

Senior Vice President for Finance and Administration Staff Representative Group
Bylaws

SECTION 1 NAME OF THE GROUP

The name of the group shall be the Sr. VP for Finance and Administration Staff Representative Group, hereafter called SVPFASRG.

SECTION 2 OBJECTIVES OF SVPFASRG

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

SECTION 3 QUALIFICATIONS FOR MEMBERSHIP

Any regular classified (as defined in the Policies and the Board of Regents – Policies, 801.01) and other regular non-faculty status employees of the SVPFASRG are eligible for membership to SVPFASRG.

SECTION 4 MEMBERSHIP

- A. The SVPFASRG shall consist of members from the nine (9) budgetary units as described in **Appendix A table**.

SECTION 5 ELECTION TO THE SVPFASRG

- A. Each unit as defined in Appendix A table will elect their representative(s) by secret ballot.
- B. Nominations may or may not be taken prior to the election as desired by the individual unit.
- C. Current SVPFASRG representatives, with appropriate administrative unit head, will conduct the elections for the defined units as stated in SECTION 4A.
- D. Each representative will be elected for a renewable two-year term. Exception to this policy shall be initial election held in July, 2005, when every SVPFASRG representative shall be elected. After July, 2005, unit representatives shall be elected on a staggered schedule as outlined below. There is no limit on the number of times a representative may serve.
- E. Elections will be conducted on the following staggered schedule:

Representatives identified in “A” position will be elected in EVEN years (08, 10, etc).
Representatives identified in “B” position will be elected in ODD years (09, 11, etc).

See Attached “Appendix A” pages 1 through 3 with the revision date of 11/2007.

SECTION 6 OFFICERS OF THE SVPFASRG

- A. Officers and Duties

1. The officers of the SVPFASRG will consist of a Chairperson, a Vice Chairperson, a Coordinator, and a Parliamentarian
2. The Chairperson will be responsible for scheduling and conducting all SVPFASRG meetings and will serve as one of the representatives to the University-wide Staff Council. The Chairperson will be elected by and from the SVPFASRG 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 the duties of the Chairperson in 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 SVPFASRG 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 SVPFASRG. The Coordinator will serve as one of the representatives to the University-wide Staff Council. The minutes will be reviewed by the Chairperson prior to distribution. The Coordinator will be elected by and from the SVPFASRG for a term of one year.
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 SVPFASRG. The Parliamentarian will serve as one of the representatives to the University-wide Staff Council. The Parliamentarian will be elected by and from the SVPFASRG for a term of one year.

B. Election of the Officers

1. Officers of the SVPFASRG will be elected during the May meeting of each year.
2. An announcement will be made at the 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 at the close of the regularly scheduled May meeting.

SECTION 7 SVPFASRG EXECUTIVE COMMITTEE

- A. The Executive Committee will consist of the elected officers of the SVPFASRG and four additional members by and from the group on an annual basis. Voting for the four additional members will take place during the May meeting.

- B. The Executive Committee will meet monthly throughout the year. The committee will consider and refer to the appropriate committee any issue that affects the general welfare of the regular classified employees of Finance and Administration.
- C. It is up to the SRG Executive Committee to decide appropriate action when a SRG Representative has missed two (2) SRG meetings within the fiscal year (note: having an alternate attend is NOT considered a missed meeting).

SECTION 8 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 SVPFASRG shall be elected 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 Parliamentarian of the SVPFASRG. Newly elected representatives will begin attending 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 SVPFASRG through written correspondence to the University Staff Council Executive Committee.
- C. The representatives will attend all meetings of the Staff Council.
- D. The minutes of the Staff Council meetings are available to the other SVPFASRG members via the Staff Council website.

SECTION 9 MEETING OF THE SVPFASRG

- A. Meeting of the SVPFASRG will be held once every month. The meeting will be held at a designated time to be decided on by the representatives on the last working Wednesday of each month, excluding December.

The Executive Committee will meet with the Sr. Vice-President for Finance and Administration periodically throughout the year. He/She needs to be available for a designated portion of each regular meeting. 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 SVPFASRG.
- C. A meeting may be called by any member of the SVPFASRG, with the concurrence of the Chairperson and at least 10 votes of concurrence from the SVPFASRG elected representatives, if a concern cannot be held until the next regularly scheduled meeting. In addition, the Sr. Vice-President for Finance and Administration may call a meeting of the SVPFASRG at any time. Called meetings require twenty-four (24) hour notifications to all members.
- D. The Chairperson of the SVPFASRG will prepare an agenda for each meeting. This agenda together with pertinent information on items the SVPFASRG wish to discuss, will normally be distributed to the SVPFASRG members at least one week in advance of regularly scheduled meeting. Agenda items must be presented to the Chairperson at least fifteen (15) days 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-third vote of members present and voting. The SVPFASRG agenda will also be published in a forum widely available to the SVPFASRG.

- E. The order of business at regular meetings of the SVPFASRG will be as follows:
1. The presentation of the minutes of the last meeting of SVPFASRG, their corrections, if any, and their adoption.
 2. Reports of special committees and discussion thereof.
 3. Reports of the Chairperson and/or Executive Committee.
 4. Old business.
 5. New business.
 6. Adjournment.
- F. At least 10 voting members of the SVPFASRG 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 SVPFASRG may not conduct normal business if a quorum is called and found lacking.
- G. A SVPFASRG 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.
- H. Non-members are welcome to attend all SVPFASRG meetings. Non-members who wish to address the SVPFASRG will request permission to do so from the Chairperson prior to the meeting or from presiding officers during the meeting. Any SVPFASG member may move that a non-member be allowed to speak.
- I. Copies of the minutes of each meeting will be sent to all SVPFASRG members. Copies to the adopted minutes will be placed on file in easily accessible areas. It is each unit's responsibility to provide a designated area to display SVPFASRG news and meeting information.

SECTION 10 AMENDMENTS TO THE BYLAWS

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