

Women’s Advisory Committee for Support Staff Michigan State University

BYLAWS

(updated and ratified July 28, 2022)

1. Purpose

- 1.1. The Women's Advisory Committee for Support Staff (hereafter referred to as WACSS or the Committee) functions as an advisor to the Chief Diversity Officer at Michigan State University (hereafter designated as MSU or the University). WACSS serves five core purposes.
 - 1.1.1. Identify areas in which MSU can improve responsiveness to concerns from women support staff and other employees. Propose creative solutions to address these areas.
 - 1.1.2. Recommend policies, programs or procedures that impact women support staff and other employees at MSU.
 - 1.1.3. Ensure a productive, safe, and educational work environment.
 - 1.1.4. Support an inclusive university community.
 - 1.1.5. Serve as liaison between MSU support staff employees and the Administration.

2. Membership

2.1. Composition

- 2.1.1. Membership composition should be representative of the major constituent groups of support employees in academic and non-academic units, when possible.
 - 2.1.1.1. In the case where no applicant pool exists for a major constituent group and recruiting efforts have proven fruitless for a period of three months or more, the Committee shall have the right to appoint a member from another constituent group for a two-year term, while continuing recruitment efforts for the original constituent group.
 - 2.1.1.2. At the end of the term, if an applicant pool still does not exist for the constituent group, the member may be re-appointed for a second term, with a length of two years. At the conclusion of the fourth year, the member will be treated as any other fourth-year member in terms of re-application and accolades.
- 2.1.2. Major constituent group composition shall be evaluated every two years to adhere to changes in population of constituent groups.
- 2.1.3. Major constituent groups to be represented are:

Clerical-Technical (CTU)	4 Members
<i>All reasonable attempts shall be made to also recruit members from the technical categories.</i>	
Labor (1585, SSTU, 274, and 324)	3 Members
Administrative-Professional (APA)	6 Members
Administrative-Professional Supervisors (APSA)	3 Members
At-Large	1 Members

All reasonable attempts shall be made to recruit members from areas not represented above.

Total: **17 Members**

- 2.1.4. 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.
 - 2.1.4.1. If a member's classification changes during their term to that of another major constituent group, as elaborated above, they shall remain on the Committee until their term expires. If their term is renewed, the member's status will reflect their new constituent group. Recruitment efforts will adjust accordingly.
 - 2.1.4.2. If 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.
 - 2.1.4.3. Individual members are responsible for reporting any changes to their classification to the Executive Committee and the Membership, Benefits, and Development Subcommittee (hereafter designated as MBD Subcommittee).

2.2. Method of Selection

- 2.2.1. Members of the Committee are selected from candidates through an open application process. Individuals from diverse backgrounds are encouraged to apply for membership.
- 2.2.2. The MBD Subcommittee will recruit, interview and nominate candidates. Upon approval of nominations by the Committee, the selected applicants will be recommended to the Chief Diversity Officer for appointment to WACSS.
- 2.2.3. Applications that do not result in an appointment will be retained for future recruitment, in the event there is a vacancy on the Committee (see 2.3.2).

2.3. Terms of Office

- 2.3.1. Each member shall be appointed for a two-year term and shall be eligible for one additional consecutive two-year term. Terms begin July 1 and end June 30.
 - 2.3.1.1. The MBD Subcommittee shall confirm if members eligible for renewal wish to serve their second term before annual recruitment efforts begin each year.
- 2.3.2. If the term of a member cannot be completed, names will be taken from the applicant pool, if any, by the MBD Subcommittee for recommendation to the Committee and approval by the Chief Diversity Officer.
 - 2.3.2.1. In the event an applicant pool does not exist and there is six months or more left in the term, the MBD Subcommittee shall solicit nominations from among the affected constituent group(s).
 - 2.3.2.2. Members who are appointed to fill an unexpired term of less than one year shall be eligible for two additional consecutive two-year terms.
 - 2.3.2.3. Members who are appointed to fill an unexpired term of one year or more shall be eligible for one additional consecutive two-year term.
- 2.3.3. Leaves of Absence
 - 2.3.3.1. Members taking a voluntary extended leave of absence of 90 days or more (e.g., maternity leave, medical leave, etc.) may be temporarily or permanently replaced to sustain the activities of the committee.
 - a. For members with planned absences between 90 days and 364 days long during an active term, a temporary replacement would be recruited from the committee's applicant pool; from regular recruitment efforts, if no pool exists; or via recommendation from a current member or ex-officio member of the committee. The replacement will be interviewed and recommended

