

# BYLAWS OF THE LAW SCHOOL STAFF REPRESENTATIVE GROUP

Last Edited July 2018

## Section 1 NAME

The name of the body hereby established is the Law School Staff Representative Group.

## Section 2 RESPONSIBILITIES AND FUNCTION

The Law School Staff Representative Group (LSSRG) serves as an advisory body that conveys information and makes recommendations to the Dean of the School of Law regarding interest and concerns of the law school staff.

The LSSRG seeks to promote a positive and collaborative work environment that is committed to assessing, prioritizing, and communicating the needs of the staff to perform their duties.

The LSSRG promotes the effective contribution of Staff expertise toward the School of Law goals for the benefit of the entire University of Georgia School of Law Community.

## Section 3 MEMBERSHIP AND REPRESENTATION

### 3.1 MEMBERSHIP

The membership of the Law School Staff Representative Group will be elected by and from the classified personnel (defined in Policies of Board of Regents, 801.02) and other regular non-faculty status employees of the School of Law, provided such person has passed the six-month probationary period.

### 3.2. UNIT REPRESENTATION

Ten members will be elected using the following guidelines:

Institute of Continuing Judicial Education	1 Member
School of Law	4 Members
A. Campbell King Law Library	3 Members
Law Clinics	1 Member
At Large	1 Member

## Section 4 ORGANIZATIONAL STRUCTURE

Officers of the Law School Staff Representative Group shall be elected at the May meeting.

### 4.1 OFFICERS AND DUTIES

#### 4.1.1 CHAIR

The Chair will be elected by and from the Law School Staff Representative Group to a two-year term of office. The Chair may not serve for more than three consecutive terms. The Chair's term will be served separately from the two-year membership term.

Duties: The Chair shall a) schedule and preside over all meetings of the Law School Staff Representative Group; b) shall vote only in the event of a tie; c) will schedule meetings with the Dean of the School of Law when needed; d) ensure that projects undertaken by the LSSRG are developed, organized and implemented in an orderly and timely manner; e) involve the Vice Chair in all decisions; f) and fulfill other responsibilities and duties as required.

#### 4.1.2 VICE CHAIR/TREASURER

The Vice Chair/Treasurer will be elected by and from the Law School Staff Representative Group to a two-year term of office. The Vice Chair/Treasurer may not serve for more than three consecutive terms. The Vice Chair/Treasurer's term will be served separately from the two-year membership term.

Duties: The Vice Chair/Treasurer will a) assume the position and duties of the Chair in his/her absence; b) become thoroughly knowledgeable of all Chair decisions to fill in when needed; c) assist the Chair with duties as needed; d) be responsible for all financial aspects of the LSSRG functions; e) shall hold any funds owned by the Law School Staff Representative Group and will keep an accounting of said funds, the held funds will include the balance of the Batten Fund; f) shall provide the LSSRG with the current balance of said funds upon request.

#### 4.1.3 SECRETARY

The Secretary will be elected by and from the Law School Staff Representative Group to a two-year term of office. The Secretary may not serve for more than three consecutive terms.

Duties: The Secretary a) will prepare and maintain a file of official minutes for all meetings of the LSSRG. The minutes shall be summarized after each

meeting for electronic publication; b) be responsible for taking, distributing, and archiving the minutes of each meeting; c) will have the responsibility of distributing materials to the classified personnel and other regular non-faculty status employees of the School of Law as designated by the Law School Staff Representative Group.

## Section 5 ELECTIONS

### 5.1 ELECTION PROCEDURES

In March of each year, an election board shall be appointed by and from members of the Law School Staff Representative Group. The Election Board may consist of up to three members, one member from each department represented in the LSSRG. The Election Board shall acquire and maintain a list of all current classified personnel and other regular non-faculty status employees of the School of Law.

The Election Board shall send an announcement with a list of eligible staff members to all classified personnel and other regular non-faculty status employees of the School of Law in early April to solicit nominations for LSSRG membership. Each nominee must consent to his/her nomination. The nominees will be contacted by email or telephone notifying them of their nomination and inquire if they would be willing to serve. If they decline the nomination their name will not be submitted for voting.

Should any member(s) of the Election Board be nominated for membership on the LSSRG, the LSSRG will designate a substitute for that member on the Election Board.

The Election Board shall preside over the annual election held in the last week of April and conduct the election by secret ballot. The election may also take place electronically. The Election Board shall choose one day for the election. The Election Board shall post the list of nominees via a sample ballot and the date and place of election in conspicuous places within the School of Law buildings at least two weeks prior to the election. Absentee ballots must be requested and placed in the custody of the Chair of the Election Board prior to the day of election.

The election schedule shall be from 9:00 a.m. to 4:00 p.m. on the day chosen for the election. The Election Board will meet at 4:15 p.m. on election day to count the ballots. The ballots and results of the election will remain in the custody of the Chair of the Election Board. The Election Board shall notify classified personnel and other regular non-faculty status employees of the results of the vote no later than the next working day following the election.

