



STAFF EMPOWERMENT COUNCIL BY-LAWS

Approved by MICA Staff in August 2021. Discussed with and reviewed by People, Belonging & Culture during Fall 2021. Approved by MICA President Samuel Hoi in December 2021.

1. This organization shall be named Staff Empowerment Council (also referred to as the SEC).

ARTICLE I. NAME

ARTICLE II. PURPOSE

1. To advocate for the best interests of all staff members who bring concerns to the SEC across all divisions at Maryland Institute College of Art (MICA).
2. To collaborate with full-time faculty (via the Faculty Executive Committee; FEC) Part-time faculty, student leadership (via Student Voice Association; SVA), and Senior Administration (via the President's Council) in implementing shared governance at MICA
3. To foster an environment of respect and equity in line with MICA's mission and vision – especially the commitment to diversity, equity, inclusion, and globalization.
4. To serve as a forum for discussion and to keep staff informed on matters of interest and involving staff welfare at MICA.
5. To represent and advocate for staff on committees within the college who formulate, review, recommend, and revise policies that affect this constituency.
6. To plan and organize relevant networking and professional development opportunities across MICA's divisions in collaboration with the college's People, Belonging, & Culture team.
7. To develop and implement a college-wide representational structure for all staff constituencies in collaboration with the President's Council and the college's People, Belonging, & Culture team.

ARTICLE III. MEMBERSHIP

1. Composition

- a. SEC is open to staff members across divisions including Regular Exempt, Regular Non-Exempt, Full-Time Regular, Part-Time Regular, Full-Time Academic Year, Temporary/Seasonal and Casual positions, up to and including Directors.
- b. Membership should be inclusive and represent all areas of the college equitably.
- c. Current SEC members shall select two Co-Chairs, a Secretary, a Treasurer, and other Committee Chairs as deemed necessary.
- d. The President of MICA or their designee on the President's Council shall serve as an ad hoc, ex-officio, and non-voting member
 - A designee of the President's Council shall be in attendance at General Staff meetings
 - SEC reserves the right to move to closed sessions whenever necessary
- e. All members of People, Belonging, & Culture (PB&C), Director level or above shall serve as ad-hoc, ex officio, and non-voting members.

2. Participation

- a. Participation in the SEC is on a voluntary basis.
- b. New SEC members may volunteer or be invited by current SEC members or members of the senior staff.
- c. Meetings are approved as time worked by PB&C and the President.

- d. In acknowledgment of the importance of SEC's work moving forward, the President's Council encourage supervisors to make adjustments to schedules and work in order to allow for interested staff to attend SEC meetings and serve in leadership roles within the SEC.¹

ARTICLE IV. EXECUTIVE COMMITTEE

1. Terms

- a. Executive Committee Officer eligibility follows the membership terms in Article III, Section 1.a
- b. All Officers must be voted into their role by the SEC at the end of the Fiscal Year.
- c. Officers of the SEC serve a term of 1 year. Officers shall not serve in the same capacity more than 3 consecutive years and shall wait 1 year before being eligible in the same role again.
- d. The term shall commence on June 1 of each year. If a ten-month employee is elected, their term may commence on August 1. The outgoing officer may continue in the role through the summer.
- e. Each Officer shall attend monthly meetings and specially called meetings on a regular basis.
- f. Should an Officer not be able to fulfill the terms of responsibility of their position or regular attendance to meetings the SEC will engage in a nomination process for a replacement or interim replacement.
 - i. **EXCUSED ABSENCES**
 - 1. If an Officer is unable to attend due to family leave (FMLA), furlough, long or short-term disability, the SEC will nominate an interim Officer in their place.
 - ii. **UNEXCUSED ABSENCES**
 - 1. If an Officer has 2 consecutive absences or 4 absences in total and does not provide any reason, the SEC will nominate a replacement Officer.
 - iii. **ABANDONMENT OF RESPONSIBILITIES**
 - 1. If an Officer neglects their duties outlined in Article IV Section a-c, a special committee consisting of all Officers and the Parliamentarian Chair will review all pertinent documentation. Once a decision has been made, Officer will be notified and the SEC will nominate a replacement Officer in a special election, the terms of which outline in Article IV Section 2.a-b.
 - iv. **RESIGNATION**
 - 1. This resignation should be communicated to the Co-Chairs. If an employee is let go from their position at MICA or leaves at will, it will be considered an automatic resignation.
 - 2. Should Officer resign mid-term, a nomination process and special election will take place

