

University System of Georgia

Academic Advisory Committee on English

Bylaws

Article I. Membership

The membership of the Academic Advisory Committee on English shall be composed of an academic administrator of the English curricula or his/her designee from each of the University System of Georgia institutions. Multiple individuals from each institution within the USG may participate in BORAACE, but each institution may submit only one vote at a time on any matter under discussion by the group. In the event that two or more institutions are consolidated, each institution will retain a separate vote on the Advisory Committee until the official date upon which consolidation is complete.

Article II. Purpose

The general function of the Academic Advisory Committee on English shall be to study English curricula and programs of instruction by making reports and recommendations concerning the improvement of instruction, exchanging information and ideas, improving articulation and coordination among the institutions of the University System of Georgia, and considering any other matters requested by the Chancellor, his/her representative, or a member of the committee. The committee will consider other issues of interest to the membership and the constituents it serves.

Article III. Voting

Each institution within the University System of Georgia shall have one vote on any matter brought before the committee. The official representatives from different campuses of a single institution will agree on a single vote from the institution

Article IV. Committees

IV.A. Executive Committee

IVA.1. Membership

The Executive Committee shall consist of the chair, the chair-elect, the immediate past chair, the liaison to the Council on General Education, and three members-at-large. Each member of the Executive Committee shall be elected by a majority vote by the membership of the Academic Committee. The position of chair shall be filled by the succession of the chair-elect to that post. The term of office for the chair, chair-elect, and immediate past chair shall be one year. Each of these Executive Committee members shall serve in office through the following year and shall remain in office through the annual meeting the following year. The term of office for each member-at-large shall be two years, with each member-at-large elected in alternate years. The liaison to the Council on General Education will hold office at the pleasure of the remaining members of the Executive Committee. Terms of office for members of the

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Executive Committee shall begin at the conclusion of the annual meeting of their election to office. Reasonable efforts will be made to have balanced representation from Research Universities, Comprehensive Universities, State Universities, and State Colleges on the Executive Committee.

A vacancy in an unexpired term will be filled by a member of the Advisory Committee selected by the remaining members of the Executive Committee.

IV.A.2. Duties

The chair will convene and conduct all meetings of the Academic Advisory Committee and Executive Committee; serve as the Committee's contact with the Board of Regents' Office; facilitate discussion of issues of interest to the Committee; and, in consultation with the Committee, plan, schedule, and host the next annual meeting of the Committee. All minutes, reports, studies, and recommendations of the Advisory Committee shall be disseminated to the members of the Committee by the chair and submitted by the chair to the official designated by the Senior Vice Chancellor for Academic Affairs.

The chair-elect will record the minutes of the meetings of the Academic Advisory Committee and preside in the absence of the chair.

The immediate past chair will recruit individuals to serve as chair-elect.

The liaison to the Council on General Education will facilitate communication and coordinate activities between the Council Academic Advisory Committee on English

The Executive Committee shall represent the membership of the Academic Advisory Committee on English and act for the Academic Advisory Committee when the Academic Advisory Committee is not in session. The Executive Committee shall make all reasonable attempts to communicate with and solicit opinions from the membership of the Academic Advisory Committee prior to exercising its authority under this article.

IV.B. Sub-Committees

IV.B.1. Definition

Members of the Academic Committee will be divided into the following standing sub-committees: First-Year English, Sophomore English, Major Program, Graduate Program, Online Education, and Assessment. Each of the standing sub-committees will elect a chair who will report findings and recommendations of the sub-committee to the Academic Advisory Committee. Any member of the Academic Advisory Committee may propose the creation or discontinuation of a standing committee.

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IV.B.2. Ad Hoc Committees

Ad hoc committees will be formed as needed upon the recommendation of the Executive Committee. Any member of the Academic Advisory Committee may propose the creation or discontinuation of an ad hoc committee.

Article V. Meetings

The Academic Committee will meet officially at least once each year. The chair, in consultation with the Executive Committee, may schedule additional meetings. Additional meetings must also be scheduled when requested by a majority of the Academic Committee. The membership of the committee shall be notified a minimum of two weeks in advance of a regular or a called meeting of the committee. The quorum of the transaction of official business shall consist of a majority of the voting membership.

Article VI. Adoption and Amendment of Bylaws

These bylaws shall be adopted by two-thirds of the committee's voting membership. Amendments to the bylaws must be approved by two-thirds of the committee's voting membership. Proposed amendments to the bylaws must be distributed to the membership a minimum of two weeks prior to a vote.

Approved: 26 March 2020