

Terry College of Business
Staff Representative Group (SRG) Bylaws

Adopted 1992

As Amended 2002, 2/2006, 8/2006, 8/2009, 6/2016 and 2/2020

Section 1. Name

1.1 The name of the body hereby established is the Terry College of Business Staff Representative Group, hereafter referred to in the bylaws as the Terry College SRG.

Section 2. Responsibilities and Functions

- 2.1** To provide an open forum for the introduction and discussion of issues and concerns by the Terry College classified personnel and other regular non-faculty status employees within the College.
- 2.2** To discuss issues and concerns with the Dean of the Terry College and/or the Senior Director for Finance and Administration when the Group deems such request necessary. Where possible, issues and concerns will be addressed and resolved within the Group.
- 2.3** To introduce issues and concerns to the University Staff Council if deemed appropriate.
- 2.4** To maintain a college-wide communications network to all staff members concerning the business conducted by the Terry College SRG and University of Georgia Staff Council.

Section 3. Membership and Duties

3.1 Voting Members. The voting membership of the Terry College SRG will be elected by and from the classified personnel, as defined in the Policies of the Board of Regents (Policies, 8.1.2), and other regular non-faculty status employees of the Terry College. Election to the Terry College SRG will be for a term commencing July 1 following election and continuing until June 30 as specified in 5.9. New employees are immediately eligible to serve as a representative.

Section 4. Organizational Structure

4.1 Executive Board – The executive board will be comprised of Terry College SRG Officers, and (4) elected representatives from the general membership. The responsibility of the executive board will be to serve as a group which seeks and offers ideas or solutions to issues or plans proposed by the general SRG body. The executive board serves a one year term.

4.2 Officers and Duties - All elected officer positions will also serve on the executive board for Terry College SRG.

4.2.1 Chair. The Chair will be responsible for scheduling and conducting all SRG meetings. The Chair will be elected by and from the Terry SRG to a two-year term of office and is eligible for reelection. A past Chair who has served three consecutive terms may run for that office again after a break in service of at least one term. Before serving as Chair, a member must have previously served on the SRG as a voting member for at least one year. Once elected the Chair represents both their home unit and the entire SRG, and as such the Chair may cast one additional vote only in the case of a tie. The Chair will represent the Terry College SRG as a voting member of the University Staff Council. The Chair shall schedule meetings with the Dean and/or the Senior Director for Finance and Administration once a year or as necessary. The Chair is charged to invite the Dean to address the SRG at least once a year.

- 4.2.2 Vice Chair.** The Vice Chair will assist the Chair and perform the duties of the Chair in his/her absence. Should the Chair step down for any reason the Vice Chair will assume the Chair's responsibilities for the remainder of the Chair's term and a new Vice Chair will be elected at the next meeting. The Vice Chair will be elected by and from the SRG to a one-year term of office and is eligible for reelection. The Vice Chair is responsible for administering yearly elections as outlined in **Section 5.9**.
- 4.2.3 Secretary:** The secretary will be responsible for taking, distributing, and archiving the minutes of each SRG meeting. The secretary will be elected by and from the SRG to a one-year term of office and is eligible for reelection. The secretary will also assist the Vice Chair in administering the yearly elections as outlined in **Section 5.9**.

4.3 Members

- 4.3.1 General Member Duties** of attendance and distribution of information. Representatives are responsible for attending monthly meetings and distributing pertinent information to their units through email. If representatives are unable to attend a monthly meeting, they should arrange for an alternate to attend. Representatives should solicit input from members of their units and bring any issues of concern to the SRG meeting.
- 4.3.2 General Membership Purpose.** The General Membership will: 1) inform the General Membership and the Executive Board of relevant issues, 2) charge the Executive Board with the authority to investigate and propose solutions to address these issues, 3) act as a pool of informed individuals who may be called upon to contribute to and serve on committees that collect information and offer.
- 4.3.3 Executive Board Purpose.** The purpose of the Executive Board is to propose and enact solutions. To this end, the Executive board may collect information by soliciting input from the General Membership as well other sources, and form Ad Hoc Committees.

4.4 Committee Formation and Membership

- 4.4.1 Ad Hoc Committees** are formed by the SRG Executive Board to address immediate issues and are for a limited time only. As soon as the final report is presented to the SRG Executive Board the committee has finished its charge. An Ad Hoc Committee can become a Standing Committee by amending these Bylaws if there is need for ongoing study of the issue for which the Ad Hoc Committee was formed.
- 4.4.2 Membership of Ad Hoc committee** will consist of at least three full members of the SRG General Membership or Executive Board and are appointed by the SRG Chair with consultation of the vice-chair based on interest from the members. Each committee will choose a chair. The committee chair may appoint associate members from the staff at large. Associate members are full participants in the business of the committees to which they have been appointed. They are not full members of the SRG, but they may participate freely in the presentation of committee reports to the full group.
- 4.4.3 Basic Charge to Ad Hoc Committees.** Ad Hoc committees are empowered to investigate issues in its area of responsibility for report to the SRG. The committee will submit an oral report at each meeting.

