## SACC | SAIAF Subcommittee | Bylaws

### ARTICLE I - Purpose

#### Section 1.

The primary mission of the State Agency Coordinating Committee (SACC) is to examine administrative and management practices, to review problems or issues, which have impact across agency lines, and to encourage and foster management practices, which are beneficial and cost effective for all state agencies.  In furtherance of this mission, the State Agency Internal Audit Forum has been established as the standing Internal Audit subcommittee of SACC.

#### Mission

The mission of the Texas State Agency Internal Audit Forum (SAIAF) is to promote the effective and efficient use of state agency Internal Audit resources toward accountability, productivity, and enhancement of management control over operations.

#### Goals

1. Exchange ideas and information,
2. Solve problems of common objectives,
3. Facilitate professional development,
4. Communicate needs and issues to the State Auditor’s Office, and
5. Provide unified input to interested parties.

### ARTICLE II - Membership

#### Section 1.

SAIAF is a voluntary association composed of representatives of each state agency and institution of higher education with an Internal Audit function.  In this document, "agency" refers to both state agencies and institutions of higher education.

#### Section 2.

The Director of Internal Audit, or as determined by the chief executive officer of each member agency, shall be the designated representative for that agency.

#### Section 3.

SAIAF may establish work groups as necessary to accomplish its goals.

### ARTICLE III - Officers

#### Section 1.

The primary officers of SAIAF will be the elected Chair, Vice-Chair, and Recorder.   Eligibility to serve as a Chair and Vice-Chair is limited to Internal Audit directors.  The term of office will be two years, beginning on September 1 of each even numbered year.  Vacancies in any office will be filled through an election to be held as soon as practical to fill the unexpired term.

#### Section 2.

Officers may be elected for no more than two consecutive terms without the concurrence of the full SAIAF.  It is the intent of SAIAF that officers be selected from different agencies over time.

#### Section 3.

The SAIAF Chair’s responsibilities include:

* Establishing an agenda for and scheduling SAIAF meetings,
* Ensuring that the SACC Chair and the SACC liaison are properly informed of SAIAF activities,
* Attending SACC meetings, when necessary, to present information on SAIAF activities, and
* Attending any meetings of SACC subcommittee chairs as scheduled by the SACC Chair.

#### Section 4.

The SAIAF Vice-Chair will preside when the SAIAF Chair is unavailable and generally assist SAIAF in carrying out assigned responsibilities.

#### Section 5.

The SAIAF Recorder shall maintain appropriate records of SAIAF activities, including Notes of meetings.

#### Section 6.

The SACC member from the SAIAF Chair’s agency will be designated as the SACC liaison to SAIAF.  It is the responsibility of the SAIAF Chair to keep the SACC liaison properly informed of the activities of the forum.  In the event the SAIAF Chair’s agency is not a member of SACC, the SACC Chair shall serve as the liaison to SAIAF.

### ARTICLE IV - SAIAF Activities

#### Section 1.

A primary task of SAIAF will be staff work as required by the mission and goals.   Initiatives originating at the SAIAF subcommittee or workgroup level that will require more than minimal expenditure of staff time will be cleared with the SAIAF Chair prior to actual commencement of the project.

#### Section 2.

Each agency present will have one vote in SAIAF matters requiring a vote as posted on the agenda.

### ARTICLE V - General Provisions

#### Section 1.

Meeting schedules and agendas will be provided to members at least two weeks prior to regular meetings.

#### Section 2.

Meeting schedules and agendas will be provided to members as soon as practical, if any emergency or specially-called meeting is required.

#### Section 3.

SAIAF meetings will be held quarterly, at a minimum.  Special meetings can be held at the call of the Chair, the SACC Chair, or at the request of five or more members when necessary.

#### Section 4.

SAIAF recommendations will be submitted to SACC for consideration and review, prior to any other formal action.

#### Section 5.

SAIAF bylaws and amendments will be submitted to SACC for approval.