

**BYLAWS**  
**The College of Education**  
**Staff Representative Group**

***Preamble***

The Support Staff of the College of Education assist faculty and administration in the development and implementation of the University of Georgia mission – “to teach, to serve and to inquire into the nature of things.” The representative body shall be called the Staff Representative Group (SRG).

***Function***

The SRG has been established at the request of The University of Georgia President to serve as a channel of communication between classified staff and the College of Education administration for the promotion of the general welfare of the University. The SRG shall strive to address issues of concern to COE staff and shall forward to the University Staff Council those issues that would be of concern or interest to the entire University staff.

***Definition***

Support consists of all classified, non-classified, and administrative classified (non-faculty), bi-weekly or permanent hourly employees budgeted half-time or more, having been employed within the College of Education for a minimum of six (6) months.

**Article I**  
**Membership**

**Section I: Representation**

Membership of the SRG shall be elected by and from the support staff, as defined, working within the College of Education for a *minimum of six months*.

Representation shall be by department and dean’s office units. Breakdown for membership is as follows:

1. Communication Sciences and Special Education
2. Counseling and Human Development Services
3. Educational Psychology and Instructional Technology
4. Elementary and Social Studies Education
5. Kinesiology
6. Language and Literacy Education
7. Life Education, Administration, and Policy
8. Mathematics and Science Education
9. Workforce Education, Leadership and Social Foundations
10. Dean’s Office Units.

## **Article II Elections**

### **Section I: Elections:**

The election process shall be conducted by each department through a list of eligible support staff in that department. The Vice Chair shall prepare and distribute the ballots to the representatives of each department at the May meeting. Ballots shall be returned to the representatives for counting. Representatives shall then notify the Chair of the results of the election. (Note: The ballots should be brought to the May meeting.) Ballots shall be kept by the Secretary of the SRG for a period of one year in the event of the need for replacement of a representative or alternate.

Those individuals receiving the most votes shall be the elected representative(s) and alternate(s).

Newly elected representative(s) and alternate(s) shall attend the June meeting as non-voting members before officially beginning their term on July 1.

### **Section II: Terms**

Terms shall be based upon the fiscal year rather than the calendar year. Elections within each unit shall be **completed** by the last working day of May. Results shall be sent to the SRG Chair who shall compile the new list of all representatives and alternates to be forwarded to the Dean of the College of Education.

Representatives are eligible to serve for one two-year term. After serving one term, representatives will not be eligible for re-election for at least two years.

During any elected term, the alternate would be designated to continue in the event a representative could not complete their term, a new alternate shall then be appointed by the SRG Chair from the list of eligible staff submitted for the original vote. The alternate's term will begin at that time and last two years.

It is determined that a term shall cease when any member or alternate of the SRG terminates employment, transfers outside the College of Education, or transfers outside the unit they are representing.

Individuals become eligible for the offices of Chair and Vice-Chair after serving one year as representative/alternate. Other officers are eligible to hold office in the year of their election to the SRG. If a representative is elected officer upon completion of their first year as representative, they shall serve as officer for the year of election. Upon completion of their officer's term, they will not be eligible for re-election for at least two years.

Alternates will have voting rights only when representing an elected member.

### **Article III Responsibilities**

Officers shall consist of Chair, Ex-Officio Chair, Vice-Chair, and Secretary/Archivist. Election of a Chair and Vice Chair of SRG shall be by secret ballot prepared by the Secretary for distribution at the May meeting. **Only currently seated members**, having served one year, will be eligible for offices of Chair and Vice Chair. The secretary/archivist shall be appointed by the chair from the membership at the July 1 meeting. New members will have voting rights when their term takes effect on July 1. New members will vote for their new Chair and Vice Chair at their first meeting. The Ex-Officio will be present to meet with the new Chair and Vice Chair. At this meeting the new Chair will appoint the new Secretary/Archivist.

