

Women's Advisory Committee for Support Staff Michigan State University

BYLAWS

(updated February 21, 2019)

1. Purpose

The Women's Advisory Committee for Support Staff (WACSS) functions as an advisor to the Executive Vice President for Administration and will do the following:

- a. recommend policies, programs, or procedures which will ensure full freedom of opportunity in employment for support staff women employed by Michigan State University;
- b. assist the University community in the development of a favorable climate which will enhance the status of women and provide for their consistent advancement throughout the employment system to its highest levels;
- c. alert the administration to and recommend solutions for problem areas where policies, programs, and procedures are needed;
- d. serve as liaison between University support staff women and the administration; and
- e. serve as referral source and thereby identify and refer problems.

2. Membership

2.1 *Method of Selection*

Members of the Committee are selected from applicants through an open petition process. Individuals from diverse backgrounds will be encouraged to apply for membership. The University Engagement and Membership subcommittee of the WACSS will recruit, interview and nominate candidates to the Committee for recommendation of appointment by the Executive Vice President for Administration. Non-appointed applicant petitions will be retained for two (2) years for use in the event there is a vacancy on the Committee.

2.2 *Composition*

2.2.1 Membership composition will be representative of the major constituent groups of support employees in academic and non-academic units.

2.2.2 Major constituent group composition shall be evaluated periodically to determine change in population of various groups.

2.2.3 Major constituent groups to be represented are:

Clerical-Technical	4 Members
<i>(all reasonable attempts shall be made to recruit members from the technical categories)</i>	
Labor (1585, SSTU, 274, and 324)	3 Members
Administrative-Professional	6 Members
Administrative-Professional Supervisors	3 Members
Other employee areas not represented above	1 Members
Total	17 Members

2.2.4 An employee's eligibility to serve on the Committee shall be determined by employment classification and all reasonable efforts shall be expended to recruit for these constituent groups when vacancies occur.

2.2.4.1 In the event that a member's classification changes during their term, as elaborated above, they shall remain on the Committee until their term expires.

- 2.2.4.2 In the event that a member's classification changes to one other than that of a support staff role, they shall be released from the committee and their position shall be filled.
- 2.2.4.3 The chair of the University Engagement and Membership subcommittee shall evaluate the classifications throughout the year, assess whether any changes have occurred during the member's term and report it to the Committee.

2.3 Terms of Office

Each member shall be appointed for a two-year term and shall be eligible for one additional consecutive two-year term unless they are being appointed to fill an unexpired term of more than one year. Those appointed to fill an unexpired term of more than one year will be eligible to complete one additional two-year term. Terms begin July 1 and end June 30.

The Chair of the University Engagement and Membership subcommittee shall confirm that members wish to serve a second term in May of each year.

Members on layoff shall continue service on the committee for up to two (2) months. If active employment has not been found in that time they will be released from the committee and their position shall be filled.

2.4 Attendance

Members who are unable to attend a meeting of a subcommittee or a meeting of the whole shall notify the Chairperson or the Chairperson's appointed designee prior to the meeting who will determine the absence as excused or unexcused. Any member who has two unexcused absences from either a subcommittee or the committee of the whole within the appointed term may be released from the Committee.

- 2.5 In the event that the term of a member cannot be completed, names will be taken from the applicant pool, if any, by the University Engagement and Membership subcommittee for recommendation to the Committee and approval by the Executive Vice President. In the event an applicant pool does not exist, the University Engagement and Membership subcommittee shall diligently solicit nominations from among the affected constituent group(s). Those appointed to fill an unexpired term of less than one year will be eligible to complete two consecutive two-year terms.
- 2.6 Each member shall serve on a minimum of one subcommittee each year.
- 2.7 Each member shall have one vote.
- 2.8 Ex-officio members shall include the Executive Vice President for Administration, a representative from Human Resources, the Work Life Office, the Office of Inclusion and Intercultural Initiatives, and the office of the Executive Vice President for Administration. Others shall be included as deemed appropriate by the Committee and approved by the Executive Vice President. Ex-officio members shall not hold an officer position nor have the right to vote.