- by the Membership, Benefits, and Development subcommittee for membership, regardless of recruitment method pursuant to section 2.2.
- b. For members with planned absences of 365 days or more, or whose term would expire during their planned leave time, a permanent replacement would be recruited following normal committee recruitment procedures as outlined in section 2.2.
 - c. In the case of a planned leave where a member was temporarily replaced but 1) the leave has extended beyond one year, or 2) the member has resigned, the temporary replacement will be invited to apply for the vacated position as part of normal vacant position recruitment efforts outlined in section 2.2.
- 2.3.4. Members on layoff shall continue service on the committee for up to two (2) months. If active employment within a constituent group has not been found in that time they will be released from the committee and their position shall be filled pursuant to Section 2.3.2.
- 2.3.5. If a member is furloughed, they shall maintain their position within the committee throughout the furlough period. Ability to participate in committee activities and task is pursuant to the furlough agreement in place.

2.4. Attendance

- 2.4.1. It is the responsibility of members to attend all meetings of the committee and their selected subcommittee.
- 2.4.2. Members who are unable to attend a meeting of the Committee shall notify the Executive Committee prior to the meeting. The Chairperson will determine the absence as excused or unexcused.
- 2.4.2.1. Absences will be considered excused if a reasonable attempt to notify the Executive Committee of the absence prior to the unattended meeting is made, or if the reason given for a late notice of absence is deemed appropriate, such as unforeseen or emergent circumstances.
- 2.4.3. Members who are unable to attend a meeting of their Subcommittee shall notify the chairperson of the Subcommittee prior to the meeting. The Subcommittee chairperson is responsible for notifying the Executive Committee of member absences. The WACSS Chairperson will determine the absence as excused or unexcused based on the criteria in Section 2.4.2.1.
- 2.4.4. Any member who has two unexcused absences from either their Subcommittee or the Committee within the appointed term may be released from the Committee.

2.5. Rights & Responsibilities

- 2.5.1. Each member of the Committee shall have one vote, with the exception of ex-officio members. If the Immediate-Past Officer is in their 5th year or more, and is not renewing their membership for another term, they do not have voting rights.
- 2.5.1.1. Ex-officio members shall include the following university persons, or a delegate from their respective offices:
 - a. Chief Diversity Officer
 - b. Associate Vice President of Human Resources
 - c. Executive Director of the WorkLife Office
 - 2.5.1.2. Other ex-officio members shall be included as deemed appropriate by the Committee and approved by the Chief Diversity Officer. Ex-officio members shall not hold an officer position nor have the right to vote.

- 2.5.2. Each voting member of the Committee shall serve on a minimum of one standing Subcommittee each year, with the exception of the Committee Chairperson.

3. Officers & the Executive Committee

3.1. Composition

- 3.1.1. The Officers of the Committee are as follows:

- 3.1.1.1. Chairperson,
- 3.1.1.2. Vice Chairperson,
- 3.1.1.3. Secretary, and
- 3.1.1.4. Treasurer.

- 3.1.2. The Officers and the Immediate-Past Officer shall make up the Executive Committee of WACSS.

- 3.1.2.1. In addition to their individual duties, members of the Executive Committee shall serve the following functions:

- a. facilitate the development of projects, policies, and programs;
- b. plan monthly meeting agendas; restate motions prior to a vote; and
- c. interface with the ex-officio members, their respective offices, and other groups on behalf of the Committee.

- 3.1.3. In addition to their functions as a member of the Executive Committee, the Committee Chairperson shall have the following duties:

- 3.1.3.1. conduct WACSS meetings;
- 3.1.3.2. appoint members and chairpersons to Standing and Ad Hoc Subcommittees;
- 3.1.3.3. appoint liaison persons as listed in Section 10;
- 3.1.3.4. serve as Chairperson of the Executive Committee;
- 3.1.3.5. officially represent the Committee's viewpoint based on consensus of majority vote of the membership;
- 3.1.3.6. support the orientation of new Committee members, and
- 3.1.3.7. maintain liaison with the Women's Coordinating Council.

- 3.1.4. In addition to their functions as a member of the Executive Committee, the Committee Vice Chairperson shall have the following duties:

- 3.1.4.1. conduct meetings in the absence of the Chairperson;
- 3.1.4.2. 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);
- 3.1.4.3. serve as parliamentarian, including leading the drafting of revisions to these Bylaws and understanding Robert's Rules of Order;
- 3.1.4.4. provide logistical support for the committee as a whole;
- 3.1.4.5. write an annual end-of-year report to the University's Chief Diversity Officer, which shall be submitted to the Committee for endorsement at the end-of-year retreat;
- 3.1.4.6. support the orientation of new members; and
- 3.1.4.7. assist in liaising with the Women's Coordinating Council.

