

Undergraduate Association Committee on Student-Administration

Collaboration Bylaws

Section 1: Name

The formal name of this committee is the Undergraduate Association Committee on Student-Administration Collaboration, abbreviated UA SAC for short.

Section 2: Purpose

The mission of the UA SAC is to ensure transparent communication occurs with accountability between students and administrators at MIT.

The UA SAC will strive to accomplish this by giving recommendations to both administrators and student leaders, and working with them to ensure clear alignment of expectations.

Section 3: Responsibilities

1. Publish an annual, well-researched report on student-administration interactions through the year, evaluating the quality and effectiveness of those communications
2. Maintain an unbiased awareness of both students and administrators and facilitate the formation of mutually acceptable outcomes between the two groups.
3. Better equip student leaders and members of the administration to implement multi-year policies across leadership transitions via improved institutional memory.
4. Update and maintain the SAC Statement as a set of best practices for student-administration interactions

Section 4: Membership

The UA SAC shall consist of the following:

1. A Chair
2. A Vice Chair
3. A representative from each of the following bodies
 1. The MIT Interfraternity Council
 2. The MIT Panhellenic Association
 3. The MIT Dormitory Council
 4. The MIT Living Group Council
4. No more than four members-at-large
 1. Members-at-large shall be appointed at the discretion of the Chair and Vice Chair

Section 5: Member Responsibilities

1. The Chair is responsible for

1. Calling meetings and setting the agenda for the meetings.
 2. Ensuring that UA SAC adequately tracks all student-administration communications, delegating tasks as appropriate to other UA SAC members
 3. Meeting with both administrators and student leaders to ensure responsibilities from Section 3 are accomplished
2. The Vice-Chair is responsible for
 1. Supporting the chair in the above responsibilities
 2. Publishing both a mid-term and end-of-the-year report on committee progress
 3. Members are responsible for
 1. Appropriately researching any assigned projects they have, including interviewing relevant people for each research topic
 2. Being active in SAC meetings and online discussion

Section 6: Meeting Procedures

1. Meetings will occur every other week, at a convenient time to be determined at the start of the semester. Further meetings may be called at the discretion of the Chair for the discussion of time-sensitive issues.
2. Meetings will be open to anyone in the MIT community.
3. Meetings will begin with a committee member being chosen to take notes to be published at the end of the meeting via the UA SAC's interest list.
4. Meetings will include updates from each member of current task progress. If members are unable to come to a meeting, they are expected to send a report in advance to the Chair.
5. Meetings will end with each committee member getting a list of actionable goals to achieve by the next meeting as decided upon by committee discussion.