3. Officers

3.1 Officers of the Committee are as follows:

Chairperson
Vice Chairperson, and
Secretary

These officers and the Chairs of the Subcommittees shall make up the Executive Committee of the full Committee.

- 3.2 Each officer shall be elected to serve a one-year term of office and shall be eligible for re-election for an additional one-year term.

3.3 The Chairperson shall appoint a Nominating Ad Hoc Committee and Chairperson. It shall be made up of at least two members going off the committee the following June. Their job is to put forth a proposed slate of candidate officers at the May and June meeting. Nominations will also be taken from the floor at both meetings.

- 3.3.1 Members may only run for one office and the Committee has to have nominations to the Chairperson prior to the ballot being finalized at the June meeting. The Nominating Chairperson will contact those members that have been nominated to see if they are willing to run for the office they have been nominated for.
- 3.3.2 The Chairperson of the Nominating Ad Hoc committee shall prepare a tentative ballot no later than the June meeting. A final ballot will then be produced for the August planning retreat and ratified at the June meeting.
- 3.3.3 Voting will take place at the August planning retreat and those members not able to attend may request an absentee ballot. Said ballot shall be returned to the Nominating Chairperson in a sealed envelope one week prior to the August planning retreat.
- 3.3.4 Counting of ballots shall be done by two members of the Nominating Ad Hoc Committee at the August planning retreat. If two members of the Nominating Ad Hoc Committee are not present, then the current WACSS Chairperson shall appoint members and/or ex-officio members to count ballots. No member that is running for an office shall be selected to count ballots.
- 3.3.5 The results of that election shall be announced at that August retreat where the votes are taken. Officers shall take office retroactive July 1.

3.4 Functions of the Chairperson:

To conduct WACSS meetings; to appoint members and chairpersons to subcommittees and Ad Hoc Committees; to appoint liaison persons as listed in Section 10; to plan agendas of meetings with the Executive Committee, to serve as Chairperson of the Executive Committee; to officially represent the Committee's viewpoint based on consensus of majority vote of the membership; to maintain liaison with Women's Coordinating Council; and to write an annual end-of-year report to the Executive Vice President, which shall be submitted to the Committee for endorsement at the end-of-year retreat in June.

3.5 Functions of the Vice Chairperson:

To conduct meetings in the absence of the Chairperson; to serve as Chairperson of the Committee for the remainder of an unexpired term should that position become vacant (a new Vice Chairperson shall then be elected to fill the unexpired term at the next regularly scheduled meeting); to serve as parliamentarian and understand Robert's Rules of Order; to serve as a member of the Executive Committee; and to provide logistical support for the committee as a whole.

3.6 Functions of the Secretary:

To serve as a member of the Executive Committee; to see that the minutes and agenda of all regular and special meetings of the Committee are typed and distributed to all members prior to the next Committee meeting; and to complete all written communication at the direction of the Executive Committee.

3.7 Foundations of the Executive Committee:

To serve in a facilitating role in developing agendas, projects, policies, and programs.

4. Meetings

- 4.1** Meetings shall be held once a month at a regularly scheduled time determined by members at the August planning retreat.
- 4.2** Meetings may be open to the public.
- 4.3** Special meetings

- 4.3.1. These may be called at the request of the Chairperson or the Executive Vice President.
- 4.3.2. They may also be called at the written request of three or more Committee members to the Chairperson.
- 4.3.3. Official actions at a special meeting shall be limited to the issues delineated in the formal written request for that meeting.

5. Voting

- 5.1** Motions shall be restated by the Chairperson or Secretary before a vote is taken. The name of the maker of the motion and the member providing the second shall be recorded. The Chairperson shall not make or second motions.
- 5.2** Voting shall be by voice vote with a show of hands and shall be recorded by "yeas" and "nays." Roll call votes may be requested by any member prior to voting on any matter before the Committee. Voting on the election of all officers of the Committee shall be by paper ballot.
- 5.3** In the event of a tie for the election of an officer position: when three or more candidates are involved the two candidates with the most votes shall be re-voted upon. When there are only two candidates running for a position, a name of those who tied shall be drawn at random.
- 5.4** A majority of the membership present shall constitute a quorum in order to pass or deny a motion on all matters except as specifically excluded in these Bylaws. It shall require a simple majority vote.
- 5.5** An affirmative vote of two-thirds (2/3) of the majority of the membership is required to amend the Bylaws.
- 5.6** The Chairperson shall have a vote; however, the Chairperson's name shall be called last in the reading of roll call votes.
- 5.7** When a member has a personal vested interest in the issue under consideration, that member may abstain or choose to be disqualified from voting. The effect of the disqualification shall be as if no vote were cast, with the remaining members deciding the question. The Chairperson shall call for the member to explain such interest in the matter under consideration.

