

Bylaws
of the
Grady College of Journalism and Mass Communication – Staff Group
The University of Georgia

I. Name

The name of the body hereby constituted will be the Grady College Staff Group.

II. Responsibilities and Functions

The Grady College Staff Group will strive to address issues of a local nature at the College level and forward to the Staff Council those issues which cannot be resolved.

The Grady College Staff Group will develop and maintain a systematic and college-wide communications network to provide for efficient conduct of its business.

III. Membership

All Grady College Staff

IV. Officers of the Grady College Staff Group

1. Officers and duties:

- A. President – The President shall be responsible for scheduling/conducting all staff meetings including preparation of the meeting agenda. The President will meet with the Dean of the Grady College regarding the activities and the needs and concerns of the staff. If the President is a staff member who reports directly to the dean, the Vice President or if necessary another designate, shall be appointed to represent the staff.
- B. Vice President – The Vice President will assist the President and perform the duties of the President in his/her absence. The Vice President shall serve as the communications officer by promoting the activities of the Staff Group.
- C. Secretary – The Secretary will be responsible for establishing that a quorum exists at all meetings, maintaining proxies for voting, taking minutes, submitting minutes, and distributing general information to the staff.
- D. Staff Council Representative – Represent staff members of the Grady College Staff Group to the University Staff Council. Responsibilities include bringing issues and concerns to the Council and reporting Council activities to the Grady College Staff Group.

2. Term of Office and Elections

- A. Term of Office – the President, Vice President, Secretary and Staff Council Representative will be elected for a two-year term. Officers may not serve more than two consecutive terms.
- B. Elections – election of officers shall be held during spring semester. The election of the President, Vice President and Secretary shall take place on alternating years of the election of the Staff Council Representative.

1. A Nominating Committee shall be formed in advance of the spring election. The committee will be responsible for:
 - a. Announcing to the staff that nominations for officers will be accepted and elections held at the spring meeting.
 - b. Drafting a slate of candidates. The Committee can make its own recommendations, take recommendations from staff members, as well as requests from potential candidates to be placed on the ballot.
 - c. Nominations from the Nominating Committee and from the floor will be accepted at the spring meeting. Each nominee must consent to having his/her name placed in nomination. A second is required. The election will be by secret ballot.
- C. A candidate must receive a majority of the votes to be elected. In the event no candidate receives a simple majority vote, a run-off election will be held between the two (2) nominees receiving the most votes.
- D. New officers shall begin their term at the close of the spring meeting following the election.
- E. The election of the Staff Council Representative will take place on alternating years of the election of the other officers. The presiding president of the staff will report the name of its newly elected member of the Staff Council, as well as the name of the member being replaced, to the Secretary of the Staff Council prior to the staff's June meeting. New members will be seated at the August meeting of the Staff Council.

V. Committees

1. Executive Committee
 - A. Membership – The Executive Committee will consist of the President, Vice President, Secretary and Staff Council Representative.
2. Staff Award Committee
 - A. Membership – the Staff Award Committee will consist of members of the staff including the most recent winner of the Staff Award for Excellence.
 1. The Staff Award committee shall be responsible for coordinating the annual Staff Award for Excellence as set forth in the guidelines.
3. Ad Hoc Committees
 - A. Ad Hoc Committees are temporary committees set up to coordinate special events and projects and to address specific concerns. (Examples: Nominating Committee and Staff Holiday Luncheon Committee)

VI. General Procedures

1. Meetings
 - A. The Grady College Staff Group will meet four times annually. Special meetings may be called when needed. Every effort will be made to have meetings when everyone can attend, taking into account special work schedules.
 - B. The order of business at regular meetings of the staff will be as follows:

1. The presentation of the minutes of the last meeting of the staff, their corrections, if any, and their adoption.
 2. Reports of the Executive Committee
 3. Committee Reports
 4. Old Business
 5. New Business
 6. Adjournment
 - C. A quorum will consist of a simple majority (over 50%) of the staff. The staff may not vote on business if a quorum is not met. Staff who are unable to attend may vote on business by:
 1. Absentee Ballot – to be honored, must be received by the secretary before voting begins.
 2. Proxy Vote – are honored when authorized in writing by the absent staff member who notifies the secretary in advance.
 - D. Non-members are welcome to attend all staff meetings. Non-members who wish to address the staff will request permission to do so from the President prior to the meeting. Any staff member may move allowing a non-member to speak.
 - E. Minutes of each meeting will be sent to all staff within two weeks following a meeting.
 - F. Records of staff meetings, Bylaws, and general information pertaining to the business of the Grady College Staff Group shall be kept in a central location to preserve records and to ensure continuity.
2. Reporting to the Dean
 - A. As stated in the duties of the President (IV.1.A), he or she will meet with the Dean regarding the activities and the needs and concerns of the staff. In addition to the President, another staff member shall be appointed by the President to attend each meeting with the dean. The staff member may not be a member of the Executive Committee.
 3. Amendments
 - A. Amendments may be proposed by any staff member of the Grady College.
 - B. Amendments should be submitted to the President and the staff group prior to the meeting at which the vote is taken.
 - C. The Grady College Staff Group shall have the power to amend the bylaws, providing that such amendments are approved by a simple majority of the votes at a regular staff meeting.
 - D. Amendments to the bylaws shall be recorded at the end of the existing bylaws.

Bylaws Approved: November 2, 2006

Replaces Bylaws previously approved:

February 10, 1993