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The committee is known as the College of Education Staff Advisory Committee (COESAC). Throughout this document, the terms “staff” and “staff member” will be used to collectively identify personnel classified as administrative/professional and clerical.

SECTION II. MISSION, PURPOSES AND RESPONSIBILITIES

The mission of COESAC is to be an advocate for the staff of the College of Education. Its goal is to maintain open communication among colleagues, departments, and the Office of the Dean; foster the professional development of its staff; and promote the ideals of the College of Education in a positive, proactive, and constructive manner. The organization will:

A. encourage, support, and provide opportunities for staff members to engage in funded, professional development and team-building activities.

B. serve as a peer resource for staff members, providing basic information regarding various matters pertinent to employment in the College of Education and general information about Purdue University and the surrounding communities.

C. strive to create a sense of unity among administrative/professional and clerical staff members by promoting formal and informal business-related and social gatherings.

D. oversee subcommittees in charge of various tasks as needed.

E. provide staff members with a representative forum where they may express their ideas and concerns regarding COE policies affecting employment.

F. facilitate communication between the staff as a unified entity and the COE administration.
SECTION III. MEMBERSHIP

Membership in the Organization is open to all administrative/professional and clerical staff members upon employment in the College of Education at Purdue University, West Lafayette campus.

SECTION IV. REPRESENTATION

Each of the following areas shall elect/select, by any means it deems appropriate, one staff member to serve as a representative on the Executive Committee for a one-year term of office:

- Academic Services: Advising and Recruiting, Field Experiences, Graduate Studies and, Professional Preparation and Licensure (2-3)
- Department of Curriculum and Instruction (1)
- Department of Educational Studies (1)
- Education Administration & Technology (Dean’s Area) (1)

A representative may serve up to three consecutive one-year terms. After a hiatus of at least one year, that staff member will again become eligible to serve as his/her area’s representative. A representative may be allowed to serve more than three consecutive one-year terms when deemed appropriate by the Executive Committee and COESAC members within said representative’s department.

Should a new department or area be added to the College of Education, it shall be entitled to its own representative.

SECTION V. OFFICERS

A. The officers of the Executive Committee shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer, and Web Coordinator elected annually. If one of the officers resigns from the position of Secretary or Treasurer, and there is no replacement, these two positions will be combined.

B. Election of Officers:

1) Once the Executive Committee has been assembled at the first meeting of the academic year, a general notice identifying each member of the Executive Committee shall be sent to all members of the Organization. The notice shall also indicate each Executive Committee member’s eligibility for election to any of the five offices in which he/she is willing to serve. Each member must be willing to serve in at least one office; he/she may declare his/her willingness to serve in any or all offices.
2) Each member of the Organization shall cast a secret ballot during an election period specified by the Executive Committee. Each ballot shall include five votes (one for each office). Elections shall be conducted via the Organization’s website.

3) The member of the Executive Committee who receives the most votes for any given office shall be elected to that office. If one Executive Committee member receives the most votes for two offices, he/she shall select to serve in one of the offices to which he/she has been elected; the runner-up for the other office shall serve in that other office. In the event of a tie for any office, the other members of the Executive Committee shall determine the winner.

C. Responsibilities of Officers

1) The Chairperson shall preside over all monthly meetings, serve as COESAC representative on any COE committees and ad hoc committees in which COESAC participates, and represent COESAC to the Dean. The Chair will meet with the Dean, for the purpose of reviewing organization business, as needed. The Chairperson shall distribute the agenda to the executive members before each meeting.

2) The Vice Chairperson shall preside in the absence of the Chairperson at meetings and coordinate all subcommittees.

3) The Secretary shall facilitate all communication among members of the Executive Committee, and record the minutes of each meeting to be approved at the following meeting.

4) The Treasurer shall oversee the COESAC budget and authorize the disbursement of funds.

5) The Web Coordinator shall post agendas, minutes, newsletters, pictures, activities, and all other items pertaining to COESAC.

D. Succession

1) If the Chairperson should become unable to perform the duties of the office, or if the chairperson should resign, the Vice Chairperson shall assume the office of Chairperson for the remainder of that term.

2) If the Vice Chairperson should become unable to perform the duties of the office, or if the Vice Chairperson should resign, or if the Vice Chairperson must assume
the office of Chairperson, the Executive Committee shall select a new Vice Chairperson for the remainder of that term.

