

College of Communication and Fine Arts

Senior Administrative Coordinator Committee (SACC) Bylaws

2014-2015

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.

