Tickle College of Engineering Staff Advisory Council Bylaws

(Council established October 2019)

Article I: Mission

The mission of the TCE Staff Advisory Council (TSAC) will be to foster an ideal workplace while enhancing the reputation of TCE. The council will facilitate communication, support relationship building, nurture a spirit of community, enhance recognition opportunities, and promote personal and professional growth among TCE employees.

Goals:

- Submit suggestions to the Dean and College Administration/Leadership
- Arrange supportive network opportunities
- Provide educational opportunities
- Impart recognition
- Foster a sense of community
- Offer leadership opportunities to council members

Article II: Purpose

TSAC is an appointed group of TCE staff who meet regularly to provide formal input to the Tickle College of Engineering on decisions and issues that affect the college staff. The council will bring ideas and concerns to the Employee Relations Committee (ERC) and the Exempt Staff Council (ESC) representatives when necessary. The council will convene to advise administration on staff issues by the discretion of the Dean. In addition, the council will host at least one community/campus event per semester to foster the community among TCE staff.

Article III: Membership and Responsibilities

Section 1 – Members

Each member of TSAC is entitled to one vote. Members are eligible Staff employees appointed as outlined in Section 2 below and are eligible to hold elected positions. Each member will participate on at least one special...
interest group. To be considered, a staff member must have served at least one year in the College.

Section 2 – Terms and Term Limits

Service on the Council: The representative will attend the monthly council meetings during the two-year term. In May of each year, approximately one-third of the Council members will begin the process to rotate off the Council.

The Executive Committee will contact Department Heads and Business Managers from respective departments for their nominations and recommendations for new appointments in May of each year. Current Council member and their replacement will attend the May and June TSAC meetings. New members will begin service on council effective July 1st.

Council members may serve a maximum of three consecutive two-year terms (six years) before mandatory removal. Former Council members must wait one full year cycle (July 1 – June 30) before being eligible for re-appointment to the Council. Exceptions to this term limit will be considered on a case by case basis at the discretion of the Executive Committee.

Section 3 – Absences, Resignations, and Removal

If a member is unable to attend the monthly meeting, notification should be sent to chair of council. Should a member find it necessary to resign from the Council, their Department Head or Business Manager will be asked to appoint a new member to serve the remaining term.

A council member may be removed from their appointment if a direct supervisor, Department Head, or Business Manager determines that council membership has a negative impact on the completion of work responsibilities. A request for removal may be sent to the officers of the council. It will be the direct supervisor’s responsibility to notify the council member of their revocation of permission to serve on Staff Advisory Council. Upon removal, the Department Head or Business Manager shall recommend an eligible Staff member for appointment as outlined in Article III, Sections 1-3.

Section 4 – Responsibilities

- Participate in monthly meetings
- Brainstorm, coordinate and execute various events/programs/activities for TCE staff
- Vote on matters brought before the Council
• Be interested in serving in a leadership role with the desire to advance the TCE community
• Report back to your unit as needed with TSAC information, business, and knowledge gained from attending meetings and participating in initiatives.
• Work in concert with the TCE Special Programs Coordinator (SPC) to support events, special programs, and other activities as determined by the SPC.

**Article IV: Executive Officers**

• The Executive officers consist of Chairperson, Vice Chairperson and Secretary.
  o TSAC Executive officers shall be elected by a majority of the membership.
    • Officers should expect to invest additional time and commitment as deemed necessary. All officers will be elected for a one (1) year term, unless otherwise specified, and must have completed one year of service on TSAC.
    • The officers are responsible for communications to TSAC representatives.

