

SRG Bylaws

Section 1. NAME OF THE GROUP

The name of the group shall be the VP for Finance and Administration Staff Representative Group, here after called VPFASRG.

Section 2. OBJECTIVES OF VPFASRG

- A. To provide a forum for the introduction of staff related concerns of the VPFASRG.
- B. To discuss such issues and concerns and determine whether an item can be resolved within the VPFASRG.
- C. To make recommendations that a staff concern be introduced to the University-wide Staff Council.
- D. To develop and maintain a Finance and Administration wide communication network to provide for efficient transmission to all staff members concerning the business conducted by VPFASRG.

Section 3. QUALIFICATIONS FOR MEMBERSHIP

Any regular classified (as defined in the USG Board of Regents Policy Manual – Policy 8.1.2) and other regular non-faculty status employees of the VPFASRG are eligible for membership to VPFASRG.

Section 4. MEMBERSHIP

- A. The VPFASRG shall consist of members from the seven (7) budgetary units as described in **Appendix A table**.
- B. Each representative will serve for a renewable two-year term. There is no limit on the number of times a representative may serve.
- C. Representative vacancies due to death, resignation, termination or transfer will be filled from unit concerned for the remainder of the unexpired term.
- D. Representatives must attend more than six meetings per fiscal year. If the representative fails to attend or to send a delegate for six of the meetings, the representative will roll off of VPFASRG and the unit will need to elect a new representative before the next meeting.

Section 5. OFFICERS OF THE VPFASRG

- A. Officers and Duties
 1. The officers of the VPFASRG will consist of a Chairperson, a Vice Chairperson, a Coordinator and a Parliamentarian. Representatives will be eligible to run for the positions of Chairperson or Vice Chairperson

after having served on the VPFASRG for one year. Nominees must have served on the Executive Committee for at least one year before being eligible for the position of Chair. The nominee does not have to be a current member of the Executive Committee. The officers must be knowledgeable of the by-laws of the VPFASRG. Each nominee must consent to having his/her name placed in nomination.

2. The Chairperson will be responsible for scheduling and conducting all VPFASRG meetings and will serve as one of the representatives to the University-wide Staff Council. *The Chairperson will be elected by and from the VPFASRG for a one-year term of office and may not serve as Chairperson for more than three (3) consecutive years.*
3. The Vice Chairperson will assist the Chairperson, perform or delegate the duties of the Chairperson and/or Coordinator in the event of his/her absence and will serve as one of the representatives to the University-wide Staff Council. *The Vice Chairperson will be elected by and from the VPFASRG for a one-year term of office and may not serve as Vice Chairperson for more than three (3) consecutive years.*
4. The Coordinator will be responsible for taking minutes, maintaining records, overseeing the maintenance of the group's website, and distributing information within the VPFASRG. The Coordinator will serve as one of the representatives to the University-wide Staff Council. The minutes will be reviewed by the Executive Committee prior to distribution. *The coordinator will monitor the VPFASRG minutes for representatives' attendance and report unexcused absences to their unit.* The Coordinator will be elected by and from the VPFASRG for a term of one year. *The Coordinator is eligible for reelection to additional terms.*
5. The Parliamentarian will be responsible for ensuring that meetings remain productive and that the policies outlined in the by-laws are followed at all times. The Parliamentarian should have experience with parliamentary procedure and must be knowledgeable of the by-laws of the VPFASRG. The Parliamentarian will serve as one of the representatives to the University-wide Staff Council. The Parliamentarian will be elected by and from the VPFASRG for a term of one year. *The Parliamentarian is eligible for reelection to additional terms.*
6. Although members at large usually don't have specific duties, they take direction from and make recommendations to board officers. In addition, most support the board by performing small tasks such as issuing invitations to board meetings and making phone calls. Some are working members of one or more committees or sub-committees formed to complete specific portions of a larger or complex task, such as fundraising or finance. Our board will consist of 4 At-Large members. The At-Large members will be elected by and from the

VPFASRG for a term of one year. The At-Large members are eligible for reelection to additional terms.

B. Election of the Officers

1. Officers of the VPFASRG will be elected during the May meeting of each year.
2. An announcement will be made at March meeting that nominations for officers will be accepted and voted on at the May meeting.
3. Nominations will be accepted at the May meeting and elections will follow immediately. Each nominee must consent to having his/her name placed in nomination. A second is required to be nominated.
4. A candidate must receive a majority of the votes to be elected. In the event no candidate receives a majority, a runoff election will be held between the two nominees receiving the most votes.
5. New Officers will begin their terms on July 1st. This will allow a month for the new Officers to review their new leadership role.
6. If an elected Officer vacates their position prior to the end of their term, the Officer below will fill the position and so on until the vacancy is of the lowest rank. The Executive Committee members are included in this transition ranked by length of service with the SRG. However, the Officer or Executive Committee member can relinquish this right. Lastly, the newly created vacancy, typically the last rank available, will be elected during the next VPFASRG meeting.

