



Bylaws

SECTION 1: NAME OF GROUP

The name of the group shall be External Affairs Staff Representative Group, hereafter called SRG.

SECTION 2: OBJECTIVES OF SRG

- A. To provide a forum for the introduction of staff-related concerns of the Division of External Affairs.
- B. To discuss such issues and concerns and determine whether an item can be resolved within the Division of External Affairs.
- C. To make recommendations that a staff concern be introduced to the University-wide Staff Council.

SECTION 3: QUALIFICATION FOR MEMBERSHIP

- A. The SRG shall consist of members from the various departments in the division. The current list of departments is:
 - a. Office of the Senior Vice President for External Affairs
 - b. Broadcast, Video and Photography; Television and Radio
 - c. Office of the Vice President for Public Affairs; Publications; News Service
 - d. Visitors Center
 - e. Career Center (Administration; Career Consultants; Employer Relations; Operations)
 - f. Financial Services Executive Office; Financial Reporting; External Affairs Budgets/Personnel; Accounting Investments; Expenditure Control
 - g. Advancement Services (Quality Control, Compliance); Gift & Alumni Information Management (Gift Accounting, Alumni Records)
 - h. Information Technology (Systems Administration, Web Development, Hardware & Network Administration, IFAS)
 - i. Associate Vice President for Development
 - j. Constituency-Based Fund Raising (Central); Parents & Families Association
 - k. Annual/Special Giving; Advancement Research & Prospect Management
 - l. Gift and Estate Planning; Corporate and Foundation Relations
 - m. Principal & Major Gifts
 - n. Donor Relations
 - o. Special Events
 - p. Alumni Relations
 - q. Government Relations
 - r. School, College, Unit Directors (SCUDs)

SECTION 4: ELECTION TO SRG

- A. Current SRG representatives will conduct the elections for their respective departments.
- B. Any regular classified, non-contract employee in the Division of External Affairs is eligible to be an SRG representative.

- C. Each representative will be elected for a two-year term. Consecutive terms may be considered upon a majority vote of current SRG members.
- D. To avoid a supermajority of SRG members leaving the committee during the same period, elections will be conducted on the following staggered schedule:
 - a. Even Year (i.e., 2012, 2014) –
 - i. Alumni Relations
 - ii. Career Center (One [1] representative)
 - iii. Office of the Vice President for Public Affairs; Publications; News Service (One [1] representative)
 - iv. School, College, Unit Directors (One [1] representative)
 - v. Government Relations ; Office of Special Events
 - vi. Information Technology
 - vii. Associate Vice President for Development; Constituency-Based Fund Raising (Central); Parents & Families Association; Gift & Estate Planning; Corporate & Foundation Relations
 - viii. Broadcast, Video and Photography; Television and Radio; Visitors Center (One [1] representative)
 - b. Odd Year (i.e., 2011, 2013) –
 - i. Advancement Services; Gift & Alumni Information Management
 - ii. Annual/Special Giving; Advancement Research & Prospect Management
 - iii. Office of Senior Vice President for External Affairs; Principal & Major Gifts; Donor Relations
 - iv. Financial Services Executive Office; Financial Reporting; External Affairs Budgets/Personnel; Accounting Investments; Expenditure Control
 - v. Career Center (One [1] representative)
 - vi. Office of the Vice President for Public Affairs; Publications; News Service (One [1] representative)
 - vii. Broadcast, Video and Photography; Television and Radio; Visitors Center (One [1] representative)
 - viii. School, College, Unit Directors (Two [2] representatives)