#### **Section I: Officers**

- a. Chair – The Chair shall be responsible for overseeing, scheduling and conducting all SRG meetings and shall serve as co-representative to the University Staff Council in the absence of the Vice Chair. At the Dean’s request, the Chair shall represent SRG and all staff as various COE meetings. The Chair shall be elected by and from the SRG for a one (1) year term of office. At the end of the term as Chair, this individual shall serve as Ex-Officio term for one year. In the event the Chair should have to leave their post before their term is up, the Vice-Chair will assume the Chair’s position to finish out the Chair’s term and the SRG shall hold an emergency meeting to vote for a new Vice-Chair from the eligible membership.
- b. Vice-Chair – The Vice-Chair shall assist the Chair and perform the duties of the Chair in his/her absence. The Vice-Chair shall serve as representative to the University Staff Council, attending monthly staff council meetings, voting on behalf of the COE staff, and reporting information at the following SRG meeting. In the event the Vice-Chair is unable to attend a staff council meeting, the following order of officers will be asked to attend as the college representative: Chair, Ex-Officio Chair, and Secretary/Archivist. The Vice-Chair shall be elected by and from the SRG for one (1) year term of office. In the event the Vice-Chair should leave their post before their term is up, the Chair will call an emergency meeting to vote for a new Vice-Chair from the eligible membership.
- c. Ex-Officio Chair – The position of Ex-Officio Chair shall be filled by the outgoing Chair. The term of this office shall be a one (1) year term. The purpose of this position is to guide the incoming Chair. The Ex-Officio Chair will be a non-voting member.
- d. Secretary/Archivist – The Secretary/Archivist shall be *appointed* from the current membership for a one (1) year term. The Secretary shall be responsible for drafting the minutes for the Chair’s approval prior to distribution, maintaining current and archived records, and distributing information within the SRG. The Secretary/Archivist **may not** serve for more than two (2) consecutive years.

The secretary shall be responsible for sending copies of the minutes to the Chair for distribution.

#### **Section II: Attendance**

Representatives are expected to attend every meeting. Alternates are also encouraged to attend every meeting. COE staff are welcome to attend the SRG meetings.

## **ARTICLE IV Committees**

### **Section I: Executive Committee**

The membership of the Executive Committee shall consist of the Chair, Vice Chair, and Secretary/Archivist elected from the membership of the SRG. The Executive Committee shall meet/correspond throughout the year as necessary to develop the agenda for the upcoming meetings.

The Executive Committee shall consider and refer to the appropriate committee any issue that affects the general welfare of the College of Education or that concerns the support staff.

The Executive Committee shall meet with the Dean of the College as is deemed necessary.

### **Section II: Standing Committees**

Standing Committees shall be determined by the SRG. Committees shall consist of at least three COE staff members. Committee heads shall be selected from the SRG membership for each committee. All SRG members shall serve on at least one committee. Standing committees include:

- a. Staff Awards
- b. Safety
- c. Communications

Terms of Committee Heads shall not exceed two (2) years. Appointment of Committee heads shall take place at the July meeting.

Each committee is empowered to investigate issues in its area of responsibility to report to the SRG. Committee members are full participants in the business of the committee to which they serve. Committee members who are not members of the SRG, may participate freely in reports and presentations of the committees to the full SRG.

### **Section III: Ad Hoc Committees**

The Chair shall recommend to the SRG any Ad Hoc Committees (i.e., Bylaws, etc.) as deemed necessary.

## **Article V Meetings**

### **Section I: Meetings**

SRG meetings shall be set at the July meeting by the Chair. The Chair shall notify members of upcoming meetings for agenda items for consideration at the upcoming meeting.

Communication shall be sent via e-mail.

### **Section II: Quorum**

A simple majority of on-half or more of the voting members of the SRG will constitute a quorum. Motions may be passed by a majority of those present and voting. The SRG may not conduct normal business requiring votes if a quorum is called and found lacking. The meeting shall be rescheduled by the Chair.

### **Section III: Order of Business**

The order of business at regular meeting of the SRG will be as follows:

#### **a. Old Business**

1. The presentation of the minutes of the last meeting of the SRG, their corrections, if any, and their adoption.
2. Reports of standing committees and discussion thereof.
3. Reports of special committees and discussion thereof.
4. Reports of Chair.
5. Other

#### **b. New Business**

#### **c. Adjournment**

### **Article VI Amendments to the Bylaws**

The SRG shall have the power to alter, repeal, or amend these Bylaws, or to adopt new Bylaws. Copies of proposed amendments of Bylaws shall be sent to all representatives. A simple majority vote of eligible representatives is required for action on any amendment or proposed Bylaws.

### **Article VII Rules of Order**

The COE/SRG Bylaws shall be the guide used for Parliamentary procedure for SRG meetings.