C. Election of At-Large Members

Election of the At-Large members will follow the same order as the elections of the Officers. The At-Large members will be elected after the Officers during the May meeting of each year.

Section 6. STANDING COMMITTEES

A. Membership

With the exception of the Executive Committee, standing committees will consist of at least five voting members of the VPFASRG, appointed by the VPFASRG Coordinator. These appointments will take place during the August meeting. The full membership of each committee will choose a chair. The committee chair may appoint associate members from staff at large. Associate members are full participants in the business of the committees to which they have been appointed. They are not voting members of the VPFASRG, but may participate freely in the presentation of committee reports to the full council.

B. Basic Charge to Standing Committees

Each committee is empowered to investigate issues in its area of responsibility for report to the VPFASRG. Each committee will submit an oral report at each meeting and a written annual report highlighting its activities to the VPFASRG at the June meeting and to

the Coordinator for inclusion in the minutes. Reports providing information and results of investigations will be submitted to the Executive Committee for inclusion on the agenda. Each committee will specifically report on the disposition of each item referred to it. Recommendations to the VPFASRG will be submitted to the Executive Committee for inclusion on the agenda.

C. Executive Committee

The Executive Committee will consist of the Chair, Vice-Chair, Coordinator, and Parliamentarian of the VPFASRG and four additional members elected by and from the VPFASRG on an annual basis. The Immediate Past Chair will serve in an advisory capacity.

D. Duties

1. The Executive Committee will be empowered to act as the executive body of the entire VPFASRG in cases requiring urgent action. The Executive Committee will inform the full council of all such actions taken at the next full council meeting or by a memorandum to all the individual representatives.
2. The Executive Committee will consider and refer to the appropriate committee any issue that affects the general welfare of the University or that concerns classified and regular non-faculty status employees.
3. The Executive Committee will receive and prepare agenda items for the VPFASRG in any of the following ways:
 - i. Items received from the Staff Council will be placed on the agenda.
 - ii. Items received from any of the standing or ad hoc committees of the VPFASRG will be placed on the agenda unless the Executive Committee decides, by a majority vote, to send the item back to committee.
 - iii. Items received from the duly constituted staff representative body of any unit within the University will be placed on the agenda or referred to the appropriate committee.
 - iv. The Executive Committee will also receive agenda items from any person or group not provided for above. If it is decided, by majority vote, that such items merit consideration, the Executive Committee will refer those items to the appropriate committee, unless unusual or urgent circumstances merit prompt presentation to the VPFASRG.
4. The Executive Committee will serve as the official liaison between the VPFASRG and the Staff Council.
5. The Executive Committee can request to meet with the VP of Finance and Administration if deemed necessary.
6. The Executive Committee will recommend for the council's approval such ad hoc committees as it deems necessary.

E. Communications

The Communications Committee will develop and implement, subject to approval of the VPFASRG, procedures for communicating information to classified personnel concerning those matters which affect the general welfare of Finance and Administration Group or which concern classified personnel and other non-faculty status employees.

F. Human Resources

The Human Resources Committee will examine, monitor, and discuss employee benefits, pay, classification, and human resources issues as they pertain to staff, and act as liaison between the office of Human Resources and VPFASRG (and report to the latter) on these issues.

G. Health and Safety

The Health and Safety Committee will review and evaluate policies concerning the safety and health of University employees, and the safe utilization of University equipment and facilities. The Committee will make recommendations to the VPFASRG concerning necessary changes in such policies.

H. Staff Resources Fair Committee

The Staff Resources Fair Committee will work with members of the University of Georgia Staff Council to organize and host the annual Staff Resources Fair.

I. Appointments and Ad Hoc Committees

1. Ad Hoc Committees are formed by the VPFASRG to address immediate issues and are for a limited time only. As soon as the final report is presented to the VPFASRG, 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.
2. The Nominating Committee will be appointed by the Executive Committee in February and will be responsible for drafting a slate of candidates for election to the offices of Chair, Vice-Chair, Coordinator, Parliamentarian and four At-Large members. The Nominating Committee will call for nominations during the March meeting. The Nominating Committee will complete the slate and distribute biographies of candidates to each representative before the May meeting.

Section 7. REPRESENTATIVES TO THE UNIVERSITY-WIDE STAFF COUNCIL

- A. The number of members as defined in the Bylaws of the University Council for the Business and Finance Division's VPFASRG shall be selected in May to serve as a representative to the University-wide Staff Council for a one year term. One of these individuals shall be the elected Chairperson, one shall be

- the Vice-Chairperson, one shall be the Coordinator, and one shall be the University-wide Staff Council at the June meeting.
- B. The Chairperson shall submit to the University-wide Staff Council any issues or items of concern recommended by the VPFASRG through written correspondence to the University Staff Council Executive Committee.
 - C. The representative will attend all meetings of the Staff Council.
 - D. The minutes of the Staff Council meetings are available to the other VPFASRG members via the Staff Council website.