SECTION 6: OFFICERS OF SRG

A. OFFICERS AND DUTIES

- a. The officers of SRG will consist of a Chairperson, a Vice Chairperson, and a Secretary.
- b. The Chairperson will be responsible for scheduling and conducting all SRG meetings and will serve as a representative to the University-wide Staff Council. The Chairperson will be elected by SRG for a one-year term of office, with a maximum term of three (3) years as SRG Chair.
- c. The Vice Chairperson will assist the Chairperson and perform the duties of the Chairperson in his/her absence. The Vice Chairperson will be elected by SRG to a one-year term of office with a maximum term of three (3) years as SRG Vice Chair. The Vice Chairperson will also serve as a representative to the University-wide Staff Council. In addition, if a unit decides to not elect a representative to SRG, the Vice Chairperson will disseminate information to that unit but will not have privileges to vote on their behalf.
- d. The Secretary will be responsible for taking minutes, maintaining records and distributing information within the SRG. The Secretary may be elected from the SRG membership or from outside the SRG membership as a member-at-large with voting privileges for a term of one year.
- e. SRG Chair or Vice Chair officers who are elected beyond the usual two-year term will ask their unit to elect an additional representative who will have voting privileges for that unit. If no

additional representative is elected, the officer will retain voting privileges for the unit they represent.

B. ELECTIONS OF OFFICERS

- a. Officers of the SRG will be elected during the special May meeting of each year. The new chairperson needs to be in place by June to act as the new University-wide Staff Council representative for SRG.
- b. 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.
- c. A candidate must receive a majority of votes to be elected. In the event no candidate receives a majority, a run-off election will be held between the two nominees receiving the most votes. If no candidate receives a majority in a run-off election, the presiding SRG Chair will cast the deciding vote.
- d. New officers will begin their terms at the close of the regularly scheduled meeting in which they are elected.

SECTION 7: REPRESENTATIVE TO UNIVERSITY-WIDE STAFF COUNCIL

- A. The Chairperson and Vice Chairperson of the division's SRG shall serve as the representatives to the University-wide Staff Council.
- B. The Chairperson will submit to the University-wide Staff Council any issues or items of concern recommended by the SRG through written correspondence to the appropriate person.
- C. The Chairperson and Vice Chairperson will attend all meetings of the Staff Council. In the event that either officer cannot attend, he/she will assign a proxy to attend the meeting on his/her behalf.
- D. The Chairperson shall distribute to the other SRG members in a timely fashion the minutes of the Staff Council meetings.

SECTION 8: MEETINGS OF SRG

- A. The SRG will meet every other month. At the special May meeting each year, the new representatives will set the day of the week and time specifics for the meeting of the SRG.
- B. It is the responsibility of the Chairperson to arrange for and call meetings of the SRG.
- C. The Chairperson of the SRG will prepare an agenda for each meeting. This agenda, together with pertinent information on items the SRG will discuss, will normally be distributed to the SRG members in advance of the regularly scheduled meetings. Agenda items must be presented to the Chairperson prior to a regularly scheduled meeting. Items not on the announced agenda may be added by the Chairperson prior to the meeting, or they may be added at the meeting by a two-thirds vote of members present. The SRG agenda will also be published in a form widely available to the Division of External Affairs.
- D. The order of business at regular meetings of the SRG will be as follows:
 - a. The presentation of the minutes of the last meeting of SRG, their corrections, if any, and their adoption.
 - b. Reports of special committees and discussions thereof.
 - c. Reports of the Chairperson.
 - d. Old Business.
 - e. New Business.
 - f. Adjournment.
- E. A simple majority of the voting members of the SRG 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 SRG may not conduct normal business if a quorum is called and found to be lacking.

- F. An SRG member who is unable to attend a meeting may appoint an alternate. An alternate may enter into discussion and vote. No person can represent more than one member at a meeting.
- G. Non-members are welcome to attend all SRG meetings. Non-members who wish to address the SRG will request permission to do so from the Chairperson prior to the meeting or from the presiding officer during the meeting. Any SRG member may move that a non-member be allowed to speak.
- H. If a representative is absent from more than two (2) regularly scheduled meetings of SRG in a calendar year without sending an alternate on their behalf, SRG may take action to replace that representative.
- I. Copies of the minutes of each meeting will be sent to all SRG members.

SECTION 9: AMENDMENTS TO THE BYLAWS

The SRG will have the power to amend its bylaws providing such amendments be approved by a majority of the votes cast at two successive meetings of the SRG.

Bylaws Approved: March 1993; Amended: June 1994, May 1997, June 1999, April 2000, December 2007, May 2011, June 2011.