Section 5. General Procedures

5.1 Regular Meetings

- 5.1.1 Regular Meetings** of the SRG will be held monthly, with the exception of December. Meetings will be held at 9:00 AM on the third Wednesday of the month. Alternate dates and times may be established as needed.
- 5.1.2 Special Meetings** may be called by the Dean, Senior Director for Finance and Administration, by any member of the Terry College SRG, or by any classified personnel or other regular non-faculty status employee of the Terry College or by any university employee physically housed in the Terry College buildings via written request to any member of the Terry College SRG.

5.2 Agenda

- 5.2.1** The SRG Chair will prepare the agenda for each meeting. This agenda, together with pertinent information on items to be discussed by the SRG, will be distributed to SRG members in advance of regularly scheduled meetings. Any SRG member may add items to the agenda by emailing the Chair before the agenda is distributed or introducing new items during the new business portion of the meeting. The SRG agenda will also be made public on the Terry College intranet.

5.3 Order of Business

- 5.3.1** The order of business at regular meetings of the Terry College SRG will be as follows:
- a. The presentation of last meetings minutes, their corrections, if any, and their adoption.
 - b. Report from the UGA Staff Council meeting and discussion thereof.
 - c. Report from any Ad Hoc Committees and discussion thereof.
 - d. New business.
 - e. Old Business.
 - f. Adjournment.

5.4 Quorum

- 5.4.1** A quorum is the presence of a simple majority of the voting members of the SRG. Motions made and seconded may be passed by a majority of those present and voting. The SRG may not vote if a quorum is called and found lacking, or is not sustained.

5.5 Voting

- 5.5.1** Voting shall be in the form of a show of hands unless a secret ballot is requested by a member of the Terry College SRG. A simple majority is needed for a vote to pass. Alternately, voting may be conducted electronically if requested by a member or the Chair. In such cases, a simple majority of the members must post a vote to constitute a quorum. The Chair will cast an additional vote in the case of a tie.

5.6 Absences

- 5.6.1** A group member who is unable to attend a meeting should appoint an alternate. An alternate may enter into discussion and vote. No person can represent more than one member at a meeting.

5.7 Visitors

- 5.7.1** Nonmembers, including classified University personnel physically housed within the Terry College of Business buildings but not employed by the Terry College (such as custodians), are welcome to attend all SRG meetings. Nonmembers wishing to address the SRG should contact the Chair to be added to the monthly agenda.

5.8 Minutes

5.8.1 Draft minutes will be made available to the SRG from the Secretary no later than ten days after each meeting. Approved copies of the minutes of each meeting will be shared electronically.

5.9 Elections

5.9.1 Each Terry College unit (see Appendix Table 1) will elect a representative from their area to serve for a minimum of one year. There is no term limit for reelected representatives.

5.9.2 New members and officers to the SRG will be seated at the June meeting each year and will be introduced by the representative they are replacing. Outgoing members will be responsible for voting on all business at this last meeting of their term.

5.9.3 The election procedure for both members and officers is as follows:

- a. **APRIL:** The SRG Vice-Chair shall send an announcement all classified personnel and other regular non-faculty status employees of the Terry College of Business to solicit nominations for SRG membership. Each nominee must consent to their nomination. Current representatives will automatically be nominated. A second is not required.
- b. **MAY:** The SRG Vice-Chair will distribute an electronic ballot to all Terry College current classified personnel and other regular non-faculty status employees. Members of each unit will vote on a representative from their unit. A nominee must receive a simple majority of the votes to be elected. In the event of a tie, a run-off election shall be conducted within one week. Employees shall have 72 hours to electronically submit their vote.
- c. **JUNE:** Election results will be reviewed by the SRG Vice-Chair, who will also be responsible for distributing the election results.
- d. **JULY:** Executive Board nominations will be distributed electronically to SRG members. Nominations for (4) Executive Board member positions will be voted on by current SRG members.

Appendix.

Table 1. Terry College of Business Units

Administrative Units:

Development and Alumni Relations

Business Office

Dean's Office (Associate Deans, Finance & Administration, PhD Programs, and Special Events)

Facilities/Logistics

Marketing and Communications

Office of Information and Technology

Selig Center

Academic Departments:

J.M. Tull School of Accounting

Department of Economics

Department of Finance

Department of Management

Department of Management Information Systems

Department of Marketing

Department of Insurance/Legal Studies/Risk Management

Full Time MBA Programs and MSBA

Professional and Executive MBA

Academic and Certificate Programs:

Undergraduate Business Programs

Music Business Program

Entrepreneurship Program

International Business and Office of Diversity Relations

Institute for Leadership Advancement

Undergraduate Student Services

Executive Programs