

Academic Advisory Committee on The Computing Disciplines Bylaws

Article I. Membership

The computing disciplines include degree programs in computer science, information systems, software engineering, and information technology, and programs that prepare students for further studies in these areas, including both two and four year programs.

The membership of the Academic Advisory Committee on Computing Disciplines will be composed of the designees from each of the colleges and universities that comprise the areas of the computing disciplines within the University System of Georgia.

Article II. General Function

The general function of the Academic Advisory Committee shall be to study the curricula and programs of instruction within the computing disciplines included in its charge; to make reports and recommendations concerning the improvement of instruction; to exchange information and ideas; to improve articulation and coordination among the institutions of the University System; and, to consider any other matters requested by the Chancellor, 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 will be cast by the official representative or the designee of the institution after consulting with any other members of that institution in attendance. Official business shall be considered approved when endorsed by a majority of the voting membership.

Article IV. Executive Committee

The Executive Committee will consist of the chair, the chair elect, immediate past chair, three members at large, and a webmaster. The Executive Committee shall be elected by majority vote by the membership of the Academic Advisory Committee. An election shall be held annually for the Office of Chair Elect, and any new member at large. The Office of Chair shall be filled by the succession of the Chair Elect to that post. Members at large will serve a three-year term with one member rotating out of the committee each year. The position of Webmaster shall be appointed by the Executive Committee from the membership.

The Executive Committee shall represent the membership of the Academic Advisory Committee and act for the 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 of the Academic Advisory Committee will fill vacancies on the Executive Committee by appointment for the unexpired term. The Chair Elect will fill the position of Chair in the event of a vacancy in that position.

The term of office for each member of the Executive Committee will begin on July 1 and end on June 30 of the following year.

Article V. Meetings

The Academic Advisory Committee will meet officially at least once each year. Additional meetings may be scheduled during the year by the chair of the committee. The membership of the committee shall be notified a minimum of four weeks in advance of a regular meeting, and two weeks in advance of a called meeting of the committee.

Article VI. Reports of the Academic Advisory Committee

The chair of the Academic Advisory Committee shall cause minutes to be recorded at each meeting of the Academic Advisory Committee. All minutes, reports, studies, and recommendations of the Academic Advisory Committee shall be submitted to the official designated by the Chancellor, who will direct their dissemination to the appropriate person.

Article VII. 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.

Adopted by the Academic Advisory Committee on February 4, 2005.