Northern Illinois University Department of Chemistry and Biochemistry

Student Advisory Safety Committee (SASC)

"The mission of the Student Advisory Safety Committee (SASC) is to promote, encourage, and enhance the safety culture in the Department of Chemistry and Biochemistry at Northern Illinois University."

Objectives and Scope of Activities:

SASC advises, consults with, and makes recommendations to the faculty, staff, and students of the Department of Chemistry and Biochemistry of Northern Illinois University. The committee addresses matters relating to laboratory safety in both teaching and research laboratories by:

- Promoting a safety culture which incorporates all students and department members
- Informing students and department members of safety practices found outside of academia
- Recommending procedural changes to current practices in order to enhance the likelihood of safety within the department
- Organizing events which help reduce hazards within the department

Description of Duties

SASC promotes safe practices and addresses safety concerns within the department. When necessary, the committee will recommend to management ways of controlling or eliminating hazards within the department.

Frequency of Meetings

The SASC executive board will meet no less than four times during fall semesters, four times during spring semesters, and two times during summers (between spring and fall semesters).

- Each SASC Executive Board member will be subject to a "three strikes" policy. One strike will be awarded for each Executive Board meeting missed each semester/summer, and one additional strike awarded if they did not acknowledge by email that they will miss any given meeting. One strike will also be awarded for each missed SASC general member meeting. Strikes reset each fall semester, spring semester, and summer. If an executive board member accumulates three strikes at any time they will be removed from the Executive Board, but are still eligible to retain general SASC membership. [Note that strikes cannot be mitigated for any reason].
- All Executive Board and general member meeting dates and times will be agreed upon by the entire Executive Board at or just before the beginning of fall semesters, spring semesters, and summers.
- The general SASC body will meet no less than two times during fall semesters and two times during spring semesters.

Recordkeeping

Meeting minutes will be recorded and made available to all SASC members for both Executive Board and general member meetings. Minutes will identify all participants present and summarize all topic discussed. Executive Board minutes will record current total number of strikes any Executive Board

member might have accumulated. The first minutes of each fall semester, spring semester, and summer will list all Executive board members and active general members (those who as of the previous term have met the requirements to maintain membership).

Membership Requirements (Executive Board)

- Coordinate at least one event or initiative each semester
- Participate in at least one additional event or initiative each semester
- Accumulate less than 'three strikes' during any given fall semester, spring semester, or summer

Membership Requirements (General)

- Attend at least one SASC general member meeting any given fall or spring semester
- Participate in at least one event or initiative any given fall or spring semester
- If any SASC general member is unable to attend at least one SASC general member meeting any given semester they can retain membership that semester by participating in at least one additional event or initiative that semester

Executive Board

The Executive Board dissolves at the end of December and reforms at the beginning of January.

SASC general members can apply (paragraph statement) for Executive Board positions – each SASC member votes for exactly six applicants during final SASC general member meeting of each fall semester – the six members receiving the most votes become the new Executive Board. In case of a tie a coin toss will determine winner.

If at any time the Executive Board falls below six members, the Executive Board is empowered to refill the positions without holding an election.

Six Executive Board members:

- Two co-chairs
    - Sit in as guest at campus Laboratory Safety Committee meetings (obtain advance permission)
    - Direct Executive Board meetings, presentations
    - Schedule meeting rooms
    - Decided by majority vote of Executive Board members during the first spring semester Executive Board meeting
    - Whenever possible notify other members of meeting agendas in advance
- All Executive Board Members
    - Record and upload meeting minutes to Office 365 group
    - Maintain Office 365 group
    - Maintain active communication with SASC members
    - Host SASC general member meetings
    - Maintain list of active members at the end of each semester

Any changes to this document must be approved unanimously by all Executive Board members.