ARTICLE 1: ROLE AND FUNCTION

A. The Senior Administrative Coordinator Committee (SACC) advises and recommends to the Dean on issues related to working conditions, policies, and operational procedures facing the Administrative Coordinators of the College of Communication and Fine Arts (CFA).

B. The SACC creates an opportunity for Senior Administrative Coordinators in all academic units of CFA to gather on a regular basis to share ideas and experiences, as well as to work towards providing a collective voice relative to issues of personal and professional concern in the day-to-day operations of their jobs in relation to the departments or units that they serve, and the college at large.

C. While the Dean may bring particular issues of concern for consultation and deliberation to the SACC, the primary agenda will be set by the contributing members of the group.

ARTICLE 2: MEMBERSHIP
A. The SACC shall be composed of Senior Administrative Coordinators from all CFA academic units.

B. The College Dean or designee will serve as an ex-officio non-voting member. A representative of the CFA Budget Office will also serve as an ex-officio/resource to SACC for information relative to processes.

C. Duration of membership will be defined for each Senior Administrative Coordinator by the duration of their appointment in that role within any academic department within CFA.

ARTICLE 3: OFFICERS

A. The SACC will have Co-chairs sharing responsibility to facilitate engagement.

B. The Co-Chairs will be elected by the SACC members and serve a six-month renewable period of office.

C. The Co-Chairs are responsible for scheduling, booking space for and conducting meetings, preparing the agenda, acting as Scribe and preparing meeting summaries, and coordinating guests as appropriate.

D. The Co-Chairs will divide these duties between them.

E. The Scribe will edit and distribute minutes to all members and to the College Dean in advance of the meeting to follow.

ARTICLE 4: MEETINGS.
A. The SACC will meet as needed, but not more than two times a month.

B. The Dean’s office, until further notification, has volunteered to provide a modest lunch for all formal meetings (when said meetings occur during the formal lunch period of Senior Administrative Coordinators).

C. Meetings are called by the Co-Chairs. The SACC will normally meet in executive session, but may invite the Dean or other University personnel to attend for specific inquiry.

**ARTICLE 5: SUBCOMMITTEES**

A. Subcommittees may be necessary depending on the specificity of charges and interests of committee members and may be appointed by the Co-Chairs or elected by the SACC as needed.

B. Subcommittees shall report directly to the SACC and meet as required for the conduct of business.

**ARTICLE 6: REVISIONS AND AMENDMENTS**

A. A simple majority may approve revisions and amendments to the bylaws.

B. All revisions to the bylaws will be submitted to the CFA Dean for approval.