a term of one year. All terms will begin September 1st of each year.

**Section 2: *Election***

Election for Recorder/Chair-Elect will take place during the first meeting after

September 1st every year. The process will be as follows:

a. Council members will nominate others or self-nominate for the

Recorder/Chair-Elect position.

b. Nominees will be allowed a brief time to explain why they would be the ideal candidate.

c. Private ballot will be completed and tallied by current chair and results will be announced to Council.

d. A quorum of 5 members or greater is required to elect a Recorder/Chair- Elect.

**Section 3: *Re-Election***

Officers may be re-elected to the same office.

**Section 4: *Resignation***

a. Upon the resignation of the Chair, the Recorder will assume the Chair’s duties for the

balance of the term.

b. Upon the resignation and/or vacancy of the Recorder position, the Chair will temporarily delegate this office to a Council member, and take nominations for a permanent replacement.

**Section 5: *Officers' Duties***

a. Chair

 The Chair shall preside at all meetings of the Marion Staff Advisory Council.

 The Chair will be the spokesperson for the Council in any official matters.

 The Chair will provide leadership to the full Council.

 The Chair will be responsible for preparing and distributing the agenda for all full

Council regular and special meetings.

 The Chair will share responsibility for the monitoring and enforcement of the attendance policy.

b. Recorder/Chair-Elect

 The Recorder will act in place of the Chair when the Chair is absent.

 The Recorder share responsibility for the monitoring and enforcement of the attendance policy.

 The Recorder will be responsible for recording the minutes of all regular and special full

Council meetings and submitting them for approval at the next full Council meeting.

 The Recorder will distribute to each new Council member a packet of materials

including a brief summary outlining how the Council functions, bylaws and other pertinent information.

 The Recorder will be responsible for maintaining MSAC archives.

 The Recorder will be responsible for any other tasks or duties as assigned by the Chair.

**ARTICLE V: MEETINGS Section 1: *Frequency***

MSAC meetings will occur on a bimonthly basis and additional meetings can be

scheduled by the Chair as needed. Every year when new members join MSAC there

shall be a discussion of meeting times where a set day and time for MSAC meetings shall be chosen to allow members to plan for attendance. Attendance at all Council meetings will be mandatory. The Chair will have the option of canceling any meeting.

**Section 2: *Quorum***

A quorum shall consist of the Chair or Recorder and a simple majority of the entire membership.

**Section 3: *Special Meetings***

The Chair shall be authorized to call special meetings. The purpose of the meeting will be stated in the call. Except in the case of an emergency, five (5) business days notice shall be given to all members.

**Section 4. *Special Events***

Members are expected to participate in USAC events including:

• Staff Appreciation Week events

• Other full Council events as requested.

**ARTICLE VI: MEMBERSHIP EXPECTATIONS Section 1: *Attendance***

Members are expected to attend all Council meetings and events sponsored by MSAC. In the event a member cannot attend a Council meeting or event they must contact the Chair at least twenty four hours in advance, when possible.

**Section 2: *Resignations***

Any member wishing to resign from the Council shall submit his/her resignation, in writing, to the MSAC Chair and Dean and Director at Ohio State Marion.

**Section 3: *Removals***

A member of the Council may be removed from membership for any of the following:

a. Three unexcused absences at full Council meetings within a fiscal year; or b. excessive use or abuse of the attendance policy,

c. non-attendance at special events; or

d. other causes as determined by the full Council whenever, in its judgment, the best interests of the university would be served.

When informed of non-compliance of any Council member(s), the Executive Council (Chair and Recorder) will investigate and, if warranted, discuss the situation with the member(s). The Executive Council will then decide whether the member(s) should be removed from the council. If a member(s) is to be removed, the Chair will notify the member(s) in writing of the decision. The member(s) has to inform the Chair no later than 24 hours prior to the next official business meeting if they plan to appeal. If the member(s) appeals the decision, the matter goes to the full council, at the next meeting,

where:

a. the floor will be opened for discussion of the situation;

b. the member will be afforded the opportunity to respond; and

c. a secret ballot will be cast to determine reinstatement to the Council by majority vote.

If a member is reinstated to the Council by majority vote, the reason for removal for

that member shall remain intact. If the member incurs another reason for removal or continues to be non compliant with Council Bylaws during the fiscal year, the matter

shall be referred to the Executive Council for final decision regarding removal. The member will not be given an

opportunity to respond to the full council and the full council will not vote on removal.

**Section 4: *Filling of Vacancies***

The Executive Council will accept recommendations from the full Council to fill any vacancies. The Council will rank in order of preference the nominees. A member of the Executive Council will contact the top choice of nominees and request them to join MSAC. If the individual accepts they will become the new member of MSAC. If the individual declines membership in MSAC, the next person in order of preference will be contacted.

The Executive Council may recommend a current member to temporarily or

permanently fill an Executive Council position in the case of a current member needing a temporary but long term recess from the position for medical, personal or other

reasons.

a. The total length of time served in the temporary capacity shall not exceed the term of the person/vacancy being filled or the term of the replacement member;

b. This person must be approved by the full Council by majority vote;

c. Upon return to the Council, original member shall be re-installed by majority vote of the full Council.

**ARTICLE VIII: AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Council by two-thirds

majority vote. Suggested amendments must be distributed to full Council no later than three working days prior to the next business meeting. Amended bylaws are not effective until the Council gives approval.