A nominee must receive a simple majority of the votes to be elected. In the event there is a tie, a run-off election shall be conducted by the Election Board within one week.

## 5.2 TERMS

When elected, each member shall serve a two-year term on the Law School Staff Representative Group. At the end of that two-year term the member is eligible for re-election.

Once elected, each member will represent all eligible staff.

The terms will be linked to even and odd years so that half of the LSSRG will be elected each year. The Chair of the LSSRG will determine, in an equitable fashion, which members will be designated for a one-year term.

Election of LSSRG members shall be held every April to become effective in May of the current fiscal year.

Vacancies on the Law School Staff Representative Group which occur for reasons other than expiration of terms, will be filled from the classified personnel and other regular non-faculty status employees of the School of Law. Immediately upon notification to the LSSRG of the vacancy, the LSSRG will choose by majority vote to either appoint a replacement member or hold an election. In the event an election is deemed necessary, the election process shall occur within three weeks upon notification to the LSSRG of the vacancy. In the event an election is not deemed necessary and an appointment is made, the appointee will be selected from the most recently held elections' nominee pool. Whether elected or appointed, the replacement member's term shall be for the remainder of the vacating member's seat.

## Section 6 PROCEDURES

### 6.1 MEETINGS

1) The Law School Staff Representative Group shall meet at least once every month. The meetings will convene in May after elections in April of each year where elections are necessary.

2) The meeting location will be the Staff Lounge located on the third floor in the Law Library.

3) Voting shall be in the form of show of hands unless a secret ballot is requested by a member of the Law School Staff Representative Group.

4) Special meetings may be called in any of the following ways:

- a) By the Dean of the School of Law
- b) By any member of the Law School Staff Representative Group
- c) By any classified personnel or other regular non-faculty status employee of the School of Law or by any University employee physically housed in the School of Law buildings via written request to any member of the LSSRG

## 6.2 ORDER OF BUSINESS

The order of business at each Law School Staff Representative Group meeting shall be:

- 1. Presentation and adoption of minutes of last meeting
- 2. Reports of committee chairs and discussion of such
- 3. Report from the LSSRG representative to the University Staff Council and discussion of such
- 4. Accounting Report
- 5. Old business
- 6. New Business
- 7. Scheduling of the next meeting
- 8. Adjournment

## 6.3 QUORUM

A Quorum is the presence of a simple majority of the membership. Motions made and seconded may be passed by a majority of those present and voting.

## 6.4 ATTENDANCE

- 1. A Law School Staff Representative Group member unable to attend a meeting should appoint a voting proxy in the event of his/her absence. A proxy may represent only one member at a meeting.
- 2. All classified personnel or other regular non-faculty status employees of the School of Law are welcome to attend meetings and may participate in discussions but may not vote.
- 3. Any member whose absence causes a represented department to be underrepresented for three (3) regular and/or special called meetings of the LSSRG during the year shall automatically be removed. A new representative can be elected within 30 days and will take office immediately, if the SRG deems an election is necessary.

## 6.5 MINUTES

Copies of minutes of the previous meeting will be distributed to each member by the secretary of the LSSRG and achieved by the Secretary.

## 6.6 PROVISION OF REMOVAL FROM OFFICE

A member's term of office may be terminated and a new representative elected at any time by a majority vote of all eligible department members. A vote to terminate a current representative and elect a new representative may be initiated by a written petition signed by at least 50% of the eligible staff in a represented department.

## SECTION 7 STANDING FUNCTIONS

### 7.1 EMMA TERRELL DISTINGUISHED EMPLOYEE AWARD

The Emma Terrell Distinguished Employee Award, established in 2002 as the Employee Distinguished Service Award and renamed in 2005 in honor of Emma Terrell, recognizes individuals who in the past calendar year have demonstrated a strong work ethic, commitment to service, and exceptional job performance as well as the cooperation necessary to increase the quality of education and service provided by the University of Georgia School of Law.

1. Who can submit nominations? All current staff, administration, faculty and students of the law school.

2. Who is eligible for nomination? Eligible candidates include all full or part time **support** staff with a minimum of six months employment in the nominating year. Winners from the past three years are NOT eligible. **Deans, Senior Administrators, Faculty, and Executive Directors are NOT eligible.**

3. School of Law faculty, administrators, staff and students shall be notified of the nominating procedure on October 1 of each year by email and also by posting a notice on the School of Law marquee.

3.1 In September, a list of eligible employees will be certified and the members of the Selection Committee will be named.

4. Composition of the Selection Committee shall be as follows:

The committee shall consist of 5 members which may include;

a) Any three past winners who are still employed at the School of Law as of October 1 of the award year.

b) One member of the Law School Staff Representative Group. If the member receives a nomination, they may choose to decline the nomination and serve on the committee or step down from the committee. Law School Staff Representative Group members who have nominated a candidate for may serve on the Selection Committee.