2. Nominations and Elections

- a. **REGULAR ELECTIONS**
 - i. All members of the SEC will be invited to submit nominations (including self-nominations) for open Executive Committee and Committee Chair positions.
 - ii. Once nominations are submitted, the SEC Elections Committee will call an anonymous vote from all MICA staff members, who are eligible for SEC membership as defined in Article III Section 1a-e.
 - iii. Upon the close date, the Elections Committee compiles and reviews the votes.
- b. **SPECIAL ELECTIONS**
 - i. Should an officer need to take extended leave, resign, or be removed a special election will take place.
 - ii. Special election process will take place at the following meeting.

¹ If a staff person needs assistance in making arrangements for SEC involvement, please reach out to us directly at sec@mica.edu.

3. Responsibilities of Officers

a. CO-CHAIRS

- i. Set the agenda and preside over monthly SEC meetings.
- ii. Report to the staff at the General Staff meetings.
- iii. Maintain open communication between the SEC, President or their designee from the President's Council, and staff.
- iv. Represent the SEC when invited to institutional meetings and report back to the Council for discussion.
- v. Appoint other SEC Officer(s), Committee Chairs, and members in good standing to college-wide committees if unable to attend.
- vi. Coordinate the formation of sub-committees (ad hoc and standing).
- vii. Nominate a Council officer to fulfill these duties in their absence.

b. SECRETARY

- i. Schedule and reserve rooms for meetings and events.
- ii. Record the proceedings of SEC meetings and distribute the minutes at least one week prior to each monthly meeting.
- iii. Maintain an up-to-date list of SEC officers and the dates of their terms, a list of ad hoc committee memberships, and other SEC committees and representatives.
- iv. Maintain content on the SEC page of the MICA website.
- v. Work with photographers to document SEC events.
- vi. Collect and maintain the SEC archives, which should contain the Staff Handbook, up-to-date SEC Bylaws, minutes, correspondence, etc.
- vii. Nominate a Council member to fulfill these duties in their absence.

c. TREASURER

- i. Coordinate the preparation of the annual budget and present the proposed budget to the SEC and then PB&C for approval.
- ii. Facilitate purchases and bookkeeping.
- iii. Facilitate purchasing and budgets with SEC sub-committees.
- iv. Work with other constituencies across campus to partner and fund more opportunities for staff.
- v. Hold meetings as needed with People, Belonging, & Culture and Finance to review up-to-date expenses and report back to the SEC.
- vi. Act as an authorized representative of the SEC at financial meetings that impact our operational funding.
- vii. Represent the SEC when invited to institutional meetings and report back to the Council for discussion.
- viii. Nominate a Council member to fulfill these duties in their absence.

d. MEMBER AT LARGE

- i. Serves on the Executive Committee and performs duties as assigned by SEC leadership.
- ii. The Member at large stands in for and acts as any role in the Executive Committee as assigned by the Co-Chairs when needed.
- iii. Serves as a delegated authority of the Executive Committee in place of officers.
- iv. Represent the SEC when invited to institutional meetings and report back to the Council for discussion.

e. PARLIAMENTARIAN

- i. The Parliamentarian, formerly known as the Chair of the Governance Sub-Committee, is responsible for all issues relating to the governance of the SEC.
- ii. The Parliamentarian has the authority to commence an Ad-Hoc subcommittee on governance issues as needed. This subcommittee must consist of the Parliamentarian, at

least one other Executive Committee officer, and one member outside the executive structure. Additional membership from all levels of SEC is encouraged.

