

**DIVISION OF STUDENT AFFAIRS
STAFF REPRESENTATIVE GROUP BYLAWS
Adopted on January 19, 2011**

I. NAME OF GROUP

The name of the group shall be Student Affairs Staff Representative Group, hereafter called SRG.

II. MISSION STATEMENT

The Staff Representative Group (SRG) for the Division of Student Affairs strives to foster community among classified staff through advocacy, open communication, and quality programming. The SRG serves as a channel of communication between classified staff and Division of Student Affairs administration to address issues of concern or interest to Division employees.

III. REPRESENTATIVES

A. Representatives of Staff Representative Group

1. The Staff Representative Group will consist of fifteen members representing the departments in Student Affairs as follows:

- | | |
|-----------------------------------|-----------------|
| a. Vice President Student Affairs | Seat 1 |
| b. University Health Center | Seat 2, 3, 4 |
| c. University Housing | Seat 5, 6, 7 |
| d. Recreational Sports | Seat 8 |
| e. Dean of Students | Seat 9, 10 |
| h. Disability Resource Center | Seat 11 |
| i. University Testing Services | Seat 12 |
| j. At-Large Student Affairs | Seat 13, 14, 15 |

A master list shall be maintained by the Co-Chair indicating the year of election for each seat to be updated at each election including special elections. The seats are grouped together for election as follows:

- | | |
|---------------------------------|------------|
| Seats 1, 2, 3, 5, 9, 12, 13, 15 | Odd Years |
| Seats 4, 6, 7, 8, 10, 11, 14 | Even Years |

B. Qualifications for Position

Those seeking to serve as SRG Representatives must be classified staff employees of Student Affairs within the department they will represent if elected. Those seeking nomination must have completed their six months probationary period. Because an SRG in each unit of the University is mandated by the UGA Staff Council Bylaws, attendance by representatives is mandatory. Those interested in serving as representatives must complete the Representative Nomination Form and receive support from their supervisor.

C. Duration of Positions

1. Elections should take place on a regular yearly basis in March, not including special elections. The term of office is two years, except for those representatives elected to fill unexpired terms. The new seats will take place June 1.
2. There will be one representative for each seventy-five employees in a department with a maximum of three representatives from one unit. The three at-large representatives must be nominated by themselves with a supporting recommendation from their supervisor.
3. The term of office for those appointed by special election should expire at the normal time in order for those particular seats to maintain the schedule for regular elections. If the special election was held within the 3 month period prior to normally scheduled election, the newly elected member shall fill the unexpired term and the next two year term.
4. If a representative transfers within Student Affairs from one department to another, that seat on the SRG is forfeited immediately upon beginning their new position. If a representative resigns from Student Affairs, that seat on the SRG will become open the last day of their employment. It is the responsibility of the representative to notify the Chair of his/her transfer or termination.
5. Each representative should appoint an alternate to attend meetings in the event the representative is unable to attend. Each seat must be represented at each meeting.

D. Re-election Eligibility

As long as the general eligibility requirements are met and the normal nominating procedures are fulfilled, an SRG representative may be nominated for re-election.

E. Offices

1. Officers:
 - a. Chair - Coordinates and leads meetings, prepares agenda, acts as liaison with Student Affairs administration. Has authority to schedule called meetings when necessary or cancel meetings in the event of no agenda items. Appoints committees as needed.
 - b. Co-Chair - Serves as alternate Chair, serves as contact person for the SRG, takes minutes for SRG meetings and publishes to SRG representatives, maintains General Records -- files consisting of copies of SRG minutes and general information for SRG committee work.
2. The offices of the SRG will be filled by majority vote of the group as each post becomes vacant at the end of the regular terms of office.
3. Any vacancy occurring in an office in midterm will be filled by majority vote of the SRG.

A. Attendance

1. All members shall be present for every meeting and are only allowed two absences per year of service. Any subsequent absences will result in being asked to resign by the Chair. Attendance issues may be handled at the discretion of the Chair.

V. CONDUCTING SRG ELECTIONS

A. Conduct of Annual Elections

1. An election committee shall be made up of at least three volunteers of the SRG. This board shall be responsible for assisting representatives with all affairs of the election.
2. Current SRG members whose term is expiring shall be responsible for conducting the election of their replacement from within their department. The vacating member will secure nominations for the position, distribute ballots, tabulate ballot results and notify the Chair of the SRG of the results.
3. If a current SRG member is running for a second term against other nominees, a member of the SRG election committee will assist in tabulating the vote. If the current SRG member is running unopposed, no assistance in ballot count is necessary.
4. Absentee ballots shall be made available by the SRG Representative conducting the election to any staff member who will not be able to vote on election day. It is the responsibility of each staff member to obtain an absentee ballot when necessary.
5. Run off elections should be held within one week of the announcement of the election results, with run off results made public immediately.
6. The representatives for each department shall be elected to the office by a simple majority of those voting. Election results should be made known to the Chair of SRG as soon as possible following the election.
7. The election committee shall adopt uniform procedures to be used to conduct elections for all departments.
8. In the event that no representative is elected, the director of the department shall appoint a staff member to the vacant position.

B. Special Elections

Special elections will be held under three circumstances: if a member of the SRG transfers from one division within Student Affairs to another, if a member resigns from the SRG, and if a member resigns from their position within Student Affairs. These elections should be conducted as soon as possible after receiving termination notification from the representative. Special elections will be conducted by the vacating member of the SRG or the vacating member's alternate with the assistance of the SRG election committee.

C. Staff Council Elections

1. Two SRG representatives will serve as representatives to Staff Council. Elections will take place in March of designated years with the new representative taking over in June of that year.

VI. VOTING PROCEDURES

- A. Quorum (ten of the fifteen representatives in attendance) must be met will be necessary for the change to take effect.
- B. Once quorum is met, a majority (half plus one) is needed to pass.

VII. AMENDMENTS TO THE BYLAWS

The SRG will have the power to amend its bylaws providing such amendments are approved by a majority vote cast at a regularly scheduled meeting. Quorum (ten of the fifteen representatives in attendance) will be necessary for the change to take effect.