Dean’s Staff Advisory Board

**Article I:**  **Name**

The name of the organization will be the Dean’s Staff Advisory Board, hereinafter referred to as DSAB.

**Article II: Mission**

The Dean’s Staff Advisory Board (DSAB) is an advisory group to administration and staff on issues, policies and practices that affect the College of Education, Health and Human Sciences (CEHHS) and those served by the board. We support relationship building by organizing campus events, community service projects and hospitality correspondence that foster a sense of community.

**Article III:** **Purpose**

DSAB is an appointed group of CEHHS staff who meet regularly to provide formal input to the College of Education, Health and Human Sciences on decisions and issues that affect the college staff.  The committee will bring ideas and concerns to the Employee Relations Committee (ERC) when necessary. The committee will convene to advise administration on staff issues by the discretion of the Dean. In addition, the committee will host one community/campus event per semester to foster the community among CEHHS staff.

**Article III:**  **Eligibility and Appointment of DSAB Representatives**

* **Eligibility Requirements:** 
  + Completion of at least twelve (12) months of employment in CEHHS.
  + Be a regular full-time or part-time staff employee.
  + Must be available to attend most regularly scheduled meetings occurring during the fall and spring semesters on the second Thursday of each month at 2:00pm.
* **Appointment/Nomination of DSAB representatives and terms of office:** 
  + The DSAB will consist of one representative from each unit, unless exceptional conditions occur, which will be addressed on an individual basis.
  + The board will review continuous appointments on an annual basis.
  + DSAB members will serve a two (2) year term running August to May. Appointments will be made in May for the next academic year.
  + Members are eligible to serve consecutive terms.
  + We prefer terms to be staggered so that not everyone is new to the board at the same time.

**Article IV:  Representative Responsibilities**

* Listen and contribute to discussion of topics.
* Attend regularly scheduled DSAB meetings.
  + If you cannot attend a meeting, then notify the Secretary with who will attend in your place. Your attendance will be taken into consideration during the review process of appointments.
* Convey ideas and concerns from your unit to the DSAB.
* Communicate with your unit by sharing knowledge and information gained by attending DSAB meetings (i.e. post/share approved minutes)
* Be knowledgeable and prepared on agenda items.
* Be willing to serve on ad-hoc committees.
* Have in mind the overall best interests of the staff at the University of Tennessee and the College of Education, Health and Human Sciences.
* Maintain confidentiality of issues deemed confidential by DSAB
* DSAB members unable to fulfill their duties temporarily will inform the Chair, who will consult with the board to appoint a temporary alternate.  Members unable to fulfill their duties permanently will inform the Chair, with a subsequent appointment to be held for a replacement for the unit.

**Article V:**  **Executive Officers**

* The Executive officers consist of Chairperson, Vice Chairperson and Secretary.
  + DSAB 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 and must have completed one year of service on DSAB.
    - If re-elected to DSAB by the unit in which one is a member, an officer may be re-elected for another term.
    - The officers are responsible for communications to DSAB representatives.

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

* **Chair** 
  + Preside over all DSAB meetings.
  + Speak officially for DSAB in conjunction with the Vice-Chair.
  + Vote on all matters brought before DSAB as a regular member.
  + Prepare agendas for distribution before meetings.
  + Bring forth “old business” for items which require discussion.
  + Notify all DSAB members of meeting and event dates, times, and locations.
  + Other such duties as required.
* **Vice-Chair** 
  + Preside over meetings in the Chair’s absence.
  + Vote on all matters brought before DSAB as a regular member.
  + Implement and maintain DSAB’s By-Laws.
  + Serve as Chair of Election Committee
  + Other such duties as required.
* **Secretary** 
  + Record minutes during meeting times.
  + Maintain all approved minutes, records and resolutions.
  + Record attendance and all votes.
  + Vote on all matters as a regular member.
  + Responsible for updating the college on our events and minutes.
  + Other such duties as required.

**Article VI:**  **Election of Executive Officers**

* **Eligibility requirements for Executive Officers:** 
  + Self-nomination.
  + Qualified members may be nominated by another council member, but reserves the right to refuse the nomination.
  + Nomination of officers will be held in May of each year unless a position is vacant.
  + All officers will be elected for a one (1) year term and must have completed one (1) year of service on DSAB.
* **Vacancy of Executive Officer:** 
  + When a vacancy occurs in the office of Chair, the Vice-Chair shall immediately become Chair for the remainder of the elected year.
  + 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.
  + Terms of all officers shall end when a replacement has been appointed and seated in May.
  + At the expiration of the Executive Officer’s term, each officer shall turn over all pertinent documents to their replacement.
  + All newly elected officers will begin their term at the start of fall term.

**Article VII:  Committees**

* Committee descriptions will be read at the first meeting following elections.  DSAB members will fill any vacant committee positions at the following meeting.  Any committee vacancies that occur during the year will be filled at the next DSAB Meeting.
* If a committee overlaps a DSAB member’s term, the member will be expected to fulfill the obligation for the duration of the committee.
* **Standing Committees and Their Responsibilities:**
* **Executive Committee** 
  + Shall be composed of the three DSAB officers and the committee chairs as deemed necessary by DSAB.
  + **Duties and responsibilities** 
    - Convene ad-hoc committees.
    - Monitor progress of committees.
    - Implement By-Laws.
    - Other duties as the Chair or DSAB shall request.
* **Hospitality** 
  + Attend to employee change of life events as they occur. For example, welcome card for new employee, wedding announcements, birth announcements, etc.
* **Community Service**
  + Plan and implement one event per semester with the help of the board.
* **Ad-hoc and Other Committees**
  + All ad-hoc and other committees the DSAB participates in will be posted on the DSAB website.  These postings will include a description of the work of the committee, the number of DSAB representatives included in the committee, the term of those representatives and the names of the current representatives.

**Article VIII:  Meetings**

* Regular DSAB meetings shall be conducted during normal working hours.
* Only members in attendance may participate in voting at any meeting unless otherwise agreed upon.
* A member of the Executive Committee must be present to conduct DSAB business, including voting on issues.
* A simple majority, including the Chair and / or the Vice-Chair, shall constitute a quorum to conduct DSAB business.
* All meetings shall be conducted under the current edition of Robert’s Rules of Order. Any conflict between those rules and DSAB By-Laws shall be resolved in favor of DSAB By-Laws.

**Article IX:** **Amendments to the By-Laws**

* Any DSAB member may propose an amendment to the By-Laws by presenting it in writing at any regular DSAB meeting.  The amendment shall be referred to an ad-hoc committee for review and action at the next regular meeting.
* The By-Laws shall be reviewed every two years by the Executive Committee.
* The By-Laws will be available on the web page after approval by the Council, and in paper form as requested.

Rev. 4/27/18