- iii. Represents the Council when invited to institutional meetings, reporting back for discussion.
- iv. Serves as a liaison between the SEC, Student Voice Association, Faculty Assembly, and the Faculty Executive Committee v. As outlined in Article IV, Section 1f, the Parliamentarian must participate in a special committee charged with reviewing documentation around Officer neglect of duty.
- v. The Parliamentarian Sub-Committee is responsible for reviewing and, if necessary, amending the Bylaws annually as outlined in Article VII.

f. **PAST CHAIR**

- i. Serves in an advisory role to new Co-Chairs for a term of one year.

ARTICLE V. MEETINGS

1. Scope and Purpose

- a. The SEC shall hold a meeting, open to all members (as specified in Article III. 1. Membership), during normal business hours (to be determined during the first month of the academic year). Monthly meetings will be scheduled by the Co-Chairs in advance of the Academic Year.
 - i. Meetings are approved as time worked by PB&C and the President. Supervisors are required to prioritize staffs' ability to attend. Any questions regarding participation should be referred to People, Belonging, & Culture.
 - ii. The Officers and Committee Chairs are expected to attend all meetings. If a member is unable to attend, the Co-Chairs should be alerted.
 - iii. The Co-Chairs may call special meetings by notifying the membership PB&C days in advance of such a meeting.

2. SEC Open Meeting Procedure

- a. Insofar as it is applicable, SEC Open Meeting procedures will follow Roberts' Rules of Order. The SEC Co-Chairs or their designated representative will chair SEC Open Meetings.
- b. The Secretary will take minutes at each SEC Open Meeting, which will be ratified and publicly posted at the following meeting.

3. MICA Town Hall Procedure

- a. MICA Town Halls will be hosted by PB&C throughout the Academic Year.
- b. An SEC Executive Committee member will be available to collect questions before and during the event, share questions submitted, and collaborate with college leaders on Town Halls.

ARTICLE VI. SUB-COMMITTEES

1. Purpose of Sub-Committees

- a. Sub-Committees of the SEC are voluntary positions.
- b. The specific charge, constitution, term of service, and duties of each committee are described in the sections below.
- c. Sub-Committees of the SEC advocate for all staff in the matters of equity, visibility, professional development, and wellness.
- d. Sub-Committees can be created and/or dissolved by vote in a scheduled or special SEC meeting.

2. Existing SEC Sub-Committees

a. OUTREACH AND ENGAGEMENT SUB-COMMITTEE

- i. The Outreach and Engagement Sub-Committee is responsible for managing all marketing and promotion of all SEC events.
- ii. The Chair of the Outreach and Engagement Sub-Committee is responsible for working with the Treasurer on all budget and related matters.
- iii. Responsible for creating, editing, and maintaining content for SEC social media accounts and email communications.
- iv. Outreach and Engagement Sub-Committee is responsible for gathering and analyzing information related to staff engagement with SEC.

b. GRANTS SUB-COMMITTEE

- i. The Grants Sub-Committee is responsible for the promotion, application, evaluation, and award process for the Staff Professional and Creative Practice Grants.
- ii. The Chair of the Grants Sub-Committee is responsible for working with the Treasurer on all budget and related matters.
- iii. This committee is nomination-based from the SEC and will encompass five committee members. Beginning in FY '21 previous awardees are eligible to serve as reviewers on the round following their award.
- iv. Sub-committee members must recuse themselves.

c. PROFESSIONAL DEVELOPMENT SUB-COMMITTEE

- i. Professional Development Sub-Committee is responsible for the organization and promotion of an all-staff Professional Development Day
- ii. Professional Development Events must represent the diverse nature of staff needs and growth.
- iii. The Chair of the Professional Development Sub-Committee is responsible for working with the Treasurer on all budget and related matters.
- iv. A representative of MICA's Office of Events and People Belonging and Culture must be included in the coordination of all SEC Professional Development events.
- v. The Professional Development Sub-Committee Chair is responsible for reporting updates to the SEC at monthly meetings, regular updates to the Executive Committee as needed, and working with the Treasurer on all budget related matters.
- vi. Represent the SEC when invited to institutional meetings and report back to the Council for discussion.