- 3.1.5. In addition to their functions as a member of the Executive Committee, the Committee Secretary shall have the following duties:

- 3.1.5.1. see that the agenda of all Committee meetings are distributed to all members at least three business days prior to the meeting,
- 3.1.5.2. ensure that the minutes of all Committee meetings are typed and distributed to all members within one week following the meeting,
- 3.1.5.3. complete all written communication at the direction of the Executive Committee,
- 3.1.5.4. record the results of votes,
- 3.1.5.5. create and distribute all calendar invitations on behalf of the Committee, and
- 3.1.5.6. manage the Committee email.

- 3.1.6. In addition to their functions as a member of the Executive Committee, the Committee Treasurer shall have the following duties:
- 3.1.6.1. work with the ex-officio members and their offices to ensure budget expenditures are pre-approved and in accordance with university policies,
 - 3.1.6.2. process eDocs related to Committee activities as needed,
 - 3.1.6.3. disseminate budget information to the Executive Committee and all subcommittee chairs,
 - 3.1.6.4. assist with the management of the Committee email, and
 - 3.1.6.5. track member status and attendance.
- 3.1.7. The Immediate-Past Officer is an appointed position filled by the previous year's Chairperson, regardless of whether the Chairperson was at the limit of their consecutive terms.
- 3.1.7.1. If the past Chairperson is unable or does not want to take on this role, the past Vice Chairperson will be appointed. If the past Vice Chairperson is unable or does not want to take on this role, the past Secretary will be appointed. In the case that none of the Past Officers are able or willing to serve, the Committee will either:
 - a. Invite a prior year's past Officer(s) to step into this role, regardless of whether they are an active Committee member or not; or
 - b. Elect a current member to step into this role.
 - 3.1.7.2. If within the consecutive term limits, the Immediate-Past Officer shall have the same rights and basic responsibilities of all other voting members. If service occurs in excess of consecutive term limits, the Immediate-Past Officer will serve in an ex-officio capacity with no voting rights and no Subcommittee service.
 - 3.1.7.3. The functions of the Immediate-Past Officer are as follows:
 - a. to serve in an advisory role to WACSS and the Executive Committee;
 - b. to assist in the facilitation of relationships between the Executive Committee and the ex-officios, their offices, the Women's Coordinating Council, and the Women's Networking Association;
 - c. to manage and maintain the Committee's files;
 - d. to book meeting spaces, and
 - e. to support the facilitation of new member approvals.

3.2. Terms of Office & Selection

- 3.2.1. Each Officer shall be elected to serve a one-year term of office. There will be an annual nomination and election process for appointing the Committee's Officers.
- 3.2.1.1. Nominees for Chairperson must have served on the Committee for one year or more prior to election.
 - 3.2.1.2. Officers are eligible for re-election for an additional one-year term, with the exception that one of the Officers must move into the Immediate-Past Officer position (see section 3.5).
 - 3.2.1.3. The MBD Subcommittee shall be responsible for facilitating the nomination process.
 - a. Nominations must be solicited and collected by June 1 each year.
 - b. Members shall be notified of their nominations, and accept or reject the nominations, prior to the end-of-year retreat (typically held in June).

- c. Nominees may only run for one of the three Officer positions. If nominated for more than one position, members shall decide which role they will be on the ballot for.
 - d. The election ballot shall be ratified at the end-of-year retreat.
- 3.2.1.4. The Immediate-Past Officer shall be responsible for conducting the annual election at the annual new-year-planning retreat (typically held in July).
 - a. Voting will take place at the new-year-planning retreat by electronic poll (or paper ballot if necessary).
 - b. Members not able to attend may request an absentee ballot in advance. Absentee ballots shall be returned to the Immediate-Past Officer in a sealed envelope or encrypted email at least one day prior to the new-year-planning retreat.
 - c. If electronic poll and tallying is not conducted, counting of ballots shall be done by two members of the Membership, Benefits, and Development Subcommittee at the time of voting. If two members of the Subcommittee are not present, then the current WACSS Chairperson—or Immediate-Past Officer in their absence—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.
- 3.2.1.5. The results of the election shall be announced at the retreat where votes are taken. Officers shall take office retroactive July 1.

4. Meetings

- 4.1. Meetings shall be held once a month at a regularly scheduled time determined by members at the new-year-planning retreat.
 - 4.1.1. Special Meetings may be called at the request of the Chairperson or the Chief Diversity Officer.
 - 4.1.2. Special Meetings may also be called at the written request of three or more Committee members to the Chairperson.
 - 4.1.3. 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 a member of the Executive Committee before a vote is taken.
 - 5.1.1. 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 "yea," "nay," and "abstain," with the following exceptions:
 - 5.2.1. Roll call votes may be requested by any member prior to voting on any matter before the Committee.
 - 5.2.2. In the case of a virtual meeting, "nay" and "abstain" votes shall be made via a chat function, but "yay" votes will be assumed for all other present voting members.
- 5.3. In the event of a tie for the election of an Officer position:
 - 5.3.1. When three or more candidates are involved, the two candidates with the most votes shall be re-voted upon.