Section 8. MEETING OF THE VPFASRG

- A. Meeting of the VPFASRG will be held once every month. The meeting will be held at a designated time on the third working Wednesday of each month, excluding December. The Executive Committee will meet with the Vice President for Finance and Administration periodically throughout the year. The Chairperson should advise him/her of the time and place.
- B. It is the responsibility of the Chairperson to arrange for and call meetings of the VPFASRG.
- C. A meeting may be called by any member of the VPFASRG, with the concurrence of the Chairperson and at least 10 votes of concurrence from the VPFASRG elected representatives, if a concern cannot be held until the next regularly scheduled meeting. In addition, the Vice President for Finance and Administration may call a meeting of the VPFASRG at any time. Called meetings require twenty-four (24) hour notifications to all members.
- D. The order of business at regular meetings of the VPFASRG will be as follows:
 - 1. Call to order
 - 2. Special Speaker / Presentation(s)
 - 3. The presentation of the minutes of the last meeting of VPFASRG, their corrections, if any, and their adoption.
 - 4. Reports of special committees and discussion thereof.
 - 5. Reports of the Chairperson and/or Executive Committee.
 - 6. Old business.
 - 7. New business.
 - 8. Adjournment.
- E. At least 10 voting members of the VPFASRG will constitute a quorum. Motions may be passed by a majority of those present and voting. The Chairperson will not have a vote unless his/her vote is necessary in order to break a tie. The VPFASRG may not conduct normal business if a quorum is called and found lacking.
- F. A VPFASRG member who is unable to attend a meeting should send an alternate. An alternate may enter into discussion and vote after registering with the Coordinator prior to the meeting. No person can represent more than one member at a meeting.

- G. Non-members are welcome to attend all VPFASRG meetings. Non-members who wish to address VPFASRG will request permission to do so from the Chairperson prior to the meeting or from presiding officers during the meeting. Any VPFASRG member may move that a non-member be allowed to speak.

Section 9. ELECTION OF SRG REPRESENTATIVES

- A. SRG representatives will be elected by majority vote from the represented budgetary unit. The elected representative must be chosen from the corresponding division within the larger budgetary unit if applicable. The SRG Executive Committee will be responsible for informing each division head when an election is due for the budgetary unit. The Executive Committee will also nominate a SRG member of the budgetary unit to oversee the election process. The department head and Vice President of the unit will be notified of the election.
- B. Once the representative has been elected, the newly elected representative will forward their contact information to the current chairman of the VPFASRG and the corresponding division head.
 - The division also needs to provide a designated delegate in case the representative is unable to attend the meetings. The delegate's contact information needs to be conveyed to the current chairman of the VPFASRG.
- C. Exceptions to the election process are allowed if formally submitted by the department, then reviewed and approved by the VPFASRG Executive Committee. Exceptions are valid only for two consecutive terms.

Section 10. AMENDMENTS TO THE BYLAWS

The VPFASRG will have the power to amend its bylaws providing such amendments to be approved by a majority of the votes cast at two successive meetings of the VPFASRG. This amendment must be voted on in two consecutive meetings, and may include the meeting in which it is introduced.

Section 11. AMENDMENTS

- A. Amendment 1 (July 31, 2013)
 - An Amendment to the Bylaws of the SVPFASRG, (the Senior Vice President for Finance and Administration Staff Representative Group) is hereby submitted to reflect the name change of: Senior Vice President for Finance and Administration" to "Vice President" in all occurring places in the Bylaws (VPFASRG).
- B. Amendment 2 (February 18, 2015)

Bylaws amended to reflect corrections to grammar and formatting, as well as addition of provisions for replacement of members and elected officials.

C. Amendment 3 (November 18, 2015)

Bylaws amended to reflect corrections to grammar and formatting, as well as addition of provisions for replacement of members and elected officials.

D. Amendment 4 (August 21, 2019)

To be determined per approval of changes.

Section 12. APPENDIX A

VPFA Division*	Number of Employees**	Number of Allowed Representatives
Office of University Architects for Facilities Planning	28	1
Auxiliary Services	1588	32
Environmental Safety Division	45	1
Facilities Management Division	867	18
Finance Division	224	5
Human Resources	105	3
Other***	136	3

*Divisions are based on the VPFA organizational chart

**updated August 2019

***Includes University Police, Office of Emergency Preparedness, and staff members directing under the VP for Finance & Administration