d. EVENTS AND STAFF JURIED EXHIBITION SUB-COMMITTEE

- i. The Events and Staff Juried Exhibition Sub-Committee is responsible for organizing, promoting, and executing the bi-annual Staff Juried Exhibition.
- ii. Staff Juried Exhibition must represent the diverse nature of both MICA's alumni and non-alumni regular staff members.
- iii. The Events and Staff Juried Exhibition Sub-Committee Chair is responsible for working with the Director of Exhibitions to schedule gallery space in advance and also to discuss and secure impartial jurors for the exhibition.
- iv. The Events and Staff Juried Exhibition Sub-Committee Chair is responsible for reporting updates to the SEC at monthly meetings, regular updates to the Executive Committee as needed, and working with the Treasurer on all budget and related matters.
- v. Sub-committee members must recuse themselves.
- vi. The Events and Staff Juried Exhibition Sub-Committee is responsible for the organization and promotion of wellness and social events in collaboration with MICA's Office of Events and People Belonging and Culture.
- vii. Events must be approved by the SEC

- viii. Events and Staff Juried Exhibition Sub-Committee is appointed by committee and will act as a liaison to SEC regarding meeting updates and facilitation of events

3. Existing SEC Ad-hoc Workgroup

a. SCOPE AND PURPOSE

- i. Ad-Hoc Sub-Committees are temporary committees created to investigate or perform specific tasks.
- ii. Formation of Ad-Hoc Sub-Committees must be approved by a simple majority of votes.
- iii. Ad-Hoc Sub-Committees cannot be appointed to complete tasks that are within the designated functions of an existing sub- committee.
- iv. Upon the completion of it's designated task, the Ad-Hoc Sub-Committee automatically dissolves.
- v. An Ad-Hoc Sub-Committee can become a permanent committee with a simple majority of votes to change its status by adding its name and duties to the bylaws.

b. STAFF SENATE WORKGROUP

- i. The Staff Senate Workgroup is tasked with drafting the policies and procedures necessary for the establishment of a staff representation system in collaboration with the President's Council.
- ii. This workgroup will intersect the SEC Parliamentarian and Shared Governance Sub-committee and will be open to all staff within SEC's defined advocacy group (staff members across all divisions including Regular Exempt, Regular Non-Exempt, Full-Time Regular, Part-Time Regular, Full-Time Academic Year, Temporary/Seasonal and Casual positions, up to and including Directors)
- iii. These policies and procedures will be shared for public discussion and ultimately presented to the entire staff for ratification

c. SHARED GOVERNANCE WORKGROUP

- i. The Shared Governance Sub-Committee is responsible for representing SEC in the development of a campus-wide Shared Government system.
- ii. Membership will include the chair and representatives from the broader SEC constituent body.
- iii. The Chair of the Parliamentarian Sub-committee will be an ex-officio member of both the Shared Governance Sub-committee and the Staff Senate Workgroup.
- iv. The continuance of this sub-committee's activity will be reviewed annually but may be dissolved early upon successful establishment of an institutional shared governance structure.
- v. Upon its dissolution, the chair of the Shared Governance Sub-Committee will act as one of SEC's Members at Large for the remainder of the term.

ARTICLE VII. AMENDMENTS TO THE BYLAWS

1. Frequency

- a. Initiated by the Parliamentarian Sub-Committee, amendments to and revisions of the Bylaws may be recommended annually by the SEC and the President.

2. Process

- a. The Parliamentarian Sub-Committee will review, suggest, and revise the SEC bylaws.
- b. Revised Bylaws will first be sent to the President or their designee for comment.
- c. Revisions and comments from the President or appointed designee will be sent to the staff for comment, suggestion, and discussion.
- d. Staff members may respond in writing or by e-mail.

- e. Ratification of final revisions will take place in a subsequent regular meeting of the Staff Empowerment Council, its agenda, location and time to be announced to the staff no less than one week prior.
- f. Both original text and revised text of any proposed amendment will be included with the advance notice of the meeting.
- g. Final version of the Bylaws is subject to approval from the President or their designee.