**Duties of the officers consist of, but are not limited to:**

**Chairperson**
  o One year term
  o Preside over all TSAC meetings
  o Speak officially for TSAC
  o Vote on all matters brought before TSAC as a regular member
  o Prepare agendas for distribution before meetings
  o Bring forth “old business” for items which require discussion
  o Notify all TSAC members of meeting and event dates, times, and locations
  o Other-duties as required

**Vice-Chairperson**
  o Committed to two-year term as Executive Officer, three year term on Council
    • Will assume the position of Chairperson when first term ends
  o Preside over meetings in the Chair’s absence
  o Speak officially for TSAC in association with the Chairperson
  o Vote on all matters brought before TSAC as a regular member
  o Implement and maintain TSAC By-Laws
• Other duties as required

• Secretary
  o One year term
  o Record minutes during meeting times
  o Maintain all approved minutes, records and resolutions
  o Record attendance and all votes
  o Vote on all matters as a regular member
  o Responsible for updating the college on events, minutes, and other pertinent TSAC business
  o Other duties as required

Article V: Election of Executive Officers

• Eligibility requirements for Executive Officers:
  o Self-nomination.
  o Qualified members may be nominated by another council member, but may reserve the right to decline the nomination.
  o Nomination of officers will be held in May of each year. Interim vacancies will be addressed as outlined in Article V.
  o All officers will be elected for a one (1) year term and must have completed one (1) year of service on TSAC.

• Vacancy of Executive Officer:
  o When a vacancy occurs in the office of Chair, the Vice-Chair shall immediately become Chair for the remainder of the elected year.
  o When a vacancy occurs in any elected position, except the Chair, the Chair will call for an immediate appointment for the vacant position for the remainder of the academic year.
  o Terms of all officers shall end on June 30th when a replacement has been appointed and seated July 1st.
  o At the expiration of the Executive Officer’s term, each officer shall turn over all pertinent documents to their replacement.
  o All newly elected officers will begin their term July 1st.

Article VI: Special Interest Groups

Each TSAC member is expected to serve on a Special Interest Group. The groups will be formed at the beginning of each fall semester. Each group will be responsible in bringing ideas to the council for review and final vote decision.
• Outreach/Networking Special Interest Group: This group provides support to the TCE community by coordination outreach and networking opportunities.

• Staff Recognition/Awards Special Interest Group: This group provides support to the TCE community by coordinating activities for recognition and awards.
  o Responsible for review and selection of applications for TCE Staff Awards
  o Requires a minimum 1-year term of service
  o Members on this special interest group are not eligible to apply for/receive TCE Staff Individual or Group Award

• Training/Professional Development Special Interest Group: This group provides support to the TCE community by assisting with and gathering training and professional development opportunities.
  o Responsible for review and selection of applications for TCE STAR Fund
  o Requires a minimum 1-year term of service
  o Members on this special interest group are not eligible to apply for/receive TCE STAR Fund

• Communications Special Interest Group: This group provides support to the TCE community by facilitating the communication of up-to-date information relevant to councilors, represented staff, and others interested in the activities of the Staff Council.
  o Responsible for promoting Staff Council events and efforts while working closely with the Executive Committee and other council committees to communicate with all council audiences.
  o Maintain a digital presence for Staff Council via newsletter, partnering with College Communications, social media, and other digital platforms.
  o Responsible for resources related to council communications, including tsac@utk.edu email address and feedback form on TSAC website

Article VII: Meetings

• Regular TSAC meetings shall be conducted on the third Wednesday of each month during normal working hours.
• Only members in attendance may participate in voting at any meeting unless otherwise agreed upon.
• A member of the Executive Council must be present to conduct TSAC business, including voting on issues.
• A simple majority, including the Chair and/or the Vice-Chair, shall constitute a quorum to conduct TSAC business.

**Article VIII Amendments to the By-Laws**

• Any TSAC member may propose an amendment to the By-Laws by presenting it in writing at any regular TSAC meeting. The amendment shall be referred to the full TSAC council for review and voting at the next scheduled meeting.
• The By-Laws shall be reviewed every two years by the Executive Council.
• The By-Laws will be available on the web page after approval by the Council, and in paper form as requested.