

**Georgia Board of Regents  
Academic Advisory Committee on Criminal Justice  
Bylaws**

**Article I. Membership**

The membership of the Board of Regents Academic Advisory Committee on Criminal Justice, hereinafter "Committee," shall be composed of the deans/directors or their designees from each of the colleges, schools, or divisions which comprise the criminal justice area at the institutions within the University System of Georgia, hereinafter "USG." It is the responsibility of each institution within the USG to forward the name of the official representative to the USG Central Office and to the Board of the AACOCJ, and to advise Central Office and the Board of the AACOCJ of any changes relating to the person designated as the official serving the AACOCJ.

**Article II. General Function**

The general function of the Committee shall be to study the curricula and programs of instruction within the criminal justice area, to make recommendations concerning the improvement of instruction, to facilitate the exchange of information and ideas, to improve articulation and coordination among the institutions of the University System of Georgia, and to consider any additional matters requested by the Chancellor, his or her representatives, or a member of the Committee.

**Article III. Voting**

Each institution within the University System of Georgia will have one vote on any matter brought before the Committee. All votes shall be cast by the official representative or the designee of the institution. Voting normally takes place during the annual meeting of the Committee. Voting, when necessary, may be conducted through the Committee listserv. The majority of membership present will constitute a quorum. A simple majority of votes is required to carry a motion before the Committee.

**Article IV. Executive Committee**

The Executive Committee shall consist of the Chair, the Chair-Elect, the Secretary (non-voting), and the Immediate Past Chair. Members of the Executive Committee shall be elected by majority vote by the membership of the AACOCJ present at the annual meeting in which elections are held. The term of office of the Chair shall be two years and will begin immediately following the meeting in which he/she is elected and continue until the end of the annual meeting during which elections are held. The Chair-Elect will move into the Chair position once the term of the current chair expires while the current Chair becomes the Immediate Past Chair. Except for the Secretary, the term of office for each member of the Executive Committee for each position shall be two-years and will begin immediately following the meeting in which they are elected and continue until the end of the annual meeting during which elections are held. An election shall be held every other year in November for the Chair Elect (odd years). An election shall be held annually for the Office of Secretary. The Chair-Elect will assume the following year, and the year after that, becomes the Chair.

The Executive Committee shall represent the membership of the Committee and act on behalf of the Committee when the Committee is not in session. The Executive Committee shall make all reasonable efforts to communicate with and solicit opinions from the membership of the Committee prior to exercising its authority under this article. In the event that a member of the Executive Committee resigns or is replaced as a representative, the Chair of the Committee will fill vacancies on the Executive Committee by appointment for the unexpired term. This appointment is subject to the advice and consent of the Executive Committee upon consultation with the committee as a whole.

## **Article V. Duties of the Executive Committee**

### **The Chair shall:**

- Act as liaison between the Board of Regents and the Committee-At-Large
- Appoint a Committee member to maintain the Committee Listserv
- Establish a date, time, and place for the annual meeting
- Convene and conduct all meetings
- Call for agenda items prior to the annual meeting
- Call for Amendments to the Bylaws prior to the annual meeting
- Appoint sub-committees as needed

### **The Chair-Elect shall:**

- Provide continuity for the Executive Committee
- Preside in the absence of the Chair

### **The Secretary shall:**

- Record the minutes of the meetings of the Committee
- Maintain a current Listserv of members
- Submit the minutes to the Committee for approval through the Listserv within two weeks after the meeting and seek timely corrections to the minutes, providing a minimum of three days for review by Committee members, by delivery through the Listserv
- Submit the approved minutes to the Central Office no later than three weeks after the meeting.

### **The Immediate Past-Chair:**

- Provide continuity for the Committee
- Serve in an advisory capacity to the Chair
- Recruit individuals to serve as Secretary

## **Article VI. Meetings**

The Academic Advisory Committee will meet officially at least once each year. Additional meetings may be scheduled during the year and may be conducted by electronic format. 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 and of the tentative

agenda of the meeting. Meetings will be conducted following Robert's Rules of Order. The quorum for official business shall consist of a majority of the membership present or their designees.

**Article VII. Rules of Procedure**

Rules of procedure not specifically addressed in the Bylaws will follow the current edition of Roberts' Rules of Order.

**Article VIII. Adoption and Amendment of Bylaws**

These Bylaws shall be adopted by two-thirds majority of the committee as voting membership present at the annual meeting. Amendments to the Bylaws must be approved by two-thirds of the committee as voting membership present at the annual meeting. Proposed Amendments to the Bylaws shall be distributed to the Committee membership a minimum of two weeks prior to a vote.

Adopted on this fifteenth day of October, 2021 by a vote of two-thirds of the Committee members.