3) If the Secretary should become unable to perform the duties of the office, or if the Secretary should resign, the Executive Committee shall select a new Secretary for the remainder of that term. If there is no replacement, the Secretary and Treasurer will be combined.

4) If the Treasurer should become unable to perform the duties of the office, or if the Treasurer should resign, the Executive Committee shall select a new Treasurer for the remainder of that term. If there is no replacement, the Treasurer and Secretary will be combined.

5) If the Web Coordinator should become unable to perform the duties of the office, or if the Web Coordinator should resign, the Executive Committee shall select a new Web Coordinator for the remainder of that term.

SECTION VI. MEETINGS

Meetings shall be held monthly (if needed) on a date and at a time to be determined by the members of the Executive Committee. Three members of the Executive Committee must be in attendance in the first 15 minutes of coming to order to be able to conduct business. If this quorum is not met, then the meeting is postponed until further notice.

One general Organization meeting shall be held each semester. All members are invited to attend this meeting, at which the Executive Committee shall report directly to the general membership and conduct a Q&A, as necessary, with members.

A. Schedule meetings September through May of each year as needed.

B. Attendance at meetings is expected. Members are expected to stay until adjournment unless prior arrangements are made. Members have the responsibility of arranging with their supervisors and/or department heads for attendance at meetings. Supervisors and/or department heads shall arrange work schedules to permit members of the Committee to attend meetings in pay status.

C. If a Committee member is unable to attend a monthly meeting, the member must notify the Chairperson in advance. If unable to reach the Chairperson, contact the Vice-Chairperson.
D. Regarding meetings, after missing two (2) consecutive meetings or three (3) meetings within the academic year (September through May), the Chairperson, Vice Chairperson, Secretary, Treasurer, and Web Coordinator shall:

1. Review the member’s absences.
2. Meet with the Executive Committee member to review the absences.
3. If it is determined that the member is unable to be active on the Executive Committee, or if the Chairperson, Vice Chairperson, Secretary, Treasurer, Web Coordinator recommend the member be replaced, they shall do so by contacting the area and requesting that a new representative be selected.

SECTION VII. SUBCOMMITTEES

A. Creation: The Executive Committee shall, at its own discretion, create subcommittees as needed. These subcommittees may address any issues or concerns the committee deems necessary and appropriate. The Executive Committee shall have the power to determine the number of members needed for each subcommittee. In addition, the Executive Committee shall determine the status of each subcommittee (standing or ad hoc).

B. Announcement: Once the Executive Committee has created a subcommittee, it shall announce the need for subcommittee members to the membership at large.

C. Membership: Any staff member may serve as a member of a subcommittee. By soliciting volunteers, the Executive Committee will ensure that each subcommittee is adequately staffed and charge each subcommittee with its responsibilities. At least one member of the Executive Committee shall serve on each permanent subcommittee. Each subcommittee shall select its own chair.

D. Reporting: The chair of each subcommittee shall report to the Vice Chair of the Executive Committee. Within these committees, decision-making powers may vary, depending upon the authority delegated by the Executive Committee.

SECTION VIII. ORIGINATION OF MATTERS FOR COMMITTEE ATTENTION

Subject matter for discussion and action by the committee may originate via any of the following methods:

A. Any individual or group of staff members may communicate a concern via email or in writing to any member of the COESAC Committee.
B. The University administration—from any of its officers, department heads, heads of offices, or chairpersons of duly appointed University committees—may communicate a concern or proposed agenda item to the Executive Committee.

SECTION IX. ANNUAL BUDGET

A. At the beginning of each academic year, the Executive Committee shall draft an operating budget for the coming year.

B. Once the Executive Committee has agreed upon a budget, it shall be submitted to the Dean and the Director of Financial Affairs for approval.

C. Upon approval, the Executive Committee shall fund its activities from its annual budget.

SECTION X. STANDING RULES

A. At least two-thirds of the members of the Executive Committee (i.e., three members) must be in attendance in the first 15 minutes of coming to order to be able to conduct business and vote. If this quorum is not met, then the meeting is postponed until further notice.

B. All subcommittee chairs will submit reports to the Vice Chair as necessary.

SECTION XI. AMENDMENTS

The Executive Committee shall have the authority to revise, alter, modify, amend, or otherwise change these protocols and procedures.