I. **NAME OF GROUP**
The name of the group shall be Student Affairs Staff Representative Group, hereafter called SRG.

II. **MISSION STATEMENT**
The SRG for the Division of Student Affairs strives to foster community among classified staff through advocacy and open communication. The SRG serves as a channel of communication between classified staff and administrators to address issues of concern and interest.

III. **REPRESENTATIVES**
SRG Representatives must be classified staff employees of Student Affairs working within the department they will represent and must have completed their six-month probationary period. Those seeking to serve must be selected by their supervisor or departmental staff and must have the approval of their supervisor to serve. They must have the time to dedicate to the position in addition to performing their regular duties and be committed to serving their full, 2-year term. An SRG representative may serve more than one term. All SRG representatives are expected to attend every meeting or name an alternate to attend.

The SRG group will consist of seven (7) classified staff representatives, one each from the following Student Affairs departments, each committed to the designated term listed:

- DRC/UTS - 2 years
- Health Center - 2 years
- Housing - 2 years
- OVPSA - 2 years
- Rec Sports - 2 years
- Student Life – 2 years
- Tate Student Center – 2 years

IV. **SRG ELECTIONS**
SRG elections should take place in March each year (not including special elections) and the newly elected representatives will take over in June of that same year. Staff representatives from the above named departments will serve their full, designated terms except for those representatives elected to fill unexpired terms. A representative whose term is expiring shall be responsible for finding his/her replacement from within his/her department. The representative shall first determine if there are any volunteers or either distribute ballots, tabulate ballot results, and notify his/her SALT representative of the outcome. In the event that no one volunteers or no representative is elected, the director or department head shall appoint a staff member to the vacant position.

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 his/her position within Student Affairs. A special election should be conducted immediately to fill a vacant spot and should be conducted by the vacating member’s alternate.
Staff Council Elections:
Two SRG representatives will serve as representatives to Staff Council. Elections will take place in March each year with the new representative taking over in June of that same year. These representatives are expected to attend every Staff Council meeting or name an alternate to attend.

In accordance with federal and state law and University policy, staff may not be denied the opportunity to serve on SRG because of race, sex, sexual orientation, ethnicity or national origin, religion, age, disability, or Veteran status.

V. VOTING PROCEDURES
A simple majority is needed to pass a vote.

VI. 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.

VII. Position Description for SRG Department Representative
The SRG position description may be reviewed at the following link: http://studentaffairs.uga.edu/position-description/.