

**CHESTNUT HILL COLLEGE  
STAFF ADVISORY COMMITTEE  
BYLAWS**

**Article I: NAME**

This Council shall be known as Chestnut Hill College Staff Advisory Committee, herein referred to as (“Committee”).

**Article II: MISSION**

The Committee exists to facilitate communication within the staff and with the administration. It strives to foster a spirit of engagement and inclusivity by encouraging the exchange of ideas and concerns.

In a spirit of service and shared responsibility, the Committee strives to promote professional growth within a positive and collaborative work environment.

**Article III: PURPOSE AND FUNCTIONS**

The purpose of the Committee is to serve in an advisory capacity to staff and leadership on matters that concern staff.

The Committee’s functions include:

- Facilitate and maintain open lines of communication and act as a conduit for information sharing to ensure staff are well informed;
- Advocate concerns by acting as a liaison to resolution;
- Promote and encourage professional growth;
- Plan and coordinate activities to build community and employee engagement and satisfaction.

**Article IV: MEMBERSHIP**

Membership on the Committee will be as widely representative of the total staff as possible. All regular full-time staff, exclusive of the President’s Cabinet, are eligible.

Representatives must have completed the ninety (90) day employment probationary period in a regular, benefits-eligible position by August 1 of the election year.

**Section 1 – Composition**

The Committee will be composed of nine members: seven elected members and two ex-officio members.

The seven elected members will include one representative from each Vice President’s area and the remainder from the staff at large.

The ex-officio members consist of a human resources representative, and a liaison to the administration, appointed by the President.

**Section 2 – Terms**

The term of membership will be two years. Terms run from September 1 to August 31.

Each member will serve no more than two consecutive terms.

### Section 3 – Election Procedures

Elections will be held annually to fill vacant positions on the Committee.

Electronic communication will be distributed to all staff to solicit nominations.

Nominations must be submitted within 7 days of solicitation.

Upon verification of eligibility by Human Resources, nominees will be notified by email and asked to confirm willingness to serve on the Committee.

Interested nominees must receive written approval from their supervisors to be included on the ballot.

Electronic ballots will be distributed by and returned to HR.

Notification of results will be distributed electronically within 7 days of the voting deadline.

Election procedures will be reviewed periodically by the Committee and communicated to all involved. The election will be conducted by the Human Resources representative.

### Section 4 – Resignation

If a member resigns before the expiration of the term of service, the staff member who received the next highest number of votes in the previous election will be asked to complete the term. This procedure will continue until either the position is filled or all nominees decline. In the latter case, a special election will be held.

## **Article V: OFFICERS**

### Section 1 - Officers

The Officers of the Committee are:

- Chair
- Secretary

Other appointments will be designated by the Committee as needed.

### Section 2 - Election

The officers are elected by the Committee at the first meeting of the academic year and will serve for a one- year term.

## **Article VI: VOTING**

All elected members of the Committee are voting members. When a formal vote is necessary, resolution will be determined by a simple majority.

## **Article VII: DUTIES OF OFFICERS**

### Section 1

The responsibilities of the Chair include:

- Chair all Committee meetings communicate election process
- Serve as Staff liaison with Administration

## Section 2

The responsibilities of the Secretary include:

- Distribute agenda to members for upcoming meetings
- Maintain a record of Committee activities
- Record and distribute the minutes of each meeting

## **Article VIII: MEETINGS**

The Committee will meet once a month during the academic year unless otherwise determined by the Chair and in consultation with the Human Resources representative. If a Committee member must miss a meeting, they shall notify the Chair no later than two (2) business days before the scheduled meeting. Non-attendance at more than two (2) meetings in an academic year will disqualify a member from the Committee.

## **Article IX: AMENDMENTS**

Articles of these Bylaws may be revised or amended as necessary.

Revised July 2021