



Staff Assembly Executive Committee

***STAFF ASSEMBLY EXECUTIVE  
COMMITTEE  
OF CALIFORNIA STATE UNIVERSITY,  
FRESNO  
CONSTITUTION & BYLAWS***

**BYLAWS: LAST REVISED - January 1, 2020**

**BYLAWS: UPDATED & AMENDED - August 31, 2020**

# FRESNO STATE

## Staff Assembly Executive Committee

### **PREAMBLE**

This Constitution is approved by the University President as establishing and empowering the Staff Assembly Executive Committee on behalf of the staff of California State University, Fresno.

### **ARTICLE I**

#### **SECTION 1: NAME**

The name of this organization shall be the Staff Assembly Executive Committee of the California State University, Fresno. Otherwise referred to as the SAEC. The SAEC is considered an employee advisory group (staff council) not an employee organization as defined in the Higher Education Employer Relations Act (HEERA). SAEC will not address matters within the scope of representation for those exclusively represented.

#### **SECTION 2: PURPOSE AND OBJECTIVES**

- A. Provide a vehicle to promote staff engagement and involvement to various programs and activities and foster an opportunity to be more involved and informed of the functions on campus.
- B. Collaborate, as needed, in facilitating staff appointments to social and engagement committees.
- C. Stand as a University-recognized organization for all staff to support social and engagement activities - pertaining to the University that are outside the scope of the HEERA and the concerns of employee organizations.
- D. Provide opportunities for staff to form a cohesive community in the workplace.
- E. Provide a vehicle for staff engagement and networking.
- F. Provide opportunities for staff recognition and appreciation.

### **ARTICLE II**

#### **SECTION 1: MEMBERSHIP**

**BYLAWS: LAST REVISED - January 1, 2020**

**BYLAWS: UPDATED & AMENDED - August 31, 2020**



## Staff Assembly Executive Committee

Membership shall be open to all staff of California State University, Fresno and recognized Auxiliary organizations. All members will be required to attend a minimum of 80% of all committee meetings. The membership goals of the committee is to be comprised of a minimum of one representative from each of the Divisional areas. Membership will be modified if there are future organizational changes within the University.

- A. The SAEC shall not exceed twenty-four (24) voting representatives. Sub-committees may allow non-voting members as part of the committee for a specific event. All non-voting members must be approved by the committee.
- B. To be eligible for membership, staff must have attained permanent status at California State University, Fresno, or be full-time employees of a recognized auxiliary organization with two (2) or more years of service.
- C. It is the goal of the SAEC to have campus-wide membership from the following areas:
  - a. Academic Affairs
  - b. Administration and Finance
  - c. Student Affairs and Enrollment Management
  - d. Office of the President
  - e. Athletics
  - f. Auxiliary Services
  - g. Technology Services
  - h. University Advancement
- D. The members with the following roles are considered the executive committee. Each role, aside from the chair, will hold a position for a minimum of one year. The chair is required to serve a minimum of three years (see Membership for more information):
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
  - e. Donations Coordinator
  - f. Marketing & Promotions Coordinator
  - g. Webmaster
  - h. Social Media Coordinator

**BYLAWS: LAST REVISED - January 1, 2020**

**BYLAWS: UPDATED & AMENDED - August 31, 2020**

# FRESNO STATE

## Staff Assembly Executive Committee

### **SECTION 2: TERM OF OFFICE**

- A. All SAEC members, with the exception of the chair, shall commit to a term of two (2) years, renewable up to three (3) times after careful consideration by the chair. After serving three (3) consecutive terms (six years) the members may revert to a non-voting status for a period of one (1) year before applying for an additional term(s).
- B. Members will be recruited via an application process as positions and members transition out and/or if new areas develop. Should a member of the SAEC leave for any reason PRIOR to the expiration of a two-year term, a new appointment can be made to complete the vacant term for a full two (2) year term.
- C. The committee chair will be required to serve a minimum of three (3) years, renewable up to two (2) times after careful consideration of the committee, with majority votes from the voting members of the committee.
  - a. After serving two (2) consecutive terms (six years), the chair may revert to a non-voting status for a period of one (1) year before being recruited for additional chair terms or applying for a member position.
- D. The recruiting process for the Chair positions will be as follows:
  - a. Must be recommended by a current voting member (cannot self-recommend).
  - b. Candidate will complete the application process.
  - c. Candidate will submit a 500-word summary along with the application.
  - d. Must have served at least one year on the SAEC committee as voting, non-voting member.
  - e. Ballot to be submitted to staff listserv. The candidate with the majority of votes will be appointed for the chair term.