- c) One award eligible member of the School of Law at large.
  - d) To the extent possible, members of the Selection Committee shall be chosen from available Staff Representative Group members for year to year so that no member shall continuously serve on the committee.
5. The Selection Committee shall make a selection of the nominations no later than November 30. **The selection shall be made based on the quality and sincerity of the nominations, not solely on the number of nominations received for a particular nominee.**
  6. Nominations **must** be received by November 1 of the award year to allow the Selection Committee time meet to select the winner.
  7. **Each** nominee will receive a letter from the LSSRG notifying them of their nomination and a short synopsis of the text of their nomination(s) in the first week of December. The original will be given to the nominee in a sealed envelope addressed with their name, position and department. A copy of the letter will be given to the person in charge of employee files for that department to be placed in their employee file.
  8. The name of the selected nominee shall be delivered to the Budget Office by December 1, no later than December 5, to allow sufficient time for the award funds to be deposited in the recipient's account prior to the end of the calendar year.
  9. The selected nominee's name will be kept confidential outside of the Selection Committee and the Budget Office.
  10. The winner will be announced at the Holiday Luncheon by the Law School Staff Representative Group Chair.
  11. By January of the following year a name plate of the winner will be placed on the Emma Terrell Distinguished Employee Award plaque located in the Law Library.

## 7.2. JILL BIRCH ANGEL PROJECT

The Jill Birch Angel Project was created in 2012 in honor of Jill Birch upon her retirement to follow her tradition of an Angel Tree each holiday season. A local charity is designated and the law school community donates money and items to fill the needs of the charity, whether it be individuals, families or the charity.

### A) TIME LINE

1. **July:** Local Charities are discussed and considered.
2. **August:** The charity is decided and solicited for their needs
3. **September:** A list of needs is created to be distributed to the law school community.
4. **October:** The law school community is notified of the chosen charity and given a list of needs as well as notified of who to contact for questions or to give items to.
5. **November:** Items are gathered, packaged and delivered to the charity.

#### B) CONTACTS

1. The Chair of the LSSRG will be responsible for keeping a record of the monetary donations.
2. The members of the LSSRG will be the contact/receiver of any gifts/items in their area.

#### C) ITEMS

1. A central location will be decided to place the donations and all physical items will be gathered and stored there.
2. Monetary donations will be distributed to the members of the LSSRG of purchase items that have not been purchased.
3. When asked, tax deductible receipts for the donations will be given.

#### D) DELIVERY

1. Volunteers will pack the items appropriately prior to delivery.
2. Volunteers will take the items to the charity or arrange for pickup.

### 7.3. IN YOUR CORNER CAMPAIGN

#### 7.3.1 MISSION STATEMENT

Design, create and implement ways for the staff members at the University of Georgia School of law to interact with the law students to improve their educational experience.

- 1) Introduction Email: One assistant from each section will send an email to the incoming class offering introduction. Include years of service, where you are from, special hobbies and/or outside activities. You may mention your spouse, children and animals if you like. DO NOT give out home address, cell phone or home numbers. It is not advised that you name your family members.



- 2) Clothes Closet: A Clothes Closet has been created to supply students with clothing for interviews. Jackets, shirts, blouses, socks, hose, and skirts are offered to those who need them. Toiletry items are also offered. The Chair, Vice Chair and Director of Student Affairs hold a key to the room the Closet is located in.
- 3) Meet The Staff! Event: Three weeks after the start of the fall semester the Law School Staff Representative Group will host a Meet The Staff Event for the students to interact with the support staff. Finger foods, soft drinks, water or coffee will be served. The event will take place in the Café area of the School of Law.

### 7.3.2 IN YOUR CORNER LOGO

A logo for the In Your Corner Campaign has been created and is located on the staff drive under the LSSRG, In Your Corner Campaign titled **Logo**.

## 7.4 STAFF DEVELOPMENT

In the LSSRG's commitment to the growth and empowerment of the staff at the School of Law we annually line up professional development courses on sight and offer them throughout the year. We work with Training & Development, current faculty and staff, and other departments on campus to bring them in the courses.

## Section 8 BYLAWS

The Law School Staff Representative Group has the power to amend its bylaws at least every five years provided that such amendments are approved by a majority vote cast at two successive Law School Staff Representative Group meetings. All members must cast a vote.

## Section 9 DONATIONS

If someone wants to make a tax deductible donation to any of the LSSRG's Events or Functions or Sponsored Projects they may do so by writing a check to the UGA Foundation and note on the memo line what they are supporting. The check can then be forwarded to the Advancement Office. They will make sure the gift is deposited correctly and inform the LSSRG of the gift. Our current contact is Phyllis Cooke.

If the person wishes to make a cash gift, we can provide them with a receipt for tax purposes if they wish.