Preamble

The Support Staff of the College of Education assist faculty and administration in the development and implementation of the University of Georgia’s motto – “to teach, to serve and to inquire into the nature of things” and the College of Education’s mission:

The mission of the College of Education at The University of Georgia is to enhance education, workforce development, health, and policy for the well-being of society through research, preparation of educators and other professionals, and outreach initiatives. (a) the creation, communication and application of new knowledge; (b) preparation of scholars, researchers, educators and other professionals to meet the needs of our increasingly diverse, global, technological society; and (c) outreach initiatives engaged with matters related to the local community, state, nation, and world.

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 Staff consists of all classified, non-classified, and administrative classified (non-faculty) bi-weekly or permanent hourly employees budgeted half time or more in the College of Education

Staff Recognition

1. Purpose

The College of Education’s commitment to excellence is exemplified by the effective and innovative contributions of its talented and dedicated staff. In an effort to recognize individuals with an outstanding devotion to the College of Education, gifts will be given annually at the Years of Service Ceremony to those individuals with consecutive COE years of service in increments of 5.

2. Criteria for Years of Service

In order to be recognized and receive a gift for years of service, you must have been with the College of Education for consecutive years in the category you are being considered. If an
employee breaks service with the College of Education and then returns, years of service at College of Education starts over. A single year of service begins July 1st and ends June 30th in accordance with the University’s fiscal year.

3. Gift Selection

The breakdown for gift value to years of service will be as follows:
- 5 years - $50
- 10 years - $100
- 15 years - $150
- 20 years - $200
- 25 years - $250
- 30 years - $300
- 35 years - $350

There will be three gift options in each category for the recipients to choose from. Each individual recognized will be notified and asked which gift of the three that she or he would like to receive. The funding for these gifts will be budgeted into the SRG fiscal year budget. Present the Business Office with the gifts that will be purchased documenting the price and number of gifts prior to the end of the fiscal year, which is June 30th. The Business Office will contact the foundation and get an advance for the purchaser to use.

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 at no less than 50% time. Representation shall be determined by the number of employees in each department and dean’s office units. Each of the following departments shall have one (1) representative and one (1) alternate.

1. OASIS (5) & Faculty and Staff (1), Development (3), Communications (7)
2. Business Office (6), Research (9), Outreach and Engagement (4)
3. Career and Information Studies (3) & Lifelong Education, Administration, and Policy (4)
4. Centers (22) (including those within the Institute for Interdisciplinary Research in Education and Human Development, such as CLASE, HSMI, PEG (2), GCA (16), OLLI (3) and other centers developed in the future by College of Education).
5. Communication Sciences and Special Education (7) & Counseling and Human Development Services (5)
6. Educational Theory and Practice (4) & Mathematics and Science Education (3)
7. Kinesiology (6)
8. Language and Literacy Education (3) & Educational Psychology (3)
9. Office of Information Technology (16)
10. Student Services (14) & OEL (4)
Section II: Terms  
   a. Representatives are elected to serve a one-year term with no limit on the years he/she can serve as a representative as long as her/his departmental peers wish her/him to serve as a representative, and as long as she/her is willing to serve.

   b. Terms are based on the fiscal year rather than the calendar year. Terms shall begin July 1 and end June 30 of the following calendar year.

   c. A representative can be elected as an officer in the year of her/his election. A person can serve as an officer of any committee as long as it is approved by an SRG voting majority.

   d. A term shall cease when a representative or alternate terminates employment at the University of Georgia, transfers outside the College of Education, or transfers outside the unit she/he is representing.

   e. During any elected term, the alternate will be designated to serve as the department representative in the event a representative cannot complete her/his term. In this case, a new alternate shall be appointed by the departmental staff from the list of eligible staff submitted for the original vote. The alternate’s term will begin at that time and until June 30 of the following calendar year and/or as long as she/he chooses to serve.

   f. Alternates will have voting rights only when representing an elected representative in her/his absence.

ARTICLE II  
Elections

Section I: Representative Elections  
In April, the Vice Chair will request a list of eligible support staff from the College of Education Human Resources Coordinator. The Vice Chair shall prepare and distribute ballots to the representatives of each department at the May meeting. The current SRG Representatives will announce elections and distribute ballots to their respective departments to vote on SRG Representatives for the following term.

Once departments cast their votes, ballots will be returned to the Vice Chair by May 15 for counting. Individuals who receive the most votes will be elected as their department’s representative, and individuals who receive the second most votes will be elected as their department’s alternate. The Vice Chair will notify the Chair of the results of the election. The Chair will compile the new list of representatives and alternates to be forwarded to the Dean of the College of Education. Ballots will be kept by the Chair for a period of one year following
Section II: Officer Elections

The Chair will present ballots for officer positions at the June meeting. Newly elected representatives and alternates shall attend the June meeting to vote on officer positions for the following year. Officer terms shall begin July 1. Individuals who receive the most votes by SRG elected representatives will be chosen as officers.

