

Academic Advisory Committee on Psychology Bylaws

Article I: Membership

The membership of the Academic Advisory Committee on Psychology will be composed of one voting member from each institution within the University System of Georgia. That member will be the head of the unit in which psychology is housed or his or her designee. When there is more than one unit head representing psychology at a given institution, the president of that institution shall designate one unit head as the official representative of the institution.

Article II: General Function

The general function of the Academic Advisory Committee on Psychology shall be

- to study the curricula and programs of instruction in psychology,
- to make reports and recommendations concerning the improvement of instruction and curriculum,
- to exchange information and ideas to improve articulation and coordination among units of the University System,
- to consider any other matters requested by the Senior Vice Chancellor or his or her representatives or member of the committee, and
- to consider other issues of interest to the membership

Article III: Voting

Each University System of Georgia institution represented at the annual meeting will have one vote on any matter brought before the committee. Official votes will be taken at meetings of the Academic Advisory Committee. In cases where the Committee is unable to meet or where questions must be answered before or after the annual meeting, votes may be taken by email. The Academic Advisory Committee chair will be responsible for posting voting items through email and will record all final votes. When email votes are taken, the Chair will allow one week for open discussion via email followed by a one-week period for voting. Votes will be sent directly to the Chair's email address. All issues voted upon will be decided by a simple majority of those voting. If fewer than twelve members attend the annual meeting, any motions passed will be voted on by the Committee membership via email. Minutes from the annual meeting will be approved via email by a majority of those voting.

Article IV: Executive Committee

The Executive Committee will consist of the chair, the chair-elect, and the immediate past chair. The chair-elect shall be elected by majority vote of those present at the annual meeting of the Academic Advisory Committee on Psychology. If the Academic Advisory Committee does not meet one year, then election will take place by email. The office of the chair will be filled by the succession of the chair-elect into that role in the next year.

The term of office for each member of the Executive Committee shall begin on July 1 and end on June 30 of the following year. The Executive Committee shall represent the membership of the Academic Advisory Committee on Psychology and act for the Academic Advisory Committee when the Committee is not in session. The Executive Committee shall make all reasonable attempts to communicate with and solicit opinions from the membership of the Advisory Committee prior to exercising its authority under this article.

The Chair-Elect will arrange for hosting the annual meeting. The Chair will develop the agenda for the annual meeting. The Past Chair will keep and distribute minutes of the annual meeting.

Article V: Meetings

The Academic Advisory Committee on Psychology will meet at least once each academic year. The annual meeting will conclude with a list of action items. The chair will make reasonable efforts to ensure that action items resulting from the meeting are moved forward and implemented. The membership of the Committee shall be notified a minimum of two months in advance of a regular meeting or two weeks in advance of a called meeting of the committee.

Article VI: Reports of the Academic Advisory Committee on Psychology

The Past Chair of the Academic Advisory Committee will record minutes at each meeting of the Committee. All minutes, reports, studies, and recommendations of the Committee will be submitted by the Chair to the official designated by the Senior Vice Chancellor for Academic Affairs, who will direct their dissemination.

Article VII: Adoption and Amendment of Bylaws

These bylaws shall be adopted by two-thirds of the respondents. Changes and amendments to the bylaws must be approved by two-thirds of the respondents. Proposed amendments to the bylaws must be distributed to the membership a minimum of two weeks prior to a vote. There will be a one week period allowed for voting.