- 5.3.2. When there are only two candidates running for a position, a name of those who tied shall be drawn at random.
- 5.4. A simple majority of the membership present shall constitute a quorum to pass or deny a motion on all matters except as specifically excluded in these Bylaws.
- 5.5. An affirmative vote of two-thirds (2/3) majority of the membership is required to amend these 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 may 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. All Subcommittees of WACSS shall collaborate and connect within the Committee and the MSU community to accomplish our goals; fulfil our purpose; and uphold our values of advocacy, connectivity, engagement, and staff development.
- 7.2. WACSS shall have four standing Subcommittees.
 - 7.2.1. At the new-year-planning retreat, the Chairperson shall appoint members to their selected standing Subcommittees for a term of one year, retroactive to July 1.
 - 7.2.2. At the August meeting, the Committee Chairperson shall appoint the standing Subcommittee chairpersons, as decided by the members of each Subcommittee, retroactive to July 1.
 - 7.2.3. The standing subcommittees are as follows:
 - 7.2.3.1. Communications & Marketing (CM)
 - a. The CM Subcommittee shall consist of 2-3 members.
 - b. The functions of the CM Subcommittee are:
 - a. to manage Committee communications, including brochures, social media, and the WACSS website;
 - b. to promote WACSS new member recruitment efforts;
 - c. to assist with the development of the Committee's event promotional materials; and
 - d. to assist with planning and promoting the Annual Spring Forum.
 - 7.2.3.2. Diversity, Equity, & Inclusion (DEI)
 - a. The DEI Subcommittee shall consist of 4-5 members.
 - b. The functions of the DEI Subcommittee are:

- a. to identify and address issues related to diversity, equity, and/or inclusion affecting support staff, particularly women support staff;
- b. to champion university initiatives that integrate and support inclusive representation in our policies and practices;
- c. to coordinate relationship and memberships with Athena WIN;
- d. to stay informed of RVSM updates;
- e. to coordinate relationship with WIST;
- f. to manage updates to the University's Anti-Discrimination Policies (every 3 years or on rolling annual cycle); and
- g. to assist with the development of WACSS events as needed.

7.2.3.3. Events & Engagement (EE)

- a. The EE Subcommittee shall consist of 5-6 members.
- b. The functions of the EE Subcommittee are:
 - a. to coordinate all events, including the Annual Spring Forum, Insights Series, guest speaker events, new-year-planning retreat;
 - b. to co-plan the end-of-year retreat with the MBD Subcommittee;
 - c. to actively promote and represent WACSS at various events; and
 - d. to work closely with committee sponsors and ex-officio units regarding joint initiatives.

7.2.3.4. Membership, Benefits, and Development (MBD)

- a. The MBD Subcommittee shall consist of 4-5 members.
- b. The functions of the MBD Subcommittee are:
 - a. to coordinate the annual Executive Committee nomination process;
 - b. to facilitate new member recruitment, interviews, recommendations, and approval (by the Chief Diversity Officer and the new member's supervisor);
 - c. conduct orientation for new Committee members;
 - d. manage the relationship with the Emergency Menstrual Hygiene Product program;
 - e. to co-plan the end-of-year retreat with the MBD Subcommittee;
 - f. to manage TIAA/Financial Series;
 - g. to monitor and encourage personal and professional development of women support staff and remain engaged with Human Resources to obtain and share information; and
 - h. to assist with development of WACSS events as needed.

7.3. Ad Hoc Subcommittees shall be formed to deal with specific concerns as they arise and will be limited in length of existence. Members shall be appointed by the Chairperson.

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.

9.1.1. Exclusion: These Bylaws may be amended only by the procedures in Section 5.5.

10. Liaison

- 10.1. The Committee may establish liaison with other organizations, University departments, and/or committees as appropriate to fulfilling the Committee's purpose. This may include, but is 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, Women In Skilled Trades, Women's Networking Association, WorkLife Office, and Athena WIN.

Effective Date

These Bylaws became effective on July 28, 2022 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 July 28, 2022.



Jabbar R. Bennett, PhD
Chief Diversity Officer, Michigan State University

8/1/2022

Date



Tina Alonzo
Chair, Women's Advisory Committee for Support Staff

7/29/2022

Date