

# Dental Staff Advisory Council By-Laws

## I. RESPONSIBILITIES

The purpose of the Dental Staff Advisory Council (DSAC) is to encourage participation by staff, in an advisory role, in the Dental School, such as:

- Serve as an advisory group with both administration and staff to suggest, comment, and provide feedback on policies and raise awareness of issues that affect the Dental School and the people it serves.
- Establish and maintain a forum for communication among staff at the Dental School.
- Solicit nominations from administration for staff representation to Dental School committees.

## II. MEMBERSHIP

### A. Elected Representatives

Membership is open to non-faculty, non-managerial staff employed by the Dental School at least one year and 30 hours a week excluding temporary personnel.

- Staff members from the Dental School will rotate in serving DSAC.
- Nominees for appointment must be in good standing, i.e., neither on administrative leave nor with disciplinary action pending.
- Representatives are nominated by staff members from their respective area.
- DSAC makes eligibility recommendations to the Dean with a concerted effort to ensure diversity among the members.
- Representatives are appointed by the Dean.

### B. Dental Staff Advisory Council Representation Areas

DSAC represents all non-managerial staff (union and non-union staff members) at the Dental School. Members may be either exempt or non-exempt employees.

- The total number of representatives for the Dental School Campus is comprised of 12 staff members from the following areas:
  - Administration/Academics 4
  - Clinics 4
  - Student Related Services 4
- DSAC representation areas will be reviewed and any necessary adjustments will be made prior to the regularly scheduled annual election of representatives.

### C. Liaison with Dental School Administration

The Associate Dean of Administration serves as the primary liaison between DSAC and the administration.

### **III. RESPONSIBILITIES**

- Members shall fulfill the mission and vision of DSAC.
- Members are required to attend all scheduled meetings as well as special or called meetings.
- Members shall make themselves known to their constituents and shall disseminate DSAC information to their constituents.
- Members, including the officers, will rotate in taking and typing minutes of DSAC meetings.
- Members shall participate in all DSAC events charged by the Dean.
- A member will notify the Chair/Secretary or any other member of the Executive Committee if he/she is unable to attend a meeting.

### **IV. RECOGNITION OF SERVICE**

- Members and Officers who fulfill their duties will have a certificate of service placed in their permanent record.

### **V. MEETINGS OF THE COUNCIL**

- DSAC shall meet a minimum of 10 times annually.
- A quorum shall consist of a majority of the elected voting representatives.
- Representatives shall be granted release time to attend meetings.
- Chair and Vice-Chair will send correspondence notification of staff appointments to DSAC to respective Managers/Directors.
- DSAC committee meetings are open to all employees. When attending a meeting, please notify the Chair, Vice-Chair and/or Secretary of DSAC.

### **VI. ABSENCES**

- If there is a pattern of multiple absences without prior notice, the Executive Committee will investigate the matter on a case-by-case basis and recommend action to Council.

### **VII. ELECTION OF REPRESENTATIVES**

#### **A. Terms of Service**

- Representatives are elected to staggered two-year terms; however, the Chair/Vice-Chair will serve an additional year as past Chair/Vice-Chairs as advisors.
- New representatives will take office at the July meeting of each year.
- Representatives may not serve consecutive terms.
- If a representative is elected as a replacement with less than one year remaining in their term, they will be eligible for re-election.
- If a representative's job changes within the Dental School from non-managerial position, the member will immediately notify the Chair of DSAC in order to have his/her position filled.
- If a representative is no longer employed within the Division from which he/she was elected at the discretion of the Council, the representative may continue to represent his/her current constituent group until the next regularly scheduled election.

**B. Review of Representation Areas**

Prior to the regular annual election of representatives, DSAC representation areas will be reviewed and adjustments made as necessary. Adjustments may be required as the result of:

- Dental School restructuring
- Representative's job change within the Dental School.

**C. Nomination Procedures**

Recommendations to replace members whose terms are expiring will be provided annually in May for July appointments to the Dean under the leadership of the Chair and Vice-Chair.

**D. Vacancy**

- Temporary – If a representative must miss more than two consecutive meetings due to circumstances, planned or unplanned, *with an anticipated return date*, the representative, in consultation with the Chair/Vice-Chair, should identify a replacement to serve by special appointment until the representative resumes his/her duties.
- Permanent – If a vacancy on the DSAC occurs prior to the completion of a term, the Chair/Vice-Chair will conduct a special appointment in the area affected at the discretion of DSAC with the Dean's approval.

**VIII. OFFICERS RESPONSIBILITIES**

The responsibilities of the Officers are to serve on the Dental Staff Advisory Council Executive Committee, to fulfill responsibilities as listed in the DSAC By-Laws.

**A. Chair**

- Plan the agenda for all regularly scheduled DSAC meetings in consultation with the Executive Committee.
- Call special meetings with the Executive Board.
- Preside over all official meetings of DSAC and Executive Board.
- Represent DSAC to the Administration and other organizations as required.
- Maintain official electronic and hardcopy records, (as required) including minutes and correspondence.
- Establish special committees, ad hoc committees as necessary.
- Prepare and submit an Annual Report to the Dean by 1 September of each year.
- Solicit membership nominations when vacancies occur.

**B. Vice-Chair**

- Attend all official meetings of DSAC and Executive Board.
- Preside over all official meetings of DSAC and Executive Board in absence of the Chair.
- Assist the Chair with official communications and correspondence of DSAC.
- Coordinate orientation of the new Executive Board, Council members and Participants.

- Maintain official electronic and hardcopy records, (as required) including minutes and correspondence.
- Report on activities of the Executive Board to DSAC.
- Assume the duties and authority of the Chair in absence or vacancy of that office.
- Solicit membership nominations when vacancies occur.

**C. Secretary**

- Attend and schedule all official meetings of DSAC and Executive Board.
- Notifies all members of DSAC meetings.
- Maintain and distributes the minutes to all DSAC members.
- Ensures that minutes, agenda, and any other information are posted on the Web Page.
- Maintain official electronic and hardcopy records (as required) including minutes and correspondence with administration.

**D. Treasurer**

- Attend all official meetings of DSAC and Executive Board.
- Coordinate annual budget request with assistance from the Executive Board.
- Handle and maintain expenditures of DSAC with the approval of the Chair and Vice-Chair.
- Oversee all fundraising (cash or gift donations) activities.
- Receive funds and deposit in correct account in a timely fashion.
- Maintain a permanent record of receipts and expenses paid.
- Provide the Council with quarterly budget reports.
- Prepare an annual financial statement for inclusion in the Annual Report.

**IX. ELECTION OF OFFICERS**

**A. Term of Service**

- Serve one-year term.
- Officers are elected by representatives of DSAC.
- Officers can be re-elected by representatives of DSAC.
- New officers assume their duties on the scheduled meeting for the month of July.
- To ease transition, the past Executive Board will serve in an advisory role until the September meeting.

**B. Vacancy**

Should a vacancy on the Executive Committee occur during a term of office, the normal election process will be followed, beginning with the next scheduled meeting.