ARTICLE III
Responsibilities

Officers shall consist of Ex-Officio Chair, Chair, Vice-Chair, and Archivist. Election of a Chair, Vice Chair, and Archivist of SRG shall be held by secret ballot prepared by the previous year’s Archivist for distribution at the June meeting. New representatives will vote on the incoming Executive Committee at the June meeting. New representatives will have full voting rights as of July 1. The Ex-Officio shall be present for consultation throughout the year following their term. She/he shall hold a meeting with the new Chair, Vice-Chair, and Archivist after the June elections to train them for their positions.

Section I: Officers

a. 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 Executive Committee. The Ex-Officio Chair will be a non-voting member but should be present at all the SRG meetings.

a. Chair – the Chair shall be responsible for overseeing, scheduling, and conducting SRG meetings and shall serve as 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 at various COE meetings. The Chair shall attend all Leadership Council meetings on behalf of SRG during their term. The Chair shall also attend Faculty Senate meetings when schedule and job responsibilities permit. The Chair shall be elected by and from the SRG representatives 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 shall have to leave her/his post before the one-year term is up, the Vice-Chair shall assume the Chair’s position to finish out the Chair’s term and SRG shall hold an emergency meeting to vote for a new Vice-Chair from the eligible membership. The Vice-Chair can continue in her/his current position and request a new Chair be elected if approved by the SRG representatives in a majority vote.
b. Vice Chair -the Vice Chair shall assist the Chair and perform the duties of the Chair in her/his absence. The Vice Chair shall serve as the College of Education representative to the University Staff Council. The Vice Chair shall be elected by and from the SRG representatives for a one (1) year term of office. In the event the Vice Chair should leave her/his post before the one-year term is up, the Chair will call an emergency meeting to vote for a new Vice-Chair from the list of eligible membership.

c. Archivist – the Archivist shall be elected from the current membership for a one (1) year term. The Archivist shall be responsible for gathering agenda items for monthly meetings, drafting minutes during for the Chair’s approval prior to distribution, maintaining current and archived records, updating the SRG listserv, and distributing information within SRG.

Section II: Attendance
Representatives are expected to attend every meeting. In the case a representative cannot attend a meeting, alternates will serve as proxy. SRG meetings are open to all staff members.

ARTICLE IV
Committees

Section I: Executive Committee
The membership of the Executive Committee shall consist of the Chair, Vice Chair, and Archivist. 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 committees 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 SRG, and shall consist of at least three (3) COE staff members. Committee heads shall be selected from the SRG membership for each committee. Selection of committee heads shall take place at the July meeting. All SRG Representatives and Alternates shall serve on at least one committee.

Each committee is empowered to investigate issues in its area of responsibility and report to SRG. Committee members are full participants in the business of the committee to which they serve. Each standing committee is charged with the responsibility to keep accurate minutes of their meetings and report to the full SRG. Committee members who are not SRG members may participate freely in reports and presentations of the committees to the full SRG. Standing committees include:

a. Staff Retreat
b. Communications
c. Spring Picnic/Years of Service
d. Staff Professional Development

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Section III: Ad Hoc Committees

The Executive Committee shall recommend to the SRG any Ad Hoc Committees (i.e., Bylaws, Staff Lounge, Chili Cook-Off, Philanthropy, etc.) as deemed necessary. Each ad hoc committee is charged with the responsibility to keep accurate minutes of their meetings and report to the full SRG when feasible.

ARTICLE V
Meetings

Section I: Meetings
SRG meetings shall be set at the July meeting by the Chair. The chair shall contact the Dean’s office to see if G-23 is available for the meetings. The Chair shall query members for agenda items for the upcoming meeting. The Chair shall send out a reminder via e-mail of the upcoming meeting.

Section II: Quorum
A simple majority of one-half (5) or more of the voting members of the SRG will constitute a quorum. Motions may be passed by a voting majority of those present. 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
   i. The presentation of the minutes of the last meeting of the SRG, their corrections, if any, and their adoption. (They are then sent to the website for publication for the entire staff to view.)
   ii. Reports of standing committees and discussion thereof.
   iii. Reports of Ad Hoc committees and discussion thereof.
   iv. Report of Vice Chair
   v. Report of Chair
   vi. Other
b. New Business
c. Adjournment

ARTICLE VI
Amendments to the Bylaws

The Staff Representative Group 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 at least a week before voting occurs. A simple one-half (5) or more of the voting members of the SRG 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.