6. Parliamentary Procedure

- 6.1** Parliamentary procedure for WACSS meetings shall be governed by Robert's Rules of Order, unless otherwise provided in these Bylaws.
- 6.2** The Vice Chairperson shall serve as Parliamentarian for WACSS. The Vice Chairperson's duties shall include giving advice to the Chairperson or any member when requested on matters of procedure.

7. Subcommittees

7.1 Standing Subcommittees

- 7.1.1 There shall be four standing subcommittees of the WACSS.
- 7.1.2 The Chairperson shall appoint the Chairs and members of standing subcommittees each August for a term of one year.
- 7.1.3 The standing subcommittees and their functions are as follows:

- 7.1.3.1 Benefits/Work Climate/Health/Safety: to be concerned with all employee benefits, including voluntary benefits, of the University; to be concerned with the work climate; to be concerned with issues relating to employee health and safety on campus.
- 7.1.3.2 Diversity/Pluralism/Inclusion: to identify diverse issues primarily affecting women; to promote full participation and an environment of equality so women can thrive personally and professionally; to be concerned with issues affecting women in underrepresented occupations; to maintain a community grounded in respect for all and appreciation of differences; and to champion university initiatives that integrate and support inclusive representation in our policies and practices.
- 7.1.3.3 University Engagement and Membership: to actively promote and represent WACSS at various events; recruit members to serve on the WACSS committee; ensure diverse representation of the collective MSU workforce by attending various functions; screen, interview, and nominate candidates; orient and train new members; and to work closely with committee sponsors and ex-officio units regarding joint initiatives
- 7.1.3.4 Training/Development/Communications: to monitor and encourage personal and professional development of women support staff and remain engaged with Human Resources to obtain and share information; to market WACSS and develop external communications, brochures, and marketing materials; to ensure that the website is up-to-date.

7.2 Ad hoc Committees

These committees are formed to deal with specific concerns as they arise and will be limited in length of existence. Members shall be appointed by the Chairperson.

- 7.2.1 Nominating: to solicit/receive nominations for officers; contact nominees to see if they are willing to run for office; prepare the ballot; conduct election; count ballots; announce election results at the August planning retreat.

8. Operating Rules

8.1 The Committee and/or its Standing Subcommittees may establish operating rules or procedures to assist in carrying out their charges. All such procedures shall be appendices to this document.

9. Suspension of the Rules

9.1 Rules may be suspended by a two-thirds (2/3) vote of the membership present for the duration of that particular meeting.

9.2 Exclusions

Bylaws may be amended only by procedures in Section 5.

10. Liaison

The Committee may establish liaison with appropriate University departments and/or committees including but not necessarily limited to: University Advancement, Office of Human Resources, MSU Police, Women's Advisory Committee to the Provost, Women's Advisory Committee to the Vice President for Student Affairs and Services, Office of Inclusion and Intercultural Initiatives, Jack Breslin Distinguished Staff Awards Committee, and other committees as appropriate to the purpose of the committee.

Effective Date

These Bylaws became effective on February 21, 2019, by affirmative vote of no fewer than two-thirds (2/3) of the members of the Women's Advisory Committee for Support Staff.

I hereby certify this to be a true and exact copy of the Bylaws as adopted by the Women's Advisory Committee for Support Staff on February 21, 2019.

Satish Udpa
Satish Udpa
Executive Vice President for Administration

February 21, 2019
Date

Jonne McCoy-White
Jonne McCoy-White
Chairperson, WACSS

February 22, 2019
Date