### **SECTION 3: EXECUTIVE MEMBERS ROLE DESCRIPTIONS**

#### **CHAIR**

**BYLAWS: LAST REVISED - January 1, 2020**

**BYLAWS: UPDATED & AMENDED - August 31, 2020**



## Staff Assembly Executive Committee

The chair is charged with providing leadership and direction to the committee. They are responsible for ensuring that the committee fulfills its responsibilities for the campus. The chair is the primary spokesperson and should maintain key relationships within and outside of the committee.

### **VICE CHAIR**

The vice chair serves as the immediate subordinate to the chair and will step in for the chair when absent. They shall assist in managing and providing leadership to all SAEC members. The vice chair is accountable to the committee and acts as a direct liaison between the chair, committee members, and campus community. They will assist in carrying out the functions of the committee and perform specific duties as designated. The vice chair works in conjunction with other members of the executive committee to evaluate their holistic performance.

### **SECRETARY**

The secretary is responsible for the documentation and communication of activities for the committee. Amongst the secretary's tasks are to prepare agendas, control and distribute minutes, receive and disseminate correspondence to and from the committee, etc. The secretary is the primary administrative support for the committee and serves as a link between the committee members and outside agencies. In this role, the secretary should be a good communicator and maintain confidentiality on relevant matters.

### **TREASURER**

The treasurer is responsible for the financial supervision of all expenses. These tasks include the preparation of annual budgets, planning for the organizations financial future, and monitoring the committee's revenue and expenditures. It is desirable that the treasurer is well organized and possesses a level of financial expertise.

### **DONATIONS COORDINATOR**

The donations coordinator will work with SAEC subcommittees to determine the needs for events and network with community partners to request and secure donations for giveaways. The donation

**BYLAWS: LAST REVISED - January 1, 2020**

**BYLAWS: UPDATED & AMENDED - August 31, 2020**



## Staff Assembly Executive Committee

coordinator is responsible for the inventory of all donations received along with distribution to the campus community for reporting purposes, including reporting as requested by advancement. The coordinator maintains records of all donors and mails out thank you cards on behalf of the SAEC.

### **MARKETING AND PROMOTIONS COORDINATOR**

The primary responsibility of the marketing & promotions coordinator is driving information on SAEC events. In addition, they are responsible for tracking various campus events involving staff, as well as planning and implementing services, events, and products that will raise money for the SAEC. They will work with the webmaster & social media coordinator to ensure the SAEC is supporting the campus community via online mediums. The marketing & promotions coordinator will strategically coordinate events that will gear toward increased engagement.

### **WEBMASTER**

The webmaster's primary responsibility is to manage and maintain the SAEC webpage, sites, and applications. They coordinate the design, development, deployment and maintenance of the committee's online presence.

### **SOCIAL MEDIA COORDINATOR**

Social media is a booming industry and is the key platform for promoting and advertising our events as well as campus community updates. The social media coordinator is responsible for driving traffic to our social media platforms by promoting content using various advertising strategies, and developing relationships with key influencers and target audiences. The social media coordinator will be responsible for writing and creating content to engage followers and promote the campus in a positive manner. They will monitor, listen and respond to users in a "social", yet respectful and positive manner.

## **ARTICLE III**

**BYLAWS: LAST REVISED - January 1, 2020**

**BYLAWS: UPDATED & AMENDED - August 31, 2020**



## Staff Assembly Executive Committee

### **SECTION 1: MEETINGS**

- A. Will be conducted monthly during the academic year. Additional meetings can be scheduled as deemed necessary based on the needs of the committee.
- B. Will be open to the campus community.
- C. Only SAEC members are eligible to vote.
- D. Agenda items shall be matters outside the scope of HEERA.
- E. The chair of the SAEC shall conduct all meetings. In his/her absence, the vice-chair will preside, unless otherwise noted by the chair.
- F. Meeting attendance by SAEC members is expected. All absences must be excused and submitted to the chair prior to the meeting.