

WACSS BYLAWS

1. Purpose

1.1 The Workforce Action Committee for Spartan Staff (WACSS) serves as an advisory body to the Chief Diversity Officer at Michigan State University, focusing on improving policies, practices, and work environments for MSU support staff. Its core responsibilities include:

- Identify areas for improvement regarding employee concerns and propose solutions.
- Ensure a productive, safe, and inclusive work environment.
- Serve as a liaison between support staff, other organizations, departments, and University administration.

2. Membership

2.1 Composition

WACSS shall consist of 17 members, representing key staff constituent groups. Membership terms, representation requirements, and recruitment efforts must be inclusive and representative of diverse staff categories.

2.1.1 WACSS Advisors may consist of: Chief Diversity Officer, VP for HR, VP of UHW etc. or their designee

2.2 Eligibility

2.2.1 Committee members are selected based on their employment classification. If a member's classification changes during their term, their continued service on the committee will be based on their new role.

2.3 Selection of Members

2.3.1 Membership selection occurs through an open application process, new members are approved by the full committee and finalized by the Chief Diversity Officer

2.4 Terms of Office

2.4.1 Members are appointed for two-year terms and may serve a second consecutive term.

2.4.2 Members filling unexpired terms of less than one year may serve two additional terms.

2.5 Attendance

2.5.1 Members are expected to attend all committee and assigned subcommittee meetings.

2.6 Removal from office

- 2.6.1 A maximum of two unexcused absences from either Committee or Subcommittee meetings during the term may result in removal.
- 2.6.2 Members who have been removed from the committee will not be allowed to re-apply for WACSS membership for a period of 4 years.

3. Officers & Executive Committee

3.1 The Executive Committee consists of:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Immediate-Past Chair (as an ex-officio member if in their 5th year)

3.2 Duties of Officers

- **Chairperson:** Presides over meetings, appoints members to subcommittees, represents WACSS in official capacities.
- **Vice Chairperson:** Assists Chair, acts as Parliamentarian, and steps in during the Chair's absence.
- **Secretary:** Prepares meeting agendas, records minutes, manages communication, book meeting spaces, and maintain and manage committee files.
- **Treasurer:** Oversees budget and financial operations in collaboration with ex-officio members.
- **Immediate-Past Chair:** Manage officer elections, serves in an advisory capacity to the executive committee and assists in the facilitation of WACSS initiatives.

3.3 Elections

- Officers are elected for one-year terms, with the possibility of re-election.
- Officer elections will occur before the end of the annual membership term.

4. Meetings

4.1 Meetings will be held monthly or as determined by members.

Special meetings may be called by the Chairperson or by request from at least three members.

5. Majority Actions

5.1 Quorum is a simple majority of members.

A two-thirds majority of the full membership is required to amend bylaws.

6. Parliamentary Authority

6.1 Meetings shall be conducted in accordance with *Robert's Rules of Order* unless otherwise specified in these bylaws.

7. Subcommittees

7.1 Standing Subcommittees

WACSS will maintain the following standing subcommittees:

- Communications & Marketing (CM)
- Diversity, Equity & Inclusion (DEI)
- Events & Engagement (EE)
- Membership Benefits & Development (MBD)

7.2 Ad Hoc Subcommittees

Ad hoc subcommittees may be formed as needed to address specific concerns. Members shall be appointed by the Chairperson.

7.1 Subcommittee Membership

Members will be appointed to subcommittees for one-year terms by the Chairperson.

8 Amendments to Bylaws

8.1 Amendments may be proposed at any regular meeting and require a two-thirds majority of the full membership for approval. Amended bylaws shall